



LEE COUNTY WOMEN'S TENNIS LEAGUE

TEAM REGISTRATION INSTRUCTIONS

ONCE YOU START REGISTERING THE TEAM, YOU MUST COMPLETE THE PROCESS BY PAYING \$180 WITH PAYPAL

RATED DIVISIONS		SENIOR DIVISIONS	
Dynamo plays Tuesday (4.0 minus and above)	3.5 minus plays Wednesday (3.5 minus to 3.0 minus)	Platinum (4.5) plays Monday (4.0 minus and above)	Copper (3.5 minus) plays Thursday (3.5 minus to 3.0 minus)
4.0 plays Thursday (4.0 to 3.5)	3.0 plays Monday (3.0 to 2.5)	Gold (4.0) plays Friday (4.0 to 3.5)	Nickel (3.0) plays Friday (3.0 to 2.5)
4.0 minus plays Monday (4.0 minus to 3.5 minus)	3.0 minus plays Thursday (3.0 minus to 2.5)	Cobalt (4.0 minus) plays Wednesday (4.0 minus to 3.5 minus)	Bronze (3.0 minus) plays Wednesday (3.0 minus and below)
3.5 plays Tuesday (3.5 to 3.0)	2.5 plays Tuesday (2.5 and below)	Silver (3.5) plays Friday (3.5 to 3.0)	

CAPTAINS ARE RESPONSIBLE FOR REGISTERING THEIR TEAM FOR THE UPCOMING SEASON!

- ➔ Complete the online [Team Registration](#) between **May 8 and May 24 by 6:00 p.m** Pay your team dues, \$180, online with Pay Pal at the time of registration
- ➔ A division must have a minimum of four teams. Otherwise, the division will not run. Teams will be notified to make other arrangements.
- ➔ Complete the online [Player Registration](#) between **June 5 and July 15 by 6:00 p.m.** Read [Player Registration Instructions](#) for step-by-step instructions. The system will send a copy of your registration to your division secretary and she will check it for illegal players.

PRELIMINARY STEPS

- Know the name of your division.
- Know the name of your team only if there is a second team playing in the same division at your club.
- Know the start times available at your club. Refer to the *LCWTL Rules and Regulations* regarding start times and teams playing at your club. If unsure, check with your tennis professional.
- Register the captain if she is a new player in the League.
- Captains and Co-Captains should make sure their email addresses are typed correctly in their Personal Player accounts, and that the LCWTL agreement is signed.
- Know your **Captain User Name** and **Captain Password**. If you do not have a password, contact your Division Secretary for this information, or the League Secretary (Randi Ireland, secretary@lcwtl5.com). You can find Division officers on the website, under About Us > Division Officers.

TO REGISTER A TEAM

The Team Registration Page opens. Click **Help** on this page to see instructions at anytime. The correct division appears in the top left box.

- Select your **Club**. If other teams have already been registered, they appear in the **Teams Already in this Division** box. If you are the first person to register a team in this division, this box will be empty.



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Enter a **Team Name** ONLY if there is a second team playing in the same division at your club. Enter this name in the same box as your Club name. For example Legends Warriors. Make sure that the spelling is what you want to see online.

Team Name

Select **Start Time 1** from the drop-down list.

Select **Start Time 2** This can be left blank if there are no issues surrounding start times at your club.

Select the **Captain's Name** from the drop-down list.

The system automatically displays the **Captain's Email Address and phone number** from her Personal Player Account

Select the **Co-Captain's Name** from the drop-down list. It is not necessary to have a co-captain to register a team.

The system automatically displays the **Co-Captain's Email Address and phone number** from her Personal Player Account

*****WARNING*****

DO **NOT** CLICK **REGISTER TEAM** if you are **not prepared** to pay with a credit card on PayPal NOW.

Click the **Register Team**. A message box pops up saying *"You have registered your team. Email sent to you and Div Secretary."* This message also appears in the text box at the top of the page. You may have to click **Close** to close the message box, other wise you will go straight to Pay Pal.

The **PayPal Payment** page appears. It shows the \$180.00 next to a shopping cart in the top right corner. Either **Log In**, if you already have a PayPal account, or click the **"Pay with Debit or Credit Card"** button. Fill in all the necessary details and click **"Pay Now"** to finish registering your team. You will receive notification from Pay Pal that your transaction has gone through. Close the Pay Pal window.

- The system will automatically send an email to you, your division secretary, the executive officers, the scheduler and the webmaster. **THIS EMAIL IS YOUR TEAM REGISTRATION FORM. PRINT ONE COPY FOR YOUR RECORDS**
- The system will now automatically open the PayPal page for you to input your payment details. Note this may take some time to come up...Please be patient.
- The League Treasurer will confirm the Paypal payment and it is at that point the scheduler will put you in the correct division for scheduling.
- Note: If your Payment does not occur, ~~or~~ the League Treasurer will be in touch and your team will not go to scheduling and will be deleted in the system.
- Note: Once a team has been registered, there will be **NO REFUNDS** unless the team is unable to field 8 players and must withdraw from the division before scheduling.

Register your players between **June 5 and July 15 by 6:00 p.m.**