INSTRUCTIONS FOR COACHES ADDING ATTACHED WRESTLERS

From the opening Registration screen, you have several options to register:

- 1) As a parent registering and paying for a wrestler;
- 2) As a wrestler registering and paying for themselves;
- 3) As a Coach registering and paying for ATTACHED wrestlers;
- 4) As a Coach registering UNATTACHED wrestlers there are special instructions for this scenario.

Hokie Open (formerly Southeast Open)

1 Role	2 Wrestlers	3 Payment	Receipt
Select the role ye	ou would like to register as		
Parent or Yourself		Register as a Coach	
Select this option or if you are regist Proceed as Par	if you are a parent registering your children ering yourself. ent Proceed as Yourself	Select this option if you are a co Proceed as Coach	oach registering your team.

Registering as a COACH and paying for ATTACHED wrestler(s):

Coaches can register and pay for wrestlers (typically ATTACHED wrestlers) OR they can register and NOT pay for wrestlers. Coaches need to consider the following:

1) If coach is registering AND paying for wrestler, use the registering coach's actual email address as your user name when registering for FloWrestling's tournament registration.

2) If a coach is registering but NOT paying for wrestlers (typically UNATTACHED wrestlers), you need to use a different actual email address (which is "unattached@hokieopen.com) and use a related password (hokie) you would use to register UNATTACHED wrestlers. You would give this information out to all the un-paid for, UNATTACHED wrestlers so that they can log into the FloArena registration system and pay for themselves and whomever else they want to pay for.

To get started, go to **FloWrestling.com**, select **FLOARENA**, click on **Registration** button (all the way to right) for **the Hokie Open** tournament:

DFLOWRESTLING EVENTS FLOARENA RANK Powered by FloSports	INGS RESULTS ARTICLES VIDEOS PEOPLE	Log In or Join N
November 2017	15	2.40
2017 Dave Schultz Memorial International	3 U.S. Olympic Training Ce Nov 01, 2017	Registration
Cowboy Open	University of Wyoming F Nov 04, 2017	
Cook County Pre Season	Cook County Middle Sch Nov 04, 2017	
Mont Alto Invitational- King of the Mont Invitational	Penn State Mont Alto Nov 05, 2017	1 1 4 M 10
Clarion Open	Clarion University Nov 05, 2017	Registration
Hokie Open (formerly Southeast Open)	Berglund Center Nov 05, 2017	Registration

Filename is: Coach Registration Instructions.docx, Page 1 of 5

You will go to the following screen, where you will look at the bottom left and select **"Create FREE Account"** in order to register as someone who can register wrestlers for the Hokie Open:

EVENTS	FLOARENA	RANKINGS	RESULTS	ARTICLES	VIDEOS	PEOPLE
	Logi	n				
		Ema	il *			7
						Email is required
		Passwor	d *			≁ Forgot?
					Pa	ssword is required
	Creat	te FREE Accou	unt			LOGIN
		Qu	estions? Email	Us or Call us at	(512) 270-23	56

If the registering coach already has a FloWrestling account, use that email and password to login and register the members of your team who are ATTACHED. If the registering coach does not have a FloWrestling account, he will need to sign up for a FREE account. If that is the case, after clicking on **"Create FREE Account"** you will go to the following screen where you enter a **"Username"**, an **"Email"** address (MUST be a valid email address) and whatever desired **Password** you wish. AGAIN, when registering <u>ATTACHED</u> wrestlers, have a coach either use an existing FloWrestling account to login in and register them, of if you are registering UNATTACHED wrestlers who will be paying for themselves, use the other document to perform UNATTACHED Wrestler Registrations.

EVENTS	FLOARENA	RANKINGS	RESULTS	ARTICLES	VIDEOS	PEOPLE	
	Creat	te FREE Acco	unt				
		Usernam	e *				7
		Ema	il *				7
						Email is requi	red
		Passwor	d *				F
					Pas	ssword is requi	red
	Logir	n			CR	EATE ACCOUN	г
		Qu	estions? Email	Us or Call us at	(512) 270-23	56	

After selecting CREATE ACCOUNT, you will go to this screen:

User Information	1	
Please enter YOUR inform the best user experience t	ation. This information will help hroughout our systems.	us provided you with
Coach First Name *		7
		First Name is required
Coach Last Name *		7
		Last Name is required
Coach Email *		7
	Valid er	mail address is required
Coach Gender *	Male Female	
Coach Date of Birth *	04/27/1956	7
Coach Zip Code *		
		Zip Code is required
		SAVE CANCEL

After completing all the fields, select "SAVE" to proceed.

