

MEMBER ACCOUNT SETUP FOR CLUB DIRECTORS/TEAM REPRESENTATIVES

Please follow the instructions below when creating your Club Member Account so you are able to register online for events at Ralia Sports Center:

1. Go to www.mnselect.com and click on the **Member Log In** button located on the left-hand side of the homepage.
2. Click on the button, **NO, I do not have a member account.**
3. Please create a username and password. Please enter the information based off your Club Organization:

Username:*	<input type="text"/>
Password:*	<input type="password"/>
Confirm:*	<input type="password"/>
First Name:*	<input type="text" value="Club Director/Rep"/>
Last Name:*	<input type="text" value="Club Director/Rep"/>
Address:*	<input type="text" value="Club Address"/>
City:*	<input type="text" value="Club Address"/>
State:*	<input type="text" value="MN"/> ▼
Zip:*	<input type="text" value="Club Zip"/>
Phone:*	<input type="text" value="Club work #"/>
Email:*	<input type="text" value="Club Director/Rep email"/>
Confirm:*	<input type="text"/>

TEAM(S) REGISTRATION INSTRUCTIONS FOR RALIA SPORTS CENTER EVENTS

To register a team for an event:

1. Go to www.mnselect.com and click on the REGISTER NOW button on the left-hand side of the homepage.
2. Click on the REGISTER NOW.
3. Find the event heading you would like to register for: POWER LEAGUES, SINGLE DAY TOURNAMENTS, MULTI-DAY TOURNAMENTS.
4. Click on the age group you would like to register for: 12s and Under, 14s and Under, 16s and Under, 18s and Under.
5. The Club Information will auto-fill on the ENTER CLUB INFORMATION form. Please make sure to enter your Club Name.
6. Choose which date you would like to register for (You will need to register to for each date for an event separately.) and click NEXT.
7. ENTER TEAM INFORMATION. The form will look like this:

All teams should have a unique identifier. For example, 15-1 or 15-2 or 15-Blue.

Team Name:	<input type="text" value="ENTER TEAM NAME- MAKE SURE TO INCUDLE AN IDENTIFIER"/>
Head Coach First Name:	<input type="text" value="HEAD COACH FIRST NAME"/>
Head Coach Last Name:	<input type="text" value="HEAD COACH LAST NAME"/>
Club Address:	<input type="text" value="WILL AUTO-FILL"/>
City:	<input type="text" value="WILL AUTO-FILL"/>
State:	<input type="text" value="MN"/>
Zip Code:	<input type="text" value="AUTO-FILL"/>
Coach Home Phone:	<input type="text" value="COACH PHONE"/>
Coach Email:	<input type="text" value="COACH EMAIL"/>

ASSISTANT COACH 1 INFORMATION

Asst. 1 Coach First Name:	<input type="text"/>
Asst. 1 Coach Last name:	<input type="text"/>
Asst. 1 Coach Email:	<input type="text"/>

ASSISTANT COACH 2 INFORMATION

Asst. 2 Coach First name:	<input type="text"/>
---------------------------	----------------------

Asst. 2 Coach Last name:

Asst. Coach 2 Email:

TEAM INFORMATION

Please choose the best descriptor of how you expect this team fits within the age division of this event. For example, a 15s team may be a top ¼ 15s team but is more accurately a top ½ team within a 16s and Under event.

Expected Team Strength:

Age Group:

8. Click NEXT when all information is complete.
9. You will be taken to your registration summary page. You have to option to finish registration and complete payment, or to register for another event. To complete payment, click on the CONTIUE button next to the phrase, I AM READY TO FINISH REGISTRATION NOW. To register for another event, choose either: the team you would like to register, or SOMEONE ELSE, and click REGISTER. (Please note, once you have created a team, you will not need to reenter coach/team information on the registration form, it will auto-fill.)
10. Once you are ready to check out, you will be taken to the REGISTRATION SUMMARY PAYMENT PAGE. Review the events you have registered for, and click NEXT.
11. Enter credit card information to complete payment and click FINISH.
12. You will receive a confirmation email, and your team(s) is/are registered!