

Instructions to register for PEM in-house tournaments

Go to www.pickleballtournaments.com (PT), click on **“Tournaments”** button and then **“Tournaments by Country/State”** and then click on **“Arizona.”** Scroll down until you find the **Pueblo El Mirage** tournament you want to enter.



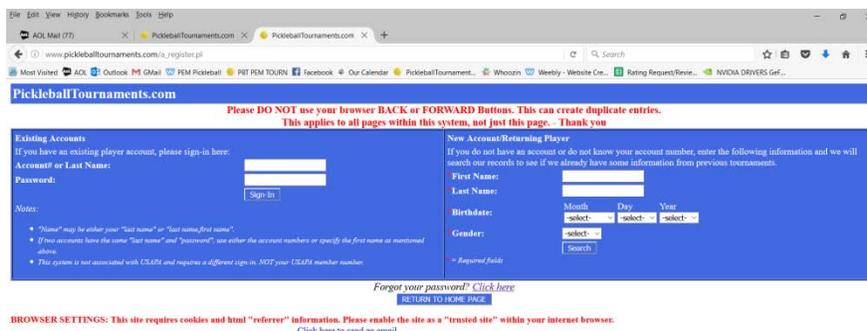
Click on **“More Info”** button for the tournament you are interested in. That will take you to the tournament **“Welcome Page.”**



On the **Welcome Page** you will see information about tournament format and how to register. If you click the **“Show All”** button you can see all information on the page at all at once. Scroll down the page and click on the **“Click Here to Register”** button to register. **-Members Only-** means the tournament is just for our club members.



If you **already have a user name and password with PT** you can register right away using the screen on the left. If you do not have a user name, or can't remember if you do, use the screen on the right. **If you cannot find your name in the system, then you need to create a user name, password and player profile.**



The system will want you to **search for your name first**, even though you know you are not in there. If it does not find you it will pull up a screen that looks like the one below. Click on the **“Create New Account”** button.



If the system does find you, it will bring up the screen below. If this is you, click on the circle next to your name.



If for sure this is you, click on **“Yes, The one I’ve selected is ME!”** button. It program will lead you through your profile to confirm if anything needs to be updated and at the end you have the option of registering for a tournament. If it is not you, click the **“Create New Account”** button.



CREATING A NEW ACCOUNT

We are going to create an account for Wilma Flintstone. You should use your own name (obviously). Using the original screen on for creating a new account, **enter your information** and click the **“Search”** button.



The following screen will pop up. Click on **“Create New Account”**



Complete the missing information and click **“Next.”**

Update Player Profile

Personal Information		
Field	Your Information	Comments
First name	Wilma	This is your first name supplied for the search. If incorrect, please click Cancel and start over.
Middle name		
Last name	Flintstone	This is your last name supplied for the search. If incorrect, please click Cancel and start over.
Nick name		This is the name, if different from your first name, that you want to appear on charts.
Gender	Female	Your gender supplied for search. If incorrect, please click Cancel and start over.
Birthdate	01/01/1955	Supplied for search. If incorrect, please click Cancel and start over.
T-Shirt Size	size	Specify your T-shirt size. If the tournament provides Free shirts, this will be used to specify the size.

Next Cancel

Complete the form and click “Next.”

Update Player Profile

Primary Address		
Field	Your Information	Comments
Address Line 1	10000	This is your primary address and must be supplied.
Address Line 2	Yabba Dabba Do Drive	
City	Bedrock	
State/Provincial Code	CA - California	
Zip Code/Postal Code	00000	
Country	United States	
Alternate Address		
Field	Your Information	Comments
Address Line 1	11201 N El Mirage Rd #000	This is an alternate address. When registering for a tournament it may be used as the primary address if the state matches the state of the tournament.
Address Line 2		
City	El Mirage	
State/Provincial Code	AZ - Arizona	
Zip Code/Postal Code	85335	
Country	United States	

Next Back Cancel

Continue to complete each form and click “Next” until you reach the “Password” Section. **Create a password and security question.** When you sign into pickleballtournaments.com, you will normally put in your last name and the password you create below. When done, click “Next.”

Update Player Profile

Account Information		
Field	Your Information	Comments
Sign-in Password	WF1234	This is the password to sign-in to the system. The password must be at least 4 characters long and it is case sensitive. <i>Hint: You can use your last name instead of your account number to sign-in IF your password is unique for your last name. If your spouse plays too, use different passwords.</i>
Security Question?	What is my husband's name?	If a security answer is entered, it must be provided whenever you wish to update your profile. The "hint" can be provided to help you remember the correct password
Answer to Security Question:	Fred	
Public Listing	<input type="checkbox"/> Please read first->	By default, your profile is only provided to tournament directors when you personally register for the tournament. If this box is checked, tournament directors may retrieve your information without you registering, such as when your partner sends in a form with you listed as a partner.

