



USBC REGISTRATION – QUICK REFERENCE GUIDE

In this Guide you will learn how to:

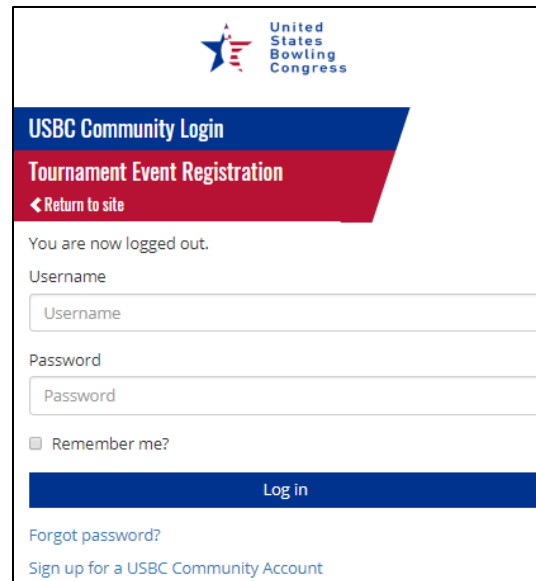
- ✓ **Create a USBC Community Login account, log into Community & Reset your Password**
- ✓ **Register for a Tournament or Event**
 - **Select the Date & Time you wish to bowl including virtual events**
 - **Complete your Roster**
 - **Make your Payment**
- ✓ **Manage an Existing Registration**
 - **Change a bowler’s line up position**
 - **Replace a Roster Member**
 - **Purchase additional Events**

LOGIN

USBC Registration uses USBC Community Login.

To access the USBC Community Login page using either

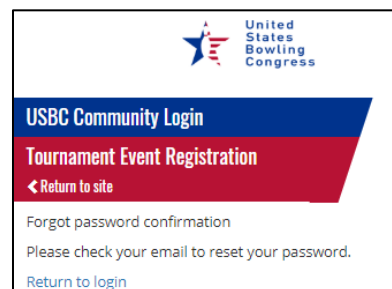
the  or  button from the USBC Registration system.



The screenshot shows the USBC Community Login page. At the top, it says "USBC Community Login" and "Tournament Event Registration". Below that is a "Return to site" link. The main content area says "You are now logged out." and has two input fields for "Username" and "Password". There is a "Remember me?" checkbox and a "Log in" button. At the bottom, there are links for "Forgot password?" and "Sign up for a USBC Community Account".

- **Existing USBC Community users**

- **Login**, existing users **Enter** email, password and click Log in
- Or **Reset** password using **Forgot password?**
 - **Enter** email and submit.
 - Using email, click [Reset your password](#), enter email, new password and **Reset**



The screenshot shows the USBC Community Login page. At the top, it says "USBC Community Login" and "Tournament Event Registration". Below that is a "Return to site" link. The main content area says "Forgot password confirmation" and "Please check your email to reset your password." At the bottom, there is a "Return to login" link.

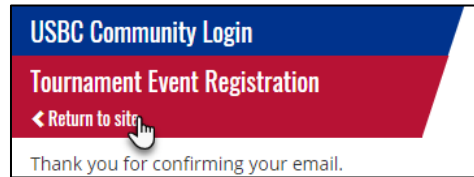
- **New USBC Community Users**

- **Create** new login using [Sign up for a USBC Community Account](#)


- o **Complete the form** by entering required* information
- o **Passwords** must be between 6 -100 characters and contain at least
 - o one number, one special character, one upper case and one lower case letter.
- o Using the email from *Noreply@bowl.com*

[Confirm your email](#)

- o Once confirmed you can **Return to site** and proceed to register for the tournament.



