



# Noblesville Youth Baseball

## TOURNAMENT REGISTRATION GUIDE

Updated 9-13-14

The purpose of this guide is to assist coaches/administrators with registering their teams for Noblesville Youth Baseball Tournaments on our new website. The registration process is simple and straightforward and this guide should help ensure success registering.

If you have any questions, please contact Adam Decker, Executive Director.


Email: [executivedirector@noblesvillebaseball.org](mailto:executivedirector@noblesvillebaseball.org)

Cell: 217-497-3325

### Notes:

1. NYB utilizes Blue Sombrero for website and registration hosting. Unfortunately, at this time, Blue Sombrero does not offer a true tournament registration system. They are working on that, but for the time being, tournament registrations will be processed somewhat like individual registrations. This guide will walk you through the process.
2. We currently accept Visa and MasterCard for payment.
3. Creating an account is a one-time process. You can register multiple teams/tournaments under this account and it can also be used in future (i.e. 2015) registrations.
  - a. Within your account, you can add multiple PARTICIPANTS. **In this case, each COACH should be a participant.** That way you can manage multiple coaches for tournaments all within your account.

## DETAILED INSTRUCTIONS

<b>STEP 1</b>	Browse to <a href="http://www.noblesvillebaseball.org">http://www.noblesvillebaseball.org</a>				
<b>STEP 2</b>	<p>Create an account by clicking the REGISTER button in the upper right corner</p>  <div data-bbox="277 436 1026 1056"> <h3>New Customer Primary Contact</h3> <p>* First Name: <input type="text" value="John"/></p> <p>Middle Initial: <input type="text"/></p> <p>* Last Name: <input type="text" value="Smith"/></p> <p>Suffix: <input type="text"/></p> <p>* Email Address: <input type="text" value="soundxpert@yahoo.com"/></p> <p>* User Name: <input type="text" value="johnsmith11111"/>  <small>Only letters, numbers, @ dot (.) and underscore (_) are allowed</small></p> <p>* Password: <input type="password" value="●●●●●●"/></p> <p>* Reenter Password: <input type="password" value="●●●●●●"/></p> <p><a href="#">Create New Account</a></p> </div>				
<b>STEP 3</b>	<p>Enter Primary (required) contact information. Cell phone is required for contact purposes. Secondary contact information is optional.</p> <p><small>*Note: All fields marked with an asterisk (*) are required.</small></p> <table border="1"> <thead> <tr> <th data-bbox="285 1224 938 1304">Primary Contact Information</th> <th data-bbox="938 1224 1500 1304">Secondary Parent / Guardian Information</th> </tr> </thead> <tbody> <tr> <td data-bbox="285 1304 938 1843"> <p>* Street: <input type="text" value="100 Main Street"/></p> <p>Unit#: <input type="text"/></p> <p>* City: <input type="text" value="Noblesville"/></p> <p>* State: <input type="text" value="Indiana"/> ▼</p> <p>* Zip Code: <input type="text" value="46062"/></p> <p>* Country: <input type="text" value="United States"/> ▼</p> <p>* Telephone: <input type="text" value="317"/> <input type="text" value="555"/> <input type="text" value="1212"/></p> <p>* Cell Phone: <input type="text" value="317"/> <input type="text" value="555"/> <input type="text" value="1212"/></p> </td> <td data-bbox="938 1304 1500 1843"> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Street: <input type="text"/></p> <p>Unit#: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text" value="&lt;Not Specified&gt;"/> ▼</p> <p>Zip Code: <input type="text"/></p> <p>Telephone: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Cell Phone: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Secondary Contact Email: <input type="text"/></p> </td> </tr> </tbody> </table>	Primary Contact Information	Secondary Parent / Guardian Information	<p>* Street: <input type="text" value="100 Main Street"/></p> <p>Unit#: <input type="text"/></p> <p>* City: <input type="text" value="Noblesville"/></p> <p>* State: <input type="text" value="Indiana"/> ▼</p> <p>* Zip Code: <input type="text" value="46062"/></p> <p>* Country: <input type="text" value="United States"/> ▼</p> <p>* Telephone: <input type="text" value="317"/> <input type="text" value="555"/> <input type="text" value="1212"/></p> <p>* Cell Phone: <input type="text" value="317"/> <input type="text" value="555"/> <input type="text" value="1212"/></p>	<p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Street: <input type="text"/></p> <p>Unit#: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text" value="&lt;Not Specified&gt;"/> ▼</p> <p>Zip Code: <input type="text"/></p> <p>Telephone: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Cell Phone: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Secondary Contact Email: <input type="text"/></p>
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**STEP 4**

Add a New Participant

**NOTE: THIS STEP IS CRITICAL!**

You are not registering a child, instead we will use your information and birthdate to show you the available tournaments that you can register. We require an adult (18 years of age or older) to register for tournaments. This is how we are able to separate youth registrations from tournament registrations.

**YOU CAN ADD MULTIPLE COACHES (PARTICIPANTS) WITHIN YOUR ACCOUNT IF YOU ARE REGISTERING MULTIPLE TEAMS.**

**It is CRITICAL that you check the box for SAME AS PRIMARY CONTACT and enter a birthdate that is older than 18 years old.**

All fields marked with an asterisk (\*) are required.