Select the button that reads "**Proceed as Coach**". You will be taken to the following screen, where you begin entering wrestler information by clicking on the "+ Add Wrestler" button on the top right:

Hokie Open (formerly Southeast Open)

Role	2 Wrestlers		3 Payment	Receipt
My Wrestlers				+ Add Wrestler
Name	▲ Wt	Division	♦ Team	\$
			PREVI	OUS CONTINUE

You will see a screen that asks for various details about your wrestler, including **Team Name, Zip Code, Name (First and Last), Grade, Division, Weight Class, and Status** (listed as **Skill Level**, use the drop down list which shows status of ATTACHED or UNATTACHED. ATTACHED wrestlers will be registered and paid for by the coach. UNATTACHED wrestlers will be paid for by individual wrestlers or parents. Parents or coaches registering UNATTACHED wrestlers should follow the instructions for registering UNATTACHED wrestlers SEPARATELY. When you are finished entering data in ALL of the fields, click on the "ADD" button in the lower right-hand portion of the screen, OR IF YOU'RE ENTERING MORE THAN ONE WRESTLER, check the box at the bottom that says "Add Another". For one wrestler, click on "ADD" to go to the following screen:

Hokie Open (formerly Southeast Open)

Role	2 Wrestlers		F	3 Payment		Rec	eipt
My Athletes		My Wrestlers				+ Add	Wrest
	>	Name	Wt 🔺	Division		Team	
 Barkley Squires 		INdiffe			-	ream	-

If you are only registering this one wrestler, click on the button that reads "**CONTINUE**" in the bottom right corner. You will then proceed to the "**Payment**" screen. Please be sure to read the notice at the bottom of the screen that advises "**by submitting payment**, you agree to the policy that there are no refunds through the FloRegistration system". Enter your Credit Card info and select the "**PAY**..." button on the bottom right of the screen to complete your payment submission. You will then proceed to the following screen:

Hokie Open (formerly Southeast Open)

1 Role	2 Wrestlers	3 Paym	ent	4 Receipt					
Registration Receipt									
You have successfully registered for the Hokie Open (formerly Southeast Open). Thank You!									
				PRINT INVOICE					
Division Times									
Name	Online	Reg							
Freshman/Sophmore	Start: 09 End: 10/	Start: 09/30/2017 08:39 PM EDT End: 10/01/2017 11:59 AM EDT							
Open	Start: 09 End: 10/	Start: 09/30/2017 08:39 PM EDT End: 10/01/2017 11:59 AM EDT							
Invoice									
Order Item	Qty	Price	Subtota	Status					
Squires, Barkley	1	\$4.00	\$4.00	Paid					
		Total	\$4.00	i					
		Paid	(\$4.00)						
			PREVIOUS	REGISTER MORE					

At that point, if you are only registering one wrestler, select "**PRINT INVOICE**" (blue box at top left). You can also choose to wrestler another wrestler by selecting "**REGISTER MORE**" at the bottom right; either way, be sure to print your invoice before you proceed. When you choose "**REGISTER MORE**", you proceed to a screen that allows you to **ADD WRESTLER** or **PRINT INVOICE**. When registering **ATTACHED** wrestlers, **PLEASE ONLY ADD WRESTLERS THAT YOU INTEND TO PAY FOR!!!** If you don't, you will have to give out your username and password to whomever you registered so that they can pay for themselves (if you choose not to pay for them). If you are done, and have printed your invoice, you may close the browser, you're finished!

After you pay, if you're asked it you want to "Add FloPRO to your account now for instant access to the best wrestling content on the planet" AND you want to do that, click on the button that says "YES, ADD FLOPRO". You do not have to have a subscription account in order to register your wrestler; if you DON'T WANT TO HAVE A PAID SUBSCRIPTION, select the button that says "**NO, THANKS**" and you're done!