



2017 USA MASTERS GAMES

REGISTRATION GUIDE

Welcome to the 2017 USA Masters Games Registration System!

1 ABOUT YOU

A screenshot of the registration system's 'About You' page. At the top, a progress bar shows five steps: 1. General Information, 2. About You (highlighted), 3. Your Registration Specifics, 4. Terms Of Entry, and 5. Payment and Finish. Below the progress bar, the text reads '2017 USA Masters Games' and 'Sign Up or Log In'. There are two buttons: 'Already Registered? Click here to login' and 'Need To Register? Click here'. At the bottom left, there is a red link that says 'Delete and start again from the beginning'.

1.1 You should now have moved from the first item on the progress bar to the second item. To access the registration system, you must sign up or log in to an existing account. If you have registered with us previously, use your email or registration number and password to access your existing account. Here, you can edit your personal information and register for additional events. If you are a first time user, you will need to create an account.

1.2 After clicking “Need to Register?” you will enter your personal information (see below). Complete this section by entering your name, gender, date of birth, email, phone number, contact address, and an emergency contact. Finish by adding a password to your account. By choosing a password, you will be able to access your registration details at any time. If you choose not to enter a password, a random password will be created for you. Your password can be changed at any time using the **Change | Reset | Forgot Password** option.

Click **Next**.

1. General Information > 2. About You > 3. Your Registration Specifics > 4. Terms Of Entry > 5. Payment and Finish

2017 USA Masters Games
Introduce Yourself

About You

First Name: *

Last Name: *

Gender: *

Date of Birth: *

Email: *

Cell Phone: *

Your Contact Address

Country*

Address*

City*

State*

Zipcode*

In Case Of An Emergency

Emergency Contact Name: *

Emergency Contact Relationship To You: *

Emergency Contact Telephone Number: *

Please include country code if traveling to the Games from outside the United States.

Portal Password:

A password is needed for you to log back in, update your details and make other changes.

Password: *

(Must be at least 7 characters and contain a number, upper, and lower case characters)

Password: *

(Please type password again to confirm)

2 YOUR REGISTRATION SPECIFICS

1. General Information > 2. About You > 3. Your Registration Specifics > 4. Terms Of Entry > 5. Payment and Finish

2017 USA Masters Games

Participation Type John Doe

Please select one category of participation:

Athlete Team Coach Invited Official

[Delete and start again from the beginning](#)

- 2.1 You should now have moved to the third item on your progress bar where you will select your category of participation. You may only select one category per registration.

Athlete

- 2.2 As an athlete, you have the option to provide more personal information. Take a moment to tell us about your club affiliation, local media outlets, social media, and any other information relevant to your participation in the Games. You may be featured in a USAMG news story.

Click Next.

The screenshot shows a registration progress bar at the top with five steps: 1. General Information, 2. About You, 3. Your Registration Specifics (highlighted), 4. Terms Of Entry, and 5. Payment and Finish. Below the progress bar, the page title is '2017 USA Masters Games' and the user name is 'John Doe'. The main heading is 'More About You'. The form contains four sections with input fields: 'Please Highlight Your Club Affiliation:' with a subtext 'e.g. in Swimming, North Carolina Swimming'; 'Please List Your Hometown Newspaper:'; 'If Applicable, Please Provide Your Twitter handle:'; and 'Would You Like To Share Your Story?' with a subtext 'Our participants have amazing stories that inspire others and bring color to the Games. If you have a story to share that may be of interest to the Games, please let us know.' At the bottom, there are 'Previous' and 'Next' buttons, and a link 'Delete and start again from the beginning'.

- 2.3 Now you are ready to select one or more sports for participation. You may choose to enter as many sports as you wish. The overall Games fee covers participation in up to three sports. Anything over three will incur an additional Games fee. After selecting your sports, click Next.

The screenshot shows the same registration progress bar as the previous form, with step 3 'Your Registration Specifics' highlighted. The page title is '2017 USA Masters Games' and the user name is 'John Doe'. The main heading is 'Your Sport Selection'. Below the heading, it says 'Please select one or more sports for participation:'. There are two columns of checkboxes for sports: Archery, Badminton, Baseball, Basketball, Beach Volleyball, Cycling, Diving, Figure Skating (Not open for Registration), Ice Hockey, Judo, Pickleball, Powerlifting, Road Race, Soccer, Softball, Swimming, Synchronized Swimming, Table Tennis, Tennis, Track and Field, Triathlon, Volleyball, Water Polo, and Weightlifting. At the bottom, there are 'Previous' and 'Next' buttons, and a link 'Delete and start again from the beginning'.