Next Back Cancel

Next you will see a summary of all your information. **If all looks good** click the “Click here to save changes” button or go “Back” to make corrections. You can always go back into Pickleballtournaments.com and change your user profile anytime.

Update Player Profile

This is your new profile:

Personal Information		Address Information	
First Name	Wilma	Address	10000 Yabba Dabba Do Drive Bedrock, CA 00000
Last Name	Flinstone	Alt Address	11201 N El Mirage Rd #000 El Mirage, AZ 85335
Nick Name		Contact Information	
Gender	Female	Phone	000-000-0000
Birthdate	01/01/1955	Alt Phone	
E-mail Address	Wilmaspickleballhot@bedrock.com	Emergency Contact	Fred Flinstone
Membership and Rating Information		Emergency Contact Phone	100-100-1000
Club	Pueblo El Mirage	Account Information	
Skill Level	3.0	Public Listing	Yes
Singles Skill Level		Hint	What is my husband's name?
Skill Rating By	Self	Answer	Fred
USAPA Membership Number			
Canada Membership Number			

Click here to save the changes Back Cancel

Next you will see this screen. You can go ahead and **register for a tournament**, or **sign out**. Remember write down your user name (last name) and password for future convenience. If you forget one or both of them, you can always go into the system and PBT will send it to you via email.

Wilma: Welcome to PickleballTournaments.com

Account#: F151383

Click on of the following options:

Show My Profile	Your personal profile is VERY important. This is THE information used each time you register for a tournament. You are responsible for keeping it up-to-date. We and Tournaments do not update it.
Update My Profile	Click this button to update your personal information.
Register for a Tournament or Update Tournament Registration	A list of all tournaments open for registration. Also, use this button to update a tournament registration, change partners, add event, remove event, print registration form.
My Past Tournament History (at pickleballtournaments.com)	Your posted tournament results. These are only tournament results added to the master database.
Registration History	Your registration history (since August 2014).
Sign-Out	To sign-out as this player.

SIGNING UP FOR A TOURNAMENT

Click on “Register for a Tournament” on the yellow screen above, or go to www.pickleballtournaments.com (PBT), click on “Tournaments” button and then “Tournaments by Country/State” and then click on “Arizona”. Scroll down until you find **Pueblo El Mirage Karl Kunz memorial Tournament** (or tournament you want to enter).

Scroll down the page and click on the button shown below which will take you to the registration page.

**Click Here to Register
-Members Only -**

Click on the box . This just acknowledges that you’ve read the instructions they are giving you. Click on “Yes, Continue with Registration” if you don’t need step-by-step instructions. If you need instructions, click that button.

Note: Although you are registering online, you must mark your registration complete, print, sign, and deliver the registration being complete. Check this box to acknowledge this.

Instructions	Click this button for step-by-step instructions.
Yes, Continue with registration.	Click to register for this tournament. This registration is for you only. Any partners MUST also register, sign a waiver, and pay their fees to complete the process.
Tournament information	Show the tournament general information in a new window.
Return/Sign-Out	Click to return to the your profile

Select the event you want to participate in by clicking the “Add” button for the one you want. Make sure you check the correct event.

Add/Change Registration Items

Your possible events/items are listed below. Choose the “Action” button for each event you want. When complete, click “Done with Registration Items”.

Action	Currently Registered	Registration Item	Fees	Date(s)	Partner	Information
---	YES	Registration	10.00			(Entry deadline for this item: 03/02/17)
Add		Mixed Doubles 2.0, 2.5 and 3.0				(Entry deadline for this item: 03/02/17) This is not a sanctioned event
Add		3.5+ Open				(Entry deadline for this item: 03/02/17) This is not a sanctioned event

[Return to Registration Summary Page](#) [Return to Registration Summary and Options](#)

If you have a partner, fill in the form asking for their name, age (doesn’t have to be exact) and skill level and click “NEXT.” If you don’t have a partner, leave the form blank and click on the “Add without a Partner” button at the bottom.

