# FAN
## FAITH ANGLER NETWORK

### HOW TO JOIN FAN AND REGISTER FOR A TOURNAMENT

1.  **NEW FAN ANGLERS (If you are a returning angler, skip to #2)**
    - **Enroll and pay for FAN Membership (you only need to do this once every year):**
    - Go to www.faithanglernetwork.com then from the top menu, click on **MEMBER LOGIN**, which brings you to the FAN Portal
    - Go to **"Join As New Member"** in the dark blue tab, then **"New Student Angler Registration"**
    - Fill out the registration form – Make sure you select your club name/team name. Do not leave this part blank. Then "**SUBMIT**"
    - The Waiver and Payment page will pop up and ask you to select a Trail, select "FAN Texas" if it is not already there by default.
        - Trail = FAN Texas
    - Complete the Waiver – Student and Parent Signatures you just type in your names, then **SUBMIT**
    - You will be directed to the Complete Payment page. At the bottom is a link to check out with PayPal. Once your PayPal payment is made, you are registered for your annual FAN Membership.
    - You may now register for a tournament (see step #4)

2.  **RETURNING FAN ANGLERS**
    - **Register and pay for FAN Membership (you only need to do this once every year):**
    - Go to www.faithanglernetwork.com then from the top menu, click on **MEMBER LOGIN**, which brings you to the FAN Portal
    - Go to **"Student Angler Login"** in the gray tab, then sign in using last year's email address and password.
    - On the main page, scroll down and click on the gray box **"$ Register for NEW SEASON (waiver/payment)"**
    - The Waiver and Payment page will pop up and ask you to select a Trail and Division
        - Trail = FAN Texas
    - Complete the Waiver – Student and Parent Signatures you just type in your names, then **SUBMIT**
    - You will be directed to the Complete Payment page. At the bottom is a link to check out with PayPal. Once your PayPal payment is made, you are registered for your annual FAN Membership. Now, you can register for a tournament (see #4)

    **\*\*Both you and your partner must complete the above steps**

    **before you can register for any tournaments.**

3. **Register as a Captain (make sure your Captain completes this step):**
   - Go to www.faithanglernetwork.com then from the top menu, click on **MEMBER LOGIN**, which brings you to the FAN Portal
   - **New Captains**: Go to **"Join As New Member"** in the dark blue tab, then **"New Volunteer/Captain Registration"**
     - Fill out the **"Enroll As FAN Volunteer"** form, then **SUBMIT** **Make sure you select the correct team in the "Team" drop-down menu or your anglers will not be able to register!**
     - Fill out the Waiver Form and submit.
     - You are now registered as a Volunteer/Captain for the season
   - **Returning Captains**: Go to **"Captain/Volunteer Login"** in the gray tab, then sign in using last year's email address and password.
     - On the main page, first verify that your "Home Team" is correct. If not, click on "Edit My Profile" and select the correct team you will be captaining for. Once your Home Team is correct, then
     - Click on the gray box **"Register as Volunteer & Sign Waiver"**
   - The Waiver form will pop up. Fill it out and submit.
     - Trail = FAN Texas
   - You are now registered as a Volunteer/Captain for the season

4. **Register and pay for a FAN Tournament:**
   - Go to www.faithanglernetwork.com then from the top menu, click on **MEMBER LOGIN**, which brings you to the FAN Portal
   - **Student Angler Login** > use your email and password to log in
   - Select the blue tab **"Future Tournaments"**
   - Click on the **"Register"** link for the tournament you're looking for and a pop-up window will appear
   - Select your team and angler name from the Angler 1 and Angler 2 drop down lists.
     - If you don't see your partner's name in that list, that means he/she has not completed their FAN Membership waiver and payment. **You can not register for a tournament until you both have completed those steps.**
   - Select your Captain's name and **"Register Now"**
     - If you don't see your captain's name in the list, that means he/she has not completed their registration and waiver OR did not select a club when they registered.
   - You will see a Complete Payment page summarizing your registration. Click on the **"PayPal"** link on the bottom to complete your payment.
   - Once your payment is processed, you can confirm your registration by going back to **"Future Tournaments"**, selecting **"View Details"** then look at **"Teams Registered For This Event"** to verify that your team is registered.

5. **Unpaid Dues or Entry Fees  \*\*NEW FUNCTIONALITY\*\***

**If you go through the membership or tournament registration process but do not complete payment at that time, you can now go back into your profile and pay dues or tournament fees. You will do this by logging into your account, then:**

   - If dues have not been paid, in the "My FAN Profile" section you will see a box on the right that says "Pay Now". Click on that link and proceed to complete your payment.
   - If a team has registered for a tournament but has not paid the entry fees (or if you're unsure whether you've paid), go to "Future Tournaments" > "View Details". If you're unpaid, it will show a red box and to the right there is a button to "Pay Now". Click on that link and proceed to complete your payment.