Same as Primary Contact:

\*Participant's First Name: John

Participant's Middle Initial:

Once you check that box, your information will auto populate the rest of the form.

**Enter your birthdate. If you are not comfortable providing your birthdate, enter 1/1/1996.**

**Add a New Participant**

All fields marked with an asterisk (\*) are required.

Same as Primary Contact:

\*Participant's First Name: John

Participant's Middle Initial:

\*Participant's Last Name: Smith

\*Participant's Gender: Male

\*Participant's Date of Birth: Jan 1 1996

Participant's Email: soundxpert@yahoo.com

\*Street: 100 Main Street

Unit#:

\*City: Noblesville

\*State: Indiana

\*Zip Code: 46062

\*Country: United States

\*Telephone: 317 555 1212

Cellphone:

Click **NEXT** to continue. Do NOT add another participant.

**STEP 5**

You will then be provided with a list of all available tournaments (programs). Select as many as you wish to register for and click NEXT to continue.

Note: The tournaments are listed by division (i.e. A, AA, AAA). Be sure to select the appropriate division for your team. Later, you will be prompted to provide your age level (i.e. 7U – 12U).

#### Available Programs

Name: John (Click your programs & signup today!)

	Program Name	Details	Start Date	End Date	Price
<input checked="" type="checkbox"/>	<a href="#">1: King of the Corn Tournament</a>	Open Division	04/24/2014	04/27/2014	\$425.00
<input type="checkbox"/>	<a href="#">2: All American Slugfest Tournament (AA Division)</a>	9U-12U AA Division	05/22/2014	05/26/2014	\$425.00
<input type="checkbox"/>	<a href="#">2: All American Slugfest Tournament (AAA Division)</a>	7U-12U AAA Division	05/22/2014	05/26/2014	\$425.00
<input type="checkbox"/>	<a href="#">3: Indiana State Games (A Division)</a>	9U-12U A Division	06/12/2014	06/15/2014	\$425.00
<input type="checkbox"/>	<a href="#">3: Indiana State Games (AA Division)</a>	7U-12U AA Division	06/12/2014	06/15/2014	\$425.00
<input type="checkbox"/>	<a href="#">4: Field of Dreams Frenzy Tournament (A Division)</a>	7U-12U A Division	06/26/2014	06/29/2014	\$425.00
<input checked="" type="checkbox"/>	<a href="#">4: Field of Dreams Frenzy Tournament (AA Division)</a>	7U-12U AA Division	06/26/2014	06/29/2014	\$425.00
<input checked="" type="checkbox"/>	<a href="#">5: Forth Fest Tournament (AA Division)</a>	9U-12U AA Division	07/03/2014	07/06/2014	\$425.00
<input type="checkbox"/>	<a href="#">5: Forth Fest Tournament (AAA Division)</a>	7U-12U AAA Division	07/03/2014	07/06/2014	\$425.00
<input type="checkbox"/>	<a href="#">6: Rec World Series Tournament (A Division)</a>	7U-12U A Division	07/10/2014	07/13/2014	\$425.00
<input type="checkbox"/>	<a href="#">6: Rec World Series Tournament (AA Division)</a>	7U-12U AA Division	07/10/2014	07/13/2014	\$425.00

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**STEP 6**

Confirm the details in your shopping cart and click NEXT to continue

#### Shopping Cart Details

Program	Details	First Name	Last Name	Price	Remove
<a href="#">1: King of the Corn Tournament</a>	Open Division	John	Smith	\$425.00	<input type="checkbox"/>
<a href="#">4: Field of Dreams Frenzy Tournament (AA Division)</a>	7U-12U AA Division	John	Smith	\$425.00	<input type="checkbox"/>
<a href="#">5: Forth Fest Tournament (AA Division)</a>	9U-12U AA Division	John	Smith	\$425.00	<input type="checkbox"/>

SUBTOTAL: \$1,275.00

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Update Cart

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**STEP 7** Answer additional team information questions and then click NEXT

**Note:**

1. Team Name is required for each tournament
2. Coach Cell Phone is required
3. Select the appropriate Age Group for each team

You can manually copy and paste the information to help facilitate copying the same information.

All fields marked with an asterisk (\*) are required.

**Participant:** John Smith

**Program:** 1: King of the Corn Tournament

\* Team Name

The Shredders

\* Coach Cell Phone

317-555-1212

\* Select Age Group

9U

**Participant:** John Smith

**Program:** 4: Field of Dreams Frenzy Tournament (AA Division)

\* Team Name

The Shredders

\* Coach Cell Phone

317-555-1212

\* Select Age Group

9U

**Participant:** John Smith

**Program:** 5: Forth Fest Tournament (AA Division)

\* Team Name

The Shredders

\* Coach Cell Phone

317-555-1212

\* Select Age Group

9U

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**STEP 9** Checkout

NYB accepts Visa and MasterCard for payments.



Enter your billing information and click SUBMIT ORDER at the bottom of the page.

The order will process and you will be taken to a confirmation page when the payment has cleared. You will also receive an email confirmation.



If you have any issues/questions about the registration process, or submitted registrations, please contact Adam Decker, Executive Director.

Email: [executivedirector@noblesvillebaseball.org](mailto:executivedirector@noblesvillebaseball.org)

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