



How to register for a Sportacular Event

! IMPORTANT NOTES

Accounts created on our old website will not work with the new website. You will need to create a new account.

Team Managers can now manage multiple teams with one account, rather than having to create a separate account for each.

Make sure info@sportacularevent.com is a Safe Sender inside your mail settings to ensure information arrives safely rather than into your Spam and Junk folders.

1 CREATE AN ACCOUNT

Go to: <https://www2.sportacularevent.com/portal/manager/login/account>

You can create an account using your Google or Facebook account, or, fill in your personal details and click the submit button. You will be prompted to set a password. Once your account has been created, you will receive confirmation by email.

2 CREATE A TEAM

From the Team Manager dashboard, Click the '**Add Team**' button. Enter your Team Name, Division, Level, Association and Location. The next step will prompt you to add Players, Staff and Financial Information.

Each team requires a minimum of 5 players. If you are missing information, please enter 'TBA'. You can always edit your team at a later date, once you have this information.

***All teams must have a Head Coach and Team Manager assigned, even if they are the same person.**

3 REGISTER FOR AN EVENT

You must be logged in to register for an event.

Click the 'Register Now' button on the event page. Click the checkbox beside the Team you want to register and answer the Play Questions before proceeding. You will receive confirmation by email that your entry has been received and another email once your team entry has been confirmed.

If you have any questions, or need assistance, please email info@sportacularevents.com