

## **Declaring Teams**

When you first see the page, all of the teams you had in the prior season will be listed. You'll need to click the check box in the table to declare each team. You can also enter a comment if you have a special request for bracketing.

## **Changing Coaches**

You can change the coach of any team by clicking on the Chg button. A window will pop up which will allow you to either select an existing person from your community or enter information for a new person. Once the coach has been assigned, click the OK button to return to the declare teams page.

## **New Teams**

If you need to declare a team that isn't in the list, you can click on the link **Click Here To Add A Team** which is at the bottom of the declaration page. A new will be added to the list. Make sure that you select the proper age group and team strength. Feel free to enter a comment if you have a bracketing request. The community rep is assigned as the coach of each new team. You can assign the proper coach by clicking the Chg button.

## **Updates**

When you are done, click the Declare button. Verify that the information is correct. You will also see the declaration fee at the bottom of the page. If any information is not correct, you can make changes and click the Declare button again.