2.4

2.5 On the following pages, you will register for each sport of choice. Each sport will begin by displaying a Key Information page (see right). Here, you will find the Athlete Games Fee (\$60 through June 1, \$80 from June 1 until registration closes. As

stated in the previous section, your Athlete Games Fee covers your participation in up to three sports. You will be charged an additional Athlete Games Fee once you exceed three sports. Along with the Athlete Games Fee, you will also see your individual Sport Fee. These fees vary based on each sport and the complexity of the competition. The Sport Fee will also indicate additional event rates. For example, if you wish to compete in the 50m Freestyle, 100m Backstroke, and 200m Butterfly, you will pay \$4 for each of those events. Tennis, on the other hand, offers one overall Sport Fee at \$20 and limits the number of events you can enter. Click the link below to access additional sport information such as dates, venues, age groups, and rules. Once you understand the fees and key information, click **Next**.

2017 USA Masters Games
Track and Field Key Information John Doe

Registration Fees
Athlete Games Fee \$60 before June 1 \$80 beginning June 1
Track & Field Sport Fee \$10 per individual event and per relay team member \$50 Pentathlon Event Entry Fee

[CLICK HERE](#) for additional Track & Field specific information.

2.6 On the following page, you will select the individual and/or team events you wish to participate in. If your sport competition has individual events, select the ones in which you wish to compete (see right). Sports such as Track and Field and Swimming may also ask you for your best time in these events in order to create appropriate heats.

2017 USA Masters Games
Track and Field Individual Events John Doe

- Track & Field - Mens - 100 Meter Dash
65-69
- Track & Field - Mens - 200 Meter Dash
65-69
- Track & Field - Mens - 400 Meter Dash
65-69
- Track & Field - Mens - 800 Meter Run
65-69
- Track & Field - Mens - 1500 Meter Run
65-69
- Track & Field - Mens - 5000 Meter Run
65-69
- Track & Field - Mens - 10000 Meter Run
65-69
- Track & Field - Mens - 80 Short Hurdles 30
70-74
75-79
80-84
85+

2.7 Most sports will also feature team competition. Use the **Create or Join a Team** button to sign up with your team. If you do not wish to create or join a team, you may skip this step and complete your sport registration.

Click **Next**.

Create a New Team

2.8 If you are not joining a pre-existing team, you will need to create a new team. Start by selecting your age group/event. Make sure you are signing up for the correct gender and age range. It is important that all participants planning to join your team meet this criteria. Next, you will create a Team Code and Team Name. Team members will use your Team Code and Name to find and join your team when registering. You can also directly invite people to join your team by entering their email addresses in the subsequent field. Invitees will receive an email directing them to register and join your team. If you are going to play on this team, choose the option to **Add Yourself as Player**.

2.9 After adding yourself as a player, you should see yourself as a **Current Team Member**. Make sure that your personal information is correct and select your Position. You

Players in your team:

Current Team Members:

Team Members you have Registered

#	First Name	Last Name	Email	Position	
1.	John	Doe	johndoe@gmail.com	Captain	Edit

Important: If you are going to play on this team, please click 'Add Player' below to add yourself to the team.

(You will be noted as the Team Manager for this Team)
(To add another person to your team use the "Add Another Person" button on the payment page.)

have the option to designate yourself as a regular player or captain. If you would like to add another person to your team, you will have a chance to do so on the payment page by selecting the **Add Another Person** option. Players can also personally add themselves to the team as mentioned in the previous section.

Click Next.

Join an Existing Team

2.10 If a member of your team has already registered and created your team, select the **Join an existing Team** option. Enter the Team Code, Team Name, or Captain's Name to find and join the team.

I would like to:

- Skip this step, I'm not entering the team event
- Create a new Team
- Join an existing Team

Find a Team

Team Search:

Please enter the Team Code, Team Name or Team Captain's Name for your team.

2.11 You should see your Team Name, Team Code, Team Manager, and Competition/Event. If any of this information is incorrect, click the button below to select a different team. If you are satisfied with your team choice, select your Team Role (Player) and Team Position (Player/Captain).

Click OK.

Join an existing Team

Your selected team:	*TEST* Masters
Team Code:	USAMG
Team Manager:	Jane Doe
Competition/Event:	Basketball - Womens - 3v3 - 21-29

[Click here to select a different team.](#)

Select Team Role:	Player ▼
Select Team Position:	Captain ▼

◀ Cancel

OK ▶

2.12 You will now see a review of the events and teams you joined for your selected sport. Ensure that you are registered for the correct items and click **Next**.

2.13 While the USA Masters Games does not require qualification, we do, however, ask that participants in all designated sports be active members of their respective sport’s governing body (i.e. Bowling – USBC, Tennis – USTA, Track & Field – USATF). Enter your corresponding member number on this page. If you are not a member of your sport’s governing body, you will need to become a member before you can register for the USA Masters Games. Membership information can be found on the governing body’s website. International athletes will not be required to register with the United States governing body, but should be prepared to show documentation of membership in their home country. After you have entered your membership ID, click **Next**. If you are registering for one or more sports, you will repeat steps 2.4 – 2.12.

3 TERMS OF ENTRY

3.1 Once all event registration is complete, you will be asked to acknowledge your understanding of USAMG waivers and policies. Please take time to become familiar with the Games Privacy Policy, Refund & Transfer Policy, Code of Conduct, and Waiver and Release Form. You must verify that you understand the terms of these policies before you can proceed. It is important to note that some sports have their own waiver that must be signed by each athlete before competing in that sport. In those cases, the Sport Specific Waiver Form will be available on site at Games Registration, and you can sign the forms on site.

Click **Next**.

4 PAYMENT AND FINISH

You can now begin the payment process. First, you have the option to purchase an additional Games program. All participants will receive one when they check in at the Games.

1. General Information > 2. About You > 3. Your Registration Specifics > 4. Terms Of Entry > 5. Payment and Finish

2017 USA Masters Games
Program [John Doe](#)

Would you like to purchase an additional Games program for \$10 each? (All participants receive a program when they check in at the Games.)*

[Previous](#) [Next](#)

[Delete and start again from the beginning](#)

Click Next.

- 4.1 You have one final chance to review your entry details. This page should list all sports you have registered for and the individual and team events within each sport. If any information is incorrect, you can edit your registration at this time. Click **Next** if entry is correct.

Please review your entry [John Doe](#)

John Doe

Soccer

Mens - 11v11 - 50-54	Kickers
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Track & Field

Mens - 100 Meter Dash - 50-54	Best Time - 00:00:12.000
Mens - 100 Short Hurdles 36 - 50-54	Best Time - 00:00:16.500

Track Relays

Mens - 4x400 Meter Relay - 50-54 - Club	Masters
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[Edit John Doe](#)

[Previous](#) [Next](#)

[Delete and start again from the beginning](#)

4.2 Review purchase summary.

First, you should see your Games Fee. This will vary depending upon when you register (\$60 before June 1; \$80 after June 1).

Next, you will see your Additional Sport Fee. If you have entered three or less events, you should not be charged an additional sport fee. If you have registered for more than three sports, you will be charged the Additional Sport Fee.

Each sport's individual Sport Fee will also be listed. You will be charged for your sport's general fee, as well as for any additional charge for multiple entries.

If you chose to purchase a Games T-shirt or Program you should see those charges listed along with the size and number of t-shirts.

A \$5 Service Fee is processed for every registration.

If any of the above is incorrect, select Edit Registration to modify your selections. Please email info@usamastersgames.com or call (919) 678-1651 if you are unable to resolve payment issues.

As stated previously, you now have the option to **Add another Person to Registration**. If you choose to add another person, you will go through the exact same registration process as before, ultimately bringing you back to this same screen.

Enter any promotional codes into the Coupon Codes field. **USA Masters Games is the only organization authorized to distribute such codes.**

Please review & provide payment John Doe

Purchase summary

Item	Price
John Doe (Edit)	
Early Games Fee	\$60.00
Additional Sport Fee	\$0.00
Additional Sport Fee (additional sport)	\$0.00
Soccer Player Fee	\$5.00
Track and Field Fee	\$10.00
Track and Field Fee (additional event/team)	\$10.00
Track and Field Fee (additional event/team)	\$10.00
Games T-shirts L (# purchased: 1)	\$20.00
Postage and Handling for Tee Shirt	\$5.00
Games Program	\$10.00
Service Fee	\$5.00
TOTAL:	\$135.00

Edit Registration

[Edit John Doe](#)

Add another Person to Registration

[Add another Person](#) To add and pay for another persons registration in one transaction, please use the add another person button.

Coupon Codes

Code

[Apply Coupon Codes](#)

- 4.3 Once you have reviewed your purchase summary and verified all items are correct, you are ready to submit your payment. On the bottom half of the screen, please input your payment information via credit card. Select the **Finish & Pay** option when you are finished.

Payment via Credit Card

Name on Credit Card: *

Credit Card Number: *

Credit Card Expiry: *

CCV/CVV:

Cards Accepted:  

To ensure your transaction is secure this site uses 256-bit SSL security

Billing Address

Country*

Address*

City*

State*

Zipcode*

[Delete and start again from the beginning](#)

- 4.4 You should receive two emails following the completion of your registration. Your Entry Confirmation email should verify that you have registered to participate in the Games as well as list your personal information with registration number and the events you entered. The next email should be a copy of your Registration Invoice. If there are any issues with the information provided in either of these emails, please email info@usamastersgames.com or call our office at (919) 678-1651.

Congrats! You are now fully registered to compete in the 2017 USA Masters Games. If at any time you wish to access your account or register for additional sports, you can log back into your account using your email or registration number and password.

We look forward to hosting you in San Diego!