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## Team Manager's Guide

### Touch NZ - Online Registrations

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Touch NZ has engaged Sporty.co.nz to deliver an online registration solution for every touch module affiliated with Touch NZ. This solution makes it easy to register Touch teams and players in a way that is useful to the organisers of Touch modules, while also meeting the requirements of Touch NZ.

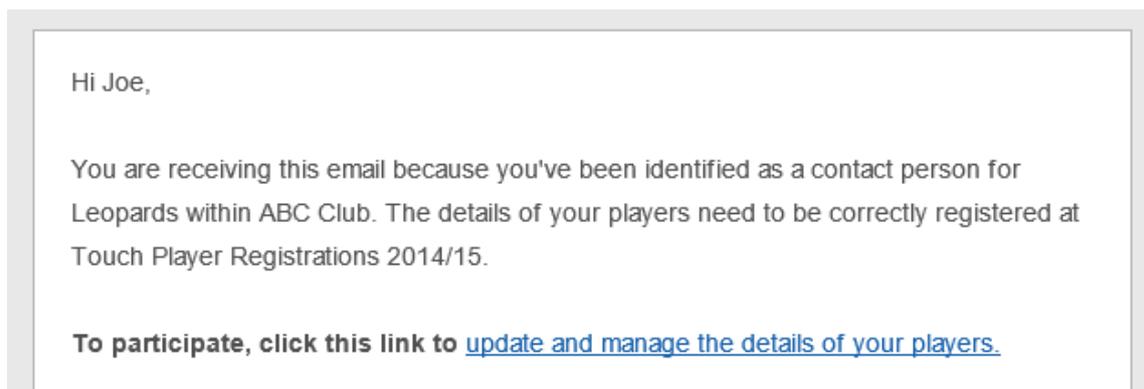
There are two steps to the online registration process:

#### 1. Enter your team into a Touch competition

Your Touch module organiser will let you know how to enter a team into their competition. Many modules are now using an automated system that allows you to complete a **Team Manager Sign-up** form online to enter your team. Other module organisers may accept team entries via phone, email or paper forms.

#### 2. Register players to your team

Once you have signed up your team has been entered, you will receive an email with a link that gives you access to update and manage the details of your players.



Click the link and enter your login details to view a page where you can add players for your team.

If you are new to the system, login details are automatically emailed to you. If you already have a username & password you simply login to proceed (or request a password reset if you've forgotten your password).

If you need assistance, please contact your touch competition organiser.

Once you've followed the link from the email and logged in, you will see a page for adding players to your team (see image below).

**Edit team**

Team name: Leopards \* Grade: Over 30 Mixed Team web address: http://test.sportsground.co.nz/leopards \* Save and Close

Contact person 1: Joe Bloggs joe@bloggs.com 012345678 Phone 2

Contact person 2: First name Last name Email Phone 1 Phone 2

Add a new player: Bruce \* Lee \* Male Day Month Year bruce@gmail.com\* Phone +

	First name	Last name	Gender	DOB	Email	Phone	Edit	Remove	Done	Email
	Jo	Perry	Female		jo@sportsground.co.nz					
	Mike	Purchas	Male	22-12-1987	mike@sportsground.co.nz	3245347				

Note that a red exclamation mark indicates that one or more mandatory fields are incomplete for the player. These could be fields on the underlying registration form and therefore may not be obvious from the team view. One way to ensure all fields are completed accurately is to give each player access to update their own details directly. This is achieved by clicking the email icon beside the player's name:

Add a new player: Bruce \* Lee \* Male Day Month Year bruce@gmail.com\* Phone +

	First name	Last name	Gender	DOB	Email	Phone	Edit	Remove	Done	Email
	Jo	Perry	Female		jo@sportsground.co.nz					
	Mike	Purchas	Male	22-12-1987	mike@sportsground.co.nz	3245347				

This will send the player an email with a link they can click to view and update their own record:

Hi Bruce,

Please use this email to complete your registration with Touch Player Registrations 2014/15. This records you as being part of Leopards within ABC Club.

To participate, please click this link to [update and confirm your details](#).

This lets the player see their own online registration form. They can complete any required fields and submit the form. This automatically updates the database, and you will see the exclamation mark has changed to a tick when you next follow the link from your own email to view your team details.

For more information regarding the use of this online registration service, please contact your module organiser or visit [www.touchnz.co.nz](http://www.touchnz.co.nz)