REGISTER FOR A TOURNAMENT OR EVENT

Click  under the tournament/event of choice

- Select an available date from the calendar. Available dates are highlighted bold


Sun	Mon	Tue	Wed	Thu	Fri	Sat
			May 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

- Available times are listed under the event name along with price of the event and available number





Doubles & Singles squads for Sat, May 11th			
One "Qty" is one doubles set and two singles entries.			
Time 12:30 PM	Price (\$) 120.00	Available 25	Quantity <input type="text" value="0"/>
Time 04:00 PM	Price (\$) 120.00	Available 25	Quantity <input type="text" value="0"/>

- Select the event date by entering the Quantity required. Quantity is based on the number of event entries (such as teams, doubles pairs, or number of singles spots) you are purchasing.

- o Example: you have one team participating in every event, select the following:
 - Team would=Qty 1 (covers all 4 members)
 - Doubles & Singles is combined, add Qty=2 (covers 2 sets of Doubles and 4 singles)
 - Optional All Events and Singles would be the total members purchasing a spot. (all 4 would be Qty=4)

- After adding a Qty you must click  for each of the items you want to add to the cart.

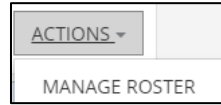
- Remember to add your Virtual (simulated/optional) events i.e. Handicap, or All Events, etc.

Doubles & Singles squads for Sat, May 4th					
One "Qty" is one doubles set and two singles entries.					
Time 04:00 PM	Price (\$) 120.00	Available 25	Quantity <input type="text" value="2"/>		In Cart 0
Team squads for Sat, May 4th					
Time 12:30 PM	Price (\$) 120.00	Available 48	Quantity <input type="text" value="1"/>		In Cart 0
Team Scratch					
	Price (\$) 40.00	Available N/A	Quantity <input type="text" value="0"/>		In Cart 0
Singles Scratch					
Time N/A	Price (\$) 10.00	Available N/A	Quantity <input type="text" value="4"/>		In Cart 0

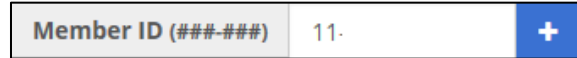
The Event set up features will dictate next step: Completing the Roster or Processing Payment.

Complete Roster by clicking

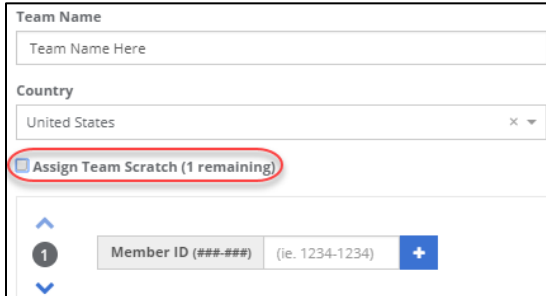
ACTIONS >> MANAGE ROSTER



- Some events will populate the Team name automatically while others require you to Add a Team name. Complete the fields as indicated including the country and state
- If crossing with another team, add Companion code (reservation #)
- Add Bowlers by USBC Member ID, including dash xx-xxxx



- Assign virtual events to team and bowlers




Note: Once a bowler is added to the roster of a bowled event, they will be available in the bowler drop down for selection in the optional/virtual events.


- Save Changes for each event



- and proceed to Payment



Complete Payment by clicking

- Enter billing name/address, click
- Add Card number, expiration date and security code. Click
- Once processed, a confirmation of  identifies acceptance.



MANAGE A REGISTRATION

Once your transaction is complete you can always go back and manage your roster up until the time the event is closed to the public.

On Home screen, click  on the tournament card.

- Use ACTIONS >> Manage Roster to add or change roster.



- Move Bowler line-up positions using the arrows
- [CLEAR POSITION](#) to replace bowlers/substitute. Make sure to reassign virtual events as necessary.
- Use ACTIONS >> Change Squad to change date/time of squad

- Select new date & times, click



- Click  to purchase more spots.
- Follow steps to Register and Pay

- Use ACTION >> Print Roster for a confirmation of registration squads and times.