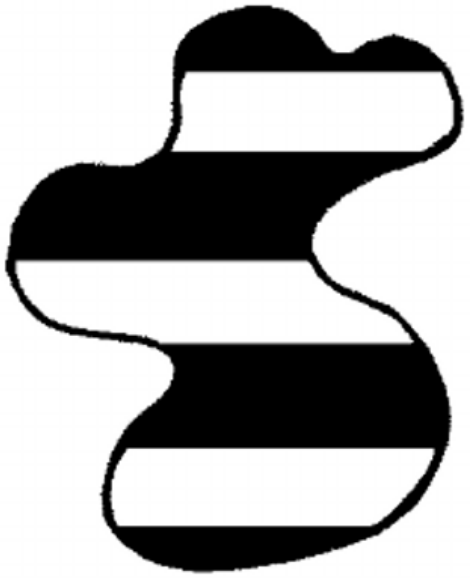


Macoocoo
Online Tournament Management

Team Registration for Manager Access

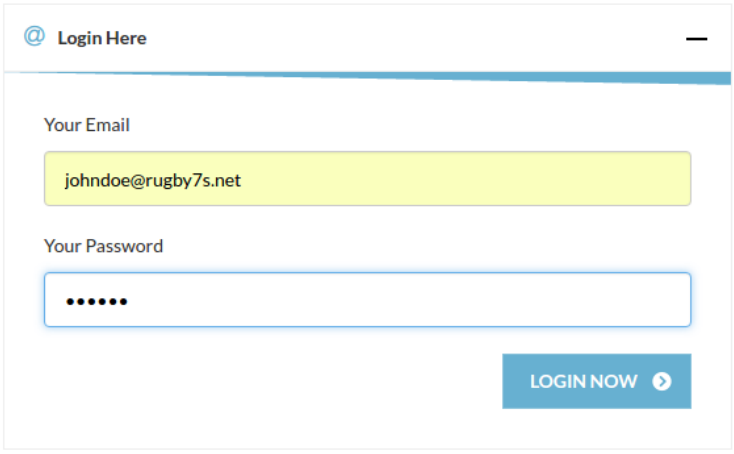
Macoocoo Pte Ltd
info@macoocoo.com
http://www.macoocoo.com
Twitter: MacoocooTweets
Facebook: http://fb.com/macoocoo

Introduction

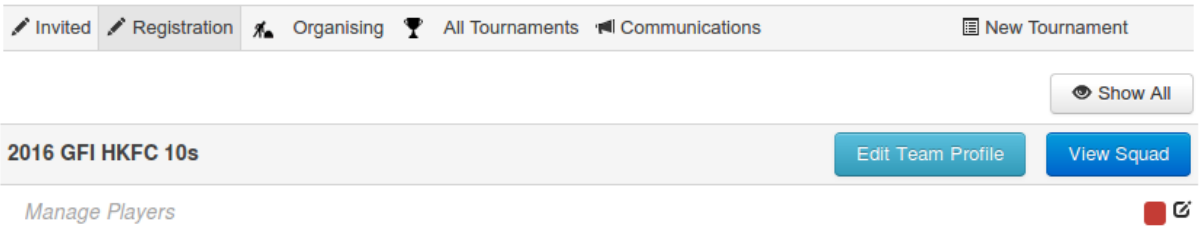
This document explains the process for team manaegers to register or be registered for a tournament within Macoocoo Online Tournament Management software. At the end of the document you should have a clear understanding on the basic features of this module. There are many more features associated with each step, but these have been glossed to keep simplicity. Please ask your Macoocoo support for more details on any particular section.

How to register your team squad

1. Login to Macoocoo
   a) Go to http://macoocoo.com/index.php?r=home/default/login&nd
   b) Enter your username (email addresss) and password
   c) Hit **Login Now** button