3.5+ Open

Partner's Information			
First Name	<input type="text" value="Fred"/>	Enter your partner's first name.	-< Note: We use only the first few letters of the names for searching to minimize misspellings, but enter at least three(3).
Last Name	<input type="text" value="Flintstone"/>	Enter your partner's last name	
Age	<input type="text" value=""/>	Age as of 03/08/17	-<The age doesn't have to be perfect. We look for all players close to the age entered.
Gender	Male	Player's gender.	
Skill Level	<input type="radio"/> 5.0 <input type="radio"/> 4.5 <input type="radio"/> 4.0 <input checked="" type="radio"/> 3.5 <input type="radio"/> 3.0 <input type="radio"/> 2.5 <input type="radio"/> 2.0	Partner's skill level	

NEXT>> After supplying your partner's information, click this button to see if the partner is already on file in the system. A list of close matches will be displayed. If your partner is not there, you can then select to enter the new player. *This is not to "search" for other players needing partners.*

Add without a Partner Use this button to continue without specifying a partner. This will place you on a list needing a partner for other players to check.

Cancel Click this button to return to the summary page.

Then you will see a screen summarizing your events. If OK, click “Return to Registration Summary Page.” If not, click “Return to Registration Summary Page and Options.”

Add/Change Registration Items

Your possible events/items are listed below. Choose the “Action” button for each event you want. When complete, click “Done with Registration Items”.

Action	Currently Registered	Registration Item	Fees	Date(s)	Partner	Information
---	YES	Registration	10.00			(Entry deadline for this item: 03/02/17)
Add		Mixed Doubles 2.0, 2.5 and 3.0				(Entry deadline for this item: 03/02/17) This is not a sanctioned event
Change	YES	3.5+ Open		Wed 03/08	(Need Partner)	(Entry deadline for this item: 03/02/17) This is not a sanctioned event (Click the Change button and use the Skill/Age Group button to specify a group other than your default.)

[Return to Registration Summary Page](#) [Return to Registration Summary and Options](#)

Before you sign out you must mark your registration “complete” otherwise it will not go through. Click on “4) Mark Your Registration Complete” button.

Registration Summary

Name: Flinstoe, Wilma

Code	Event	Date(s)	Partner/Guest Name	Amount
Reg	Registration			10.00
OPEN 3.5	3.5+ Open	Wed 03/08	(Need Partner)	
Total				\$10.00

1) Tournament Information	Show all the tournament information on a separate window.
2) Personal Information	This will show your personal information filed with the tournament. If you just registered, this information was taken from your personal profile on the system. If any of this information needs to be changed, back up and change your personal profile and then return here to update the tournament information.
3) Add/Change Events	Click this button to add, remove, or change a registration item.
4) Mark Your Registration Complete	Click this button to mark your registration complete. Once marked you must: Print the form, sign the waiver, and mail in with payment.
5) Registration Form Return/Sign Out	Click this button to show a registration form with your registration information. Press this to return to the main player option page, register for another tournament, or sign out
Withdraw from tournament	Click to withdraw from the tournament. Cancellation Deadline: 03/02/17

Click the box(es) for what you would like to volunteer for (if any) – not mandatory, but very helpful during a tournament. Click the “Mark Registration Complete” button.

Mark Registration Complete

Every tournament depends on volunteers to function. Without them, we couldn't have our tournaments.

Select Area

Referee

If you have any other comments for registration, please enter them below

Comments

Mark Registration Complete Save the information and mark the registration complete.

Back to Summary Page Click this button to return to the summary page

Your registration is done! You can print your registration form by click on the “Registration Form” button. You can re-open your registration if you need to make changes. Click the “Return/Sign Out” button to exit the program.

Registration Summary

Name: Flinstoe, Wilma

Code	Event	Date(s)	Partner/Guest Name	Amount
Reg	Registration			10.00
OPEN 3.5	3.5+ Open	Wed 03/08	(Need Partner)	
Total				\$10.00

1) Tournament Information	Show all the tournament information on a separate window.
2) Personal Information	This will show your personal information filed with the tournament. If you just registered, this information was taken from your personal profile on the system. If any of this information needs to be changed, back up and change your personal profile and then return here to update the tournament information.
4) Re-Open Registration	Re-open my registration so I can make changes.
5) Registration Form Return/Sign Out	Click this button to show a registration form with your registration information. Press this to return to the main player option page, register for another tournament, or sign out
Withdraw from tournament	Click to withdraw from the tournament. Cancellation Deadline: 03/02/17

This may see daunting at first, but once you get everything set up you will be ready to go for all future Pueblo El Mirage in-house tournaments as well as outside tournaments everywhere that are handled through Pickleballtournaments.com.