

## Creating Team Registration Form from Template

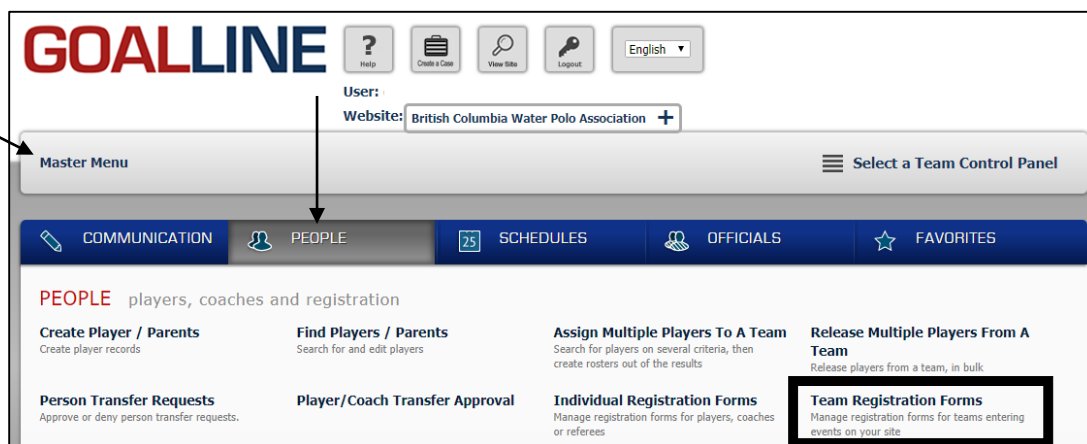
Water Polo Canada has created a template event that can be copied. Please complete one team registration form per event with all the age categories.

For more information on creating a team registration form, please refer to the “Creating a Team Registration Form” user guide.

1. Go to [wpc.goalline.ca](http://wpc.goalline.ca) and select your PSO site from the dropdown menu. Then login using the “Admin Login.”



2. Go to “Master Menu,” then the “People” tab, and then click “Team Registration Forms.”



3. Find the “Event Template (to be copied)” and then click “Copy/Archive”

Team Registration Form Title	Form Type	Last Modified Date	Edit	View Form	(Un)Publish	Copy/Archive
<b>Unpublished Registration Forms</b>						
Event Template (to be copied)	Team	October 2, 2018	Edit	View Form	Publish	Copy/Archive
UBC Fall Classic 2018	Team	October 2, 2018	Edit	View Form	Publish	Copy/Archive
Create Team Registration Form						

4. Enter the name of the event in “New Form Name” box, then click “Submit.”

You will immediately be brought to the “Edit Form” page.

### Step 1: Form Information

1. Edit the expiry date.
2. Select the pricing structure.
3. Pull memberships from local memberships form (for online payments) or from parent memberships form (for offline payments).
4. Enter the event specific information.
5. Select “2018-2019 Events” as the pre-selected item for dropdown.
6. Select to only allow registrations in the “2018-2019 Events” league.
7. Choose the roster lock date.
8. Choose the payment setup (i.e. how you will collect payments).
9. Save your changes.

### Step 2: Person Information

1. Set the minimum number of players.
2. Set the maximum number of players.

### Step 3: Programs and Payment Types

Edit payment types to reflect the categories offered at your event. Be sure to create one payment type for each age category that is offered (e.g. 12U Co-ed, 14U Girls, 14U Boys, etc.).

Payment Types	Total	# Active	Edit	Remove
Category 1 (e.g. 12U girls)	\$0.00	1	Edit	Remove
Category 2 (e.g. 14U boys)	\$0.00	1	Edit	Remove

Bantam Registration

Add Payment Type

### Step 4: Policies and Consent

Add contact information for Tournament Director/Event Coordinator.

### Step 5: Email Confirmations

Add Tournament Director/Event Coordinator email in the “Copy to (bcc)” field.

### Publish Form

Publish the form once all the information has been completed.