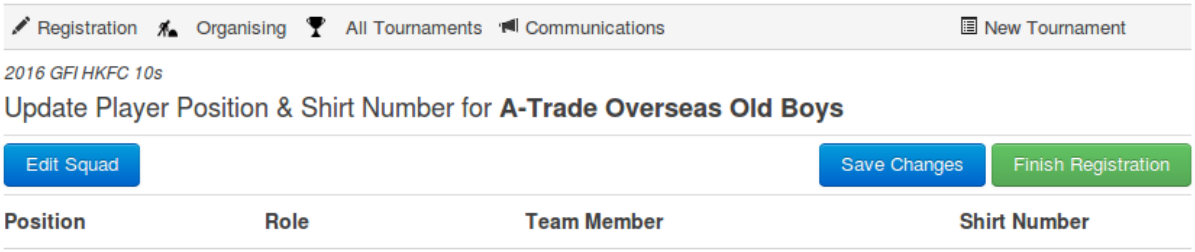


2. Go to the Registration page
   - http://macoocoo.com/index.php?r=tournament/default/index&section=registration



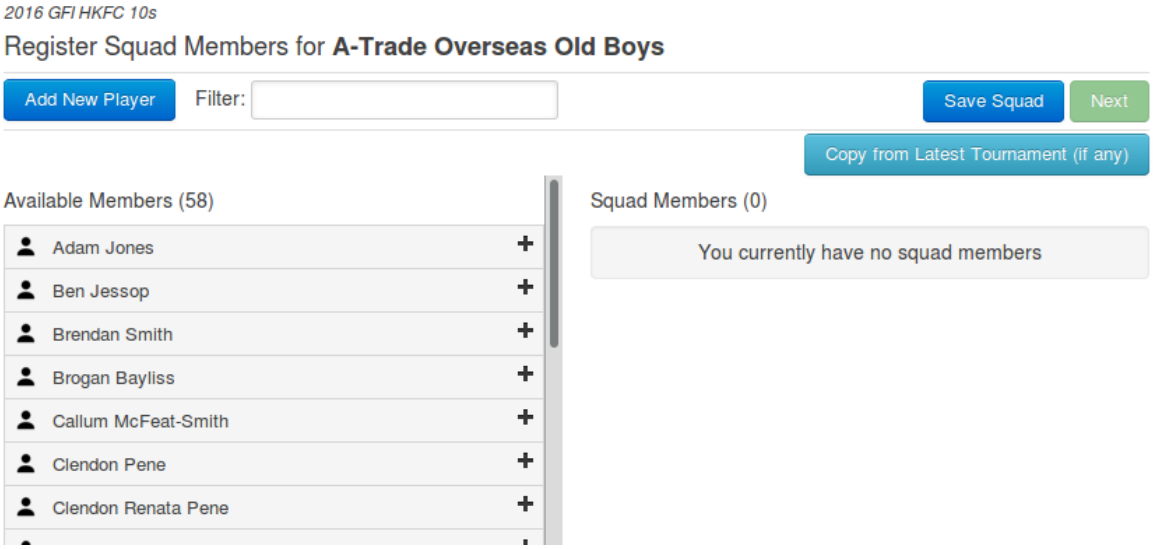
   - Teams joining the tournament will be listed.

3. Click **Manage Players** or the red icon as shown above screenshot.



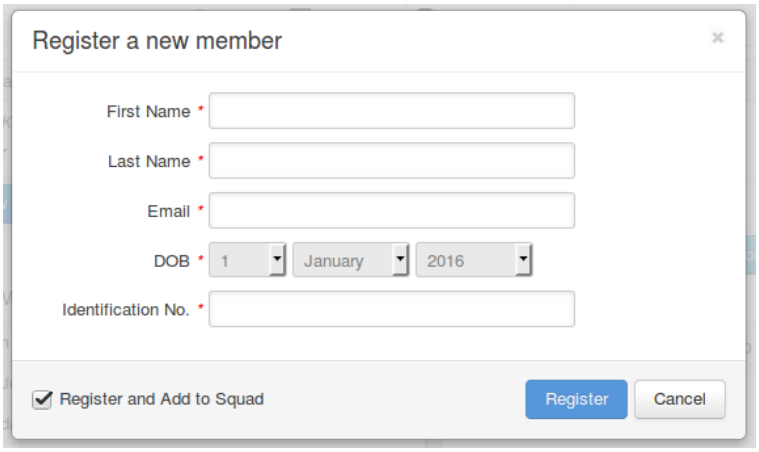
- Squad will be listed; for first time registration of squad, the list will be empty.

