**Steps to Register Online**

1. Go to TeamUnify Home Page (<https://www.teamunify.com/Home.jsp?team=ieeast>)

2. Click on the **Start Registration** button right below the **Sign In** button. ***Do NOT Sign In, even if you have an existing account.***

3. You should get to the Registration Entry Screen

4. From here you will see this information about the registration:

* Open for returning members date
* Open for new members date
* Date used to calculate athlete’s age
* Maximum # of registrants
* Remaining available registrants
* Intro Letter

5. At the Bottom of the page you will have two (2) buttons

* **Register Now** – You will have two options
	+ I am not logged in but I already have an existing account:
	+ I am a new user or I am not sure if I already have an account. This is the email address I want to use:
* **Check Submitted Registration**
	+ Log in to see the status of your registration

**ACCOUNT SETUP TAB**

6. If you are an existing member of the team and log in using your current account email and password, the fields will automatically populate with existing information. You should update information at this stage. After all information is correct, then click next.

**MEMBER SELECTION TAB**

7. This will take you to member selection page. From here you can select any existing member to Register and their member information will automatically populate the fields. You may select a different group if the Head Coach has moved this member to a different group.

* New Members may also be registered on this page. Select “Tryout for New Members.”

8. Next read and Check Mