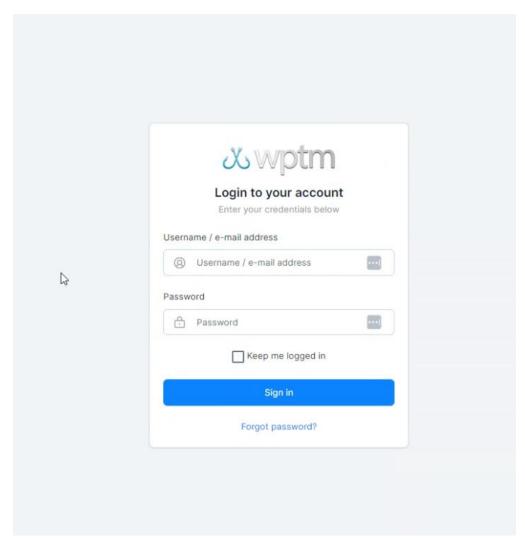
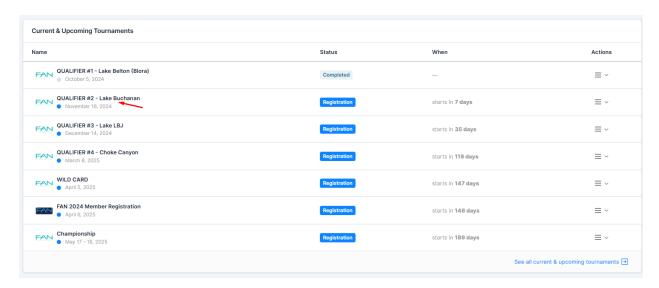
New Club Registration (Signing up all teams)

1. Club Leader sign-in with credentials provided by FAN Staff (You must have a team leader account approved by FAN):



The opening screen you will see is the "Current & Upcoming Tournaments" screen, you MUST click the tournament you want to register the teams for (see Screenshot Below):



NOTICE: If an "Angler" or a "Registered Team(s)" is showing up in red it means that the individual is missing some required information.

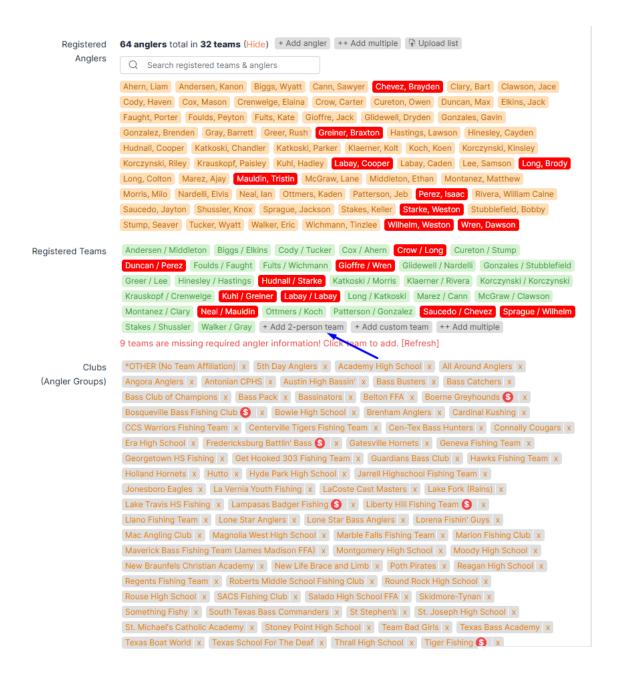
If Angler:

Either Club Assignment, Date of Birth, or both.

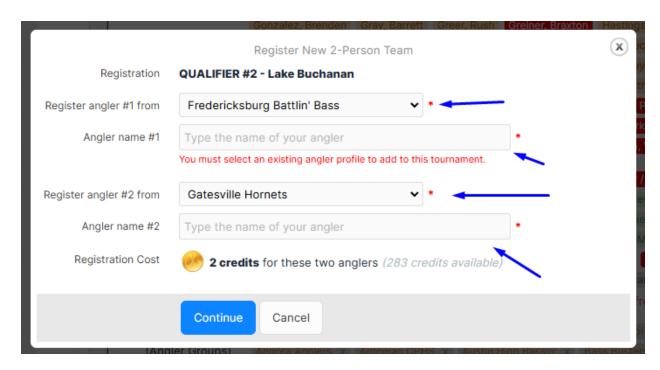
If Team:

Missing Captain

From the Tournament Setup Screen, the step is to select "+ Add 2-person team" (see Screenshot below)



Once the Register window opens in the Register Angler #1 and Angler #2 dropdown list select the club that the angler is associated with. Once you select the club a secondary option will appear that will allow you to put the angler's name in to create the team. PLEASE NOTE: The anglers can be from two different clubs, however, by registering a hybrid team you are responsible for the registration fees (see screenshot below).



Type in the Anglers information into the windows above and make sure you click "Continue" to get the team added.

If they show up in RED follow this step show below:

NOTICE: If an "Angler" or a "Registered Team(s)" is showing up in red it means that the individual is missing some required information.

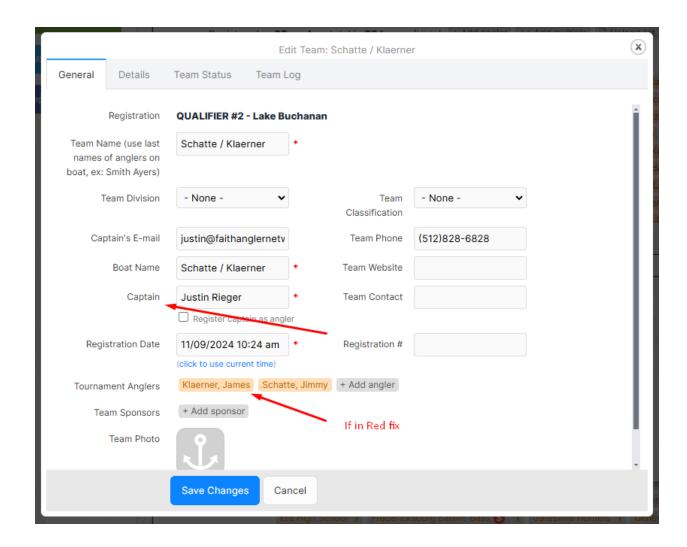
If Angler:

Either Club Assignment, Date of Birth, or both.

If Team:

Missing Captain

*Please see screenshot below for the Edit Team screen and the required field marked as shown:



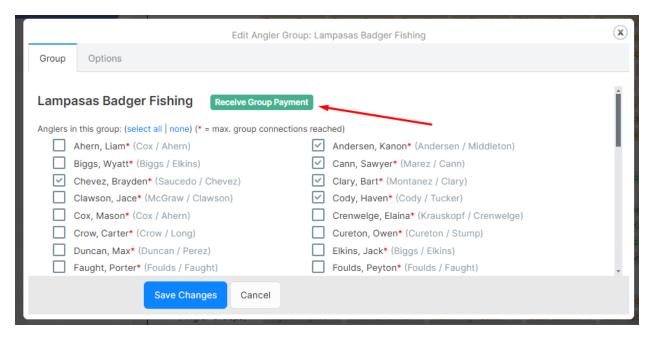
Payment: How to pay for registered teams for Tournament.

*PLEASE NOTE at this point you will be required to pay with your Debit or Credit Card to complete this process!

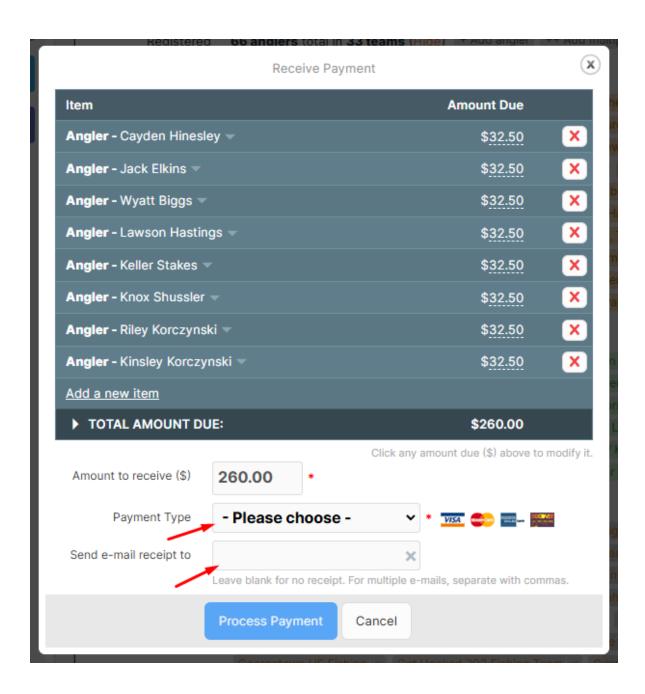
Next Step: You will select your Club, you will see a red \$ sign next to club (see screenshot below), if you hover over the \$ you see the amount due for the club that needs to be paid.



Once you select the club there will be a green box at the top "Receive Group Payment" (screenshot below)



Once you select the box it will show an open balance of all anglers in the club that show an open balance to pay.



If you would like to make partial payment for only specific anglers, you can click the "X" / Remove anglers from the payment list next to their names.

PLEASE NOTE: DO NOT SELECT MANUAL PAYMENT, YOU MUST CHOOSE THE CARD TYPE (VISA, MASTERCARD, ETC.) TO PROPERLY PAY!

This completes the process for Club Registrations and bulk payments for clubs!