4. Click **Edit Squad** button to manage squad list



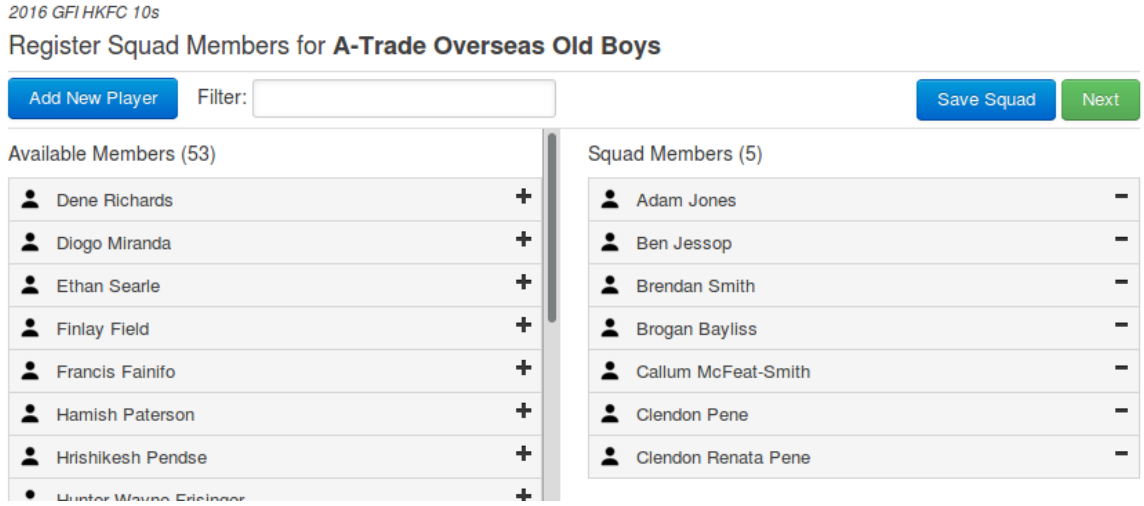
- All members of the club will be listed in the left window. You can select members to be part of the Squad by clicking on the name and it will be moved to the right section (Squad Members).

5. To add new Player/Member, click **Add New Player** button

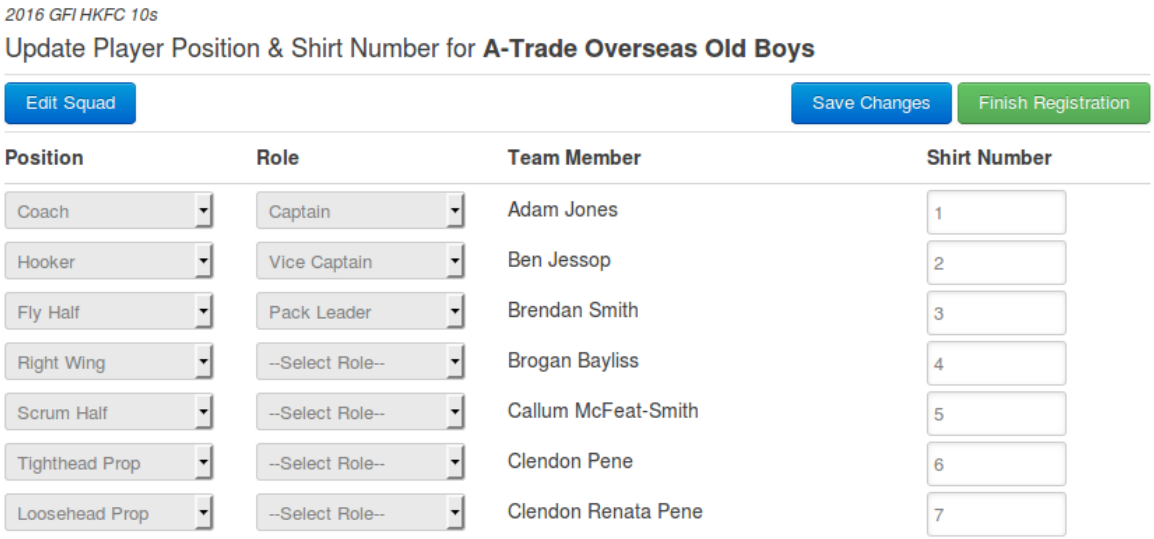


- Every tournament may vary on required fields depending on their requirements. Default required fields are First Name, Last Name, and Email Address.

6. Once you done, click **Save Squad** and **Next** button



7. Selecting player position, role, and adding shirt number



- Once you're done, click **Save Changes** and **Finish Registration**

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