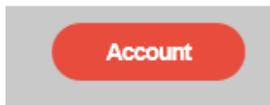# Instructions to register a team at UPCQuiz.com

These instructions are to help a coach set up a new account, add their team and then register for a tournament.

Registering your team on the UPCQuiz.com web site will make things a great deal easier for your district coordinator to set up the tournament in the computer system. Your quiz families will also benefit by being able to see your team's results in a central location.

What you will need: A computer with internet access, Coaches' contact information, Church name and address, Pastor's name, breakdown of your teams if you have more than one, quizzers' names, age as of 1 January of the quiz year and years of quizzing experience.

Time will vary depending on how many teams/quizzers you have, but about 5-10 minutes per team.
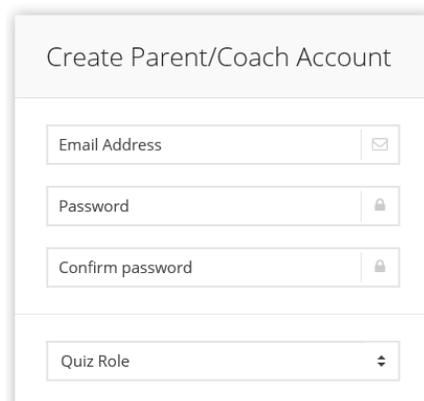
1. Visit http://www.UPCQuiz.com
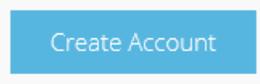2. Click on **Account** in the top navigation bar.

3. Click on the **Create Parent/Coach Account** button:

4. Enter your e-mail address, a password that you will remember (put this in both the password and confirm password fields), and your Quiz Role (Coach Only, or Both Parent and Coach).

5. Click the **Create Account** button

   Create Account

6. You should see that your account was created:

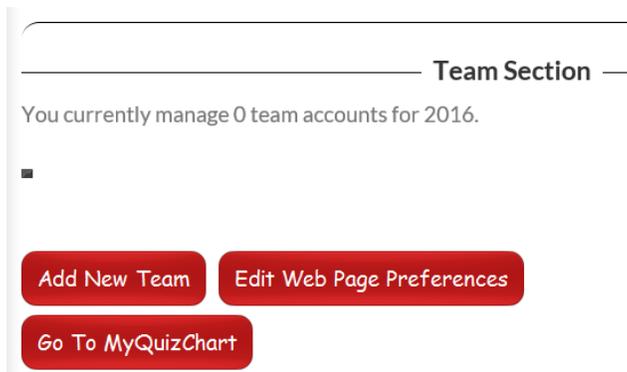   # New Account Created!

   Thank you ~~████████~~@gmail.com. Your new account has been created. Go to Login Page.

7. Click the **Go to Login Page** link:

   . Go to Login Page.

8. Enter your e-mail address and the password that you used when creating the account.

9. The first time in you will see that you currently manage 0 team accounts. Click **Add New Team.**
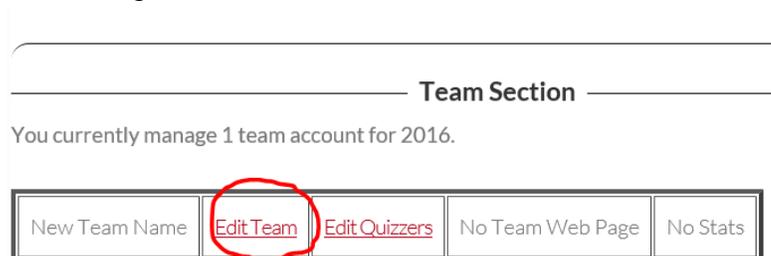
   ─── **Team Section** ───

   You currently manage 0 team accounts for 2016.

   ▪

   Add New Team   Edit Web Page Preferences

   Go To MyQuizChart

10. You will see that a New Team has been added. Now click the link to **Return to Main Account Page**:

    ## New Team Added Successfully!

    A new team has been added to account ~~████████~~@gmail.com. Return to Main Account Page.

11. You will now see some more information on your account page, including tournaments you may be eligible to register for. Before doing that, though, you need to set up your team and quizzers. Click on **Edit Team** :

    ─── **Team Section** ───

    You currently manage 1 team account for 2016.

    | New Team Name | Edit Team | Edit Quizzers | No Team Web Page | No Stats |

12. Complete all the fields on the form for information about your team, church, and coach(es). (Note: if you have multiple teams you will need to repeat the steps to add and edit teams until you get them all in.) When finished, click **Save Changes :**
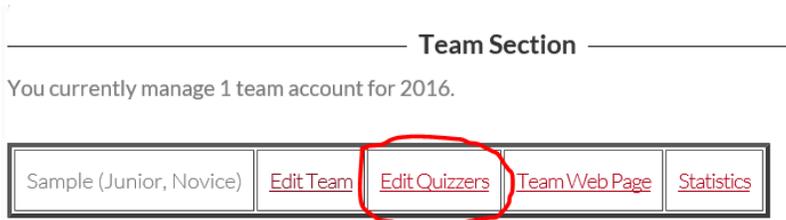
Save Changes

13. When you see that your form submission is complete, click the link to **Return to Main Account Page**

Form Submission Successful

You may return to your Main Account page.

14. Now click the link to **Edit Quizzers**.

─── **Team Section** ───

You currently manage 1 team account for 2016.

| Sample (Junior, Novice) | Edit Team | Edit Quizzers | Team Web Page | Statistics |

15. On the Edit Quizzers page, **first** select how many quizzers are on this team. Remember, there can be no more than 5 on a team and only 3 can be at the quiz table at a time.

Number of Quizzers - Select this value first before making quizzer edits below to avoid losing changes.

Team has 2 quizzers

16. Enter the requested information for each quizzer on the team and then click **Save Changes**. The age selections available are based on the Quiz Division you selected for this team. (9-11 year olds cannot quiz in Beginner, but those under 9 are allowed to quiz in Juniors if they need to.)

Save Changes

17. When you see that your form submission is complete, click the link to **Return to Main Account Page**

Form Submission Successful

You may return to your Main Account page.

18. Now!! From your Main Account page, you are ready to click the link at the bottom for the tournament you are going to register for.

Team Section

You currently manage 1 team account for 2016.

| Sample (Junior, Novice) | Edit Team | Edit Quizzers | Team Web Page | Statistics |

Add New Team   **Edit Web Page Preferences**

You may be eligible to register online for the following tournaments:

2016-01-16   GA District January Tournament

2016-01-16   IL District - January Tournament

2016-01-30   JR Experienced Round Robin

2016-02-13   IL District - February Tournament

19. The information for the tournament comes up along with the contact info for your coordinator. Your team information is already here based on the info you entered earlier. What shows here is what the coordinator will import into the tournament software. Verify all the info is correct, and click the **Submit** button.

Submit

20. You will see the registration successful page and the link to **Return to your Main Account** page.

Registration Successful

You may return to your Main Account page.

21. Now if you scroll down past the list of tournaments available for registration you will see the list of tournaments you are registered for.

2016-06-04   GA District Finals

You are registered online for the following tournaments:

2016-01-16   GA District January Tournament   Sample (Junior, Novice)   [Show Details]   [Delete Registration]

*** To make changes to a registration, just re-register for the given tournament. The new registration will replace the old one.