

Unattached Wrestler Registration – COACHES INSTRUCTIONS

IF A COACH IS DOING THE UNATTACHED REGISTRATIONS AS A GROUP, ALL UNATTACHED wrestlers **MUST BE REGISTERED TO A TEAM WE'VE DESIGNATED AS THE UNATTACHED TEAM**, not to your school's team. **By doing so, ANYONE can pay for them**, including coaches (not supposed to pay for them in D-1), wrestlers themselves, or parents!!! If you register them along with your ATTACHED wrestlers it will be very difficult for your wrestlers or their parents to login to anything and pay for their entries. **PLEASE** register your ATTACHED wrestlers under a coach's email address. If the registering coach already has a FloWrestling account, they can log in using that login to do the registrations that the team will be paying for. **To start registering UNATTACHED wrestlers who have to pay for themselves, go to:**

<http://arena.flowrestling.org/>

Scroll down to the tournaments listed in **"November 2017"** (left side of page) and select it. November events will show up. Scroll down to our event, **"Hokie Open (formerly Southeast Open)"**. Select the yellowish orange **"Registration"** button to begin the login for UNATTACHED WRESTLERS:



You will be taken to a "Login" screen that looks like this:

As you can see, the login email for Unattached Wrestler Registrations is:

unattached@hokieopen.com

And the password is:

hokies

And yes, the password is ALL LOWER CASE AND IT IS CASE SENSITIVE!!!! Enter the Email and Password as provided and select **"LOGIN"** on the bottom right. You will enter the **"Hokie Open Unattached"** registration for UNATTACHED wrestlers. An event flyer opens as a pop up. Read over the Event Details popup and then close it by clicking on the "X" in the upper-right-hand corner OF THE POPUP (not your browser's "X", the popup form flyer).

That will take you to the following screen:

Hokie Open (formerly Southeast Open)

1 Role	2 Wrestlers	3 Payment	4 Receipt
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Select the role you would like to register as

Parent or Yourself Select this option if you are a parent registering your children or if you are registering yourself. <div>Proceed as Parent</div> <div>Proceed as Yourself</div>	Register as a Coach Select this option if you are a coach registering your team. <div>Proceed as Coach</div>
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If you are a **Coach**, select the **“Proceed as Coach”** button. If you are a **Parent** or **Wrestler**, select the appropriate button. You will then be taken to the following screen:

Hokie Open (formerly Southeast Open)

1 Role	2 Wrestlers	3 Payment	4 FloPRO	5 Receipt
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My Teams <div>+ Add Team</div> <div>Team <div>Unattached</div> <div>Edit</div></div> <div>Roster <div></div> <div>Edit</div></div> <div><input type="checkbox"/> Select all <div>+ Add Selected</div></div>	My Wrestlers <div>Save As Roster</div> <div>+ Add Wrestler</div> <div><div>Name</div> <div>Wt</div> <div>Division</div> <div>Team</div></div> <div><div>PREVIOUS</div> <div>CONTINUE</div></div>
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DO NOT ENTER ANYTHING INTO THE LEFT BOX (labeled as **“My Teams”**). This is an UNATTACHED team that we will match up with your team (so that one of your UNATTACHED wrestlers won’t wrestle one of his UNATTACHED or ATTACHED team mates).

Begin adding your UNATTACHED wrestlers by selecting the button labeled as **“+ Add Wrestler”**. You will be taken to the following screen:

Add Wrestler

Team *

Unattached (UNATT)

Wrestler Zip Code *

Used to assist with profile claiming and searching

First Name *

Last Name *

Person Search

Grade *

Division *

☐ Add Another

ADD

CANCEL

LEAVE THE TEAM NAME ALONE (as Unattached), enter your wrestler's zip code (can be the zip code of his school). Start adding Wrestler data and the box will expand to include other fields, including **"Division"**, **"Weight Class"** and **"Skill Level"** (select UNATTACHED in the drop-down list for Skill Level). If you are adding another UNATTACHED wrestler after this one, check the **"Add Another"** box at the bottom center of the screen. Once all your info is entered, your screen will look like this before you enter this wrestler:

Add Wrestler

Team *

Unattached (UNATT)

Wrestler Zip Code *

08088

Used to assist with profile claiming and searching

NJ

First Name *

Gavin

Last Name *

Squires

Grade *

HS Senior

Division *

Freshman/Sophomore

Weight Class *

133

Skill Level *

UNATTACHED

☒ Add Another

ADD

CANCEL

Select the **"ADD"** button and your wrestler will be added and a new, blank **"Add Wrestler"** box will open for your next UNATTACHED wrestler. When logged in using the unattached@hokieopen.com email, you will ONLY be able to add

wrestlers as UNATTACHED. Feel free to email me which UNATTACHED wrestlers you entered and I will associate them with your team. The key reason to enter the UNATTACHED wrestlers this way is that ANYONE can pay for them. Their mom, their dad, themselves, a coach who is authorized to pay for them, etc. ANYONE. After you've completed your registration session for UNATTACHED wrestlers, you will be taken to the next screen:

Hokie Open (formerly Southeast Open)

1
Role

2
Wrestlers

3
Payment

4
FloPRO

5
Receipt

My Teams

+ Add Team

Team

Unattached

Edit

Roster

Edit

☐ Select all

+ Add Selected

My Wrestlers

Save As Roster

+ Add Wrestler

Name	Wt	Division	Team	
Squires, Frank	133	Freshman/Sophomore	Unattached	-
Squires, Gavin	133	Freshman/Sophomore	Unattached	-
Squires, Harry	133	Open	Unattached	-

PREVIOUS

CONTINUE

Remember – the reason that you are registering UNATTACHED wrestlers is that the school is not paying for them, a parent is or they are paying for themselves. Select the “**CONTINUE**” button at bottom right of the screen to advance to the **Payment** screen.

Hokie Open (formerly Southeast Open)

1 Role	2 Wrestlers	3 Payment	4 FloPRO	5 Receipt
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Enter Payment Details

Pay	Order Item	Qty	Price	Subtotal	Status
On-site ▼	Squires, Able	1	\$4.00	\$4.00	Pay on-site
Online ▼	Squires, Ben	1	\$4.00	\$4.00	Paid
Online ▼	Squires, Charlie	1	\$4.00	\$4.00	Unpaid
Online ▼	Squires, Devo	1	\$4.00	\$4.00	Unpaid
Total				\$16.00	
Paid				(\$4.00)	
Total Due Online				\$8.00	
Total Due On-site				\$4.00	


Coupon Code

Code

  **Apply**

Credit Card

Name on Card *

Card Number *

CVC *

Expiration *

Month ▼

Year ▼

REMEMBER – you are paying for **your UNATTACHED wrestlers**, so the wrestlers in the list above should all be the UNATTACHED wrestlers you registered. When registrations get busy, you will see other teams “UNATTACHED” wrestlers in the list. You don’t want to pay for them. Make sure that ALL of the wrestlers you intend to pay for have “Online” in the first column under the “Pay” column. They are listed in alphabetical order by Last Name first, and then by First Name, so you should be able to find your wrestlers. If it says “On-site” they go out of the cart and will not be paid for. Make sure that all of your wrestlers have “Online” for the value in the “Pay” field and all other entries in that list say “On-site” and they will not be in your cart to pay for. Make sure that the **Total Due Online** amount equals your number of UNATTACHED wrestlers times \$42.00. Continue through the payment process until you get a chance to print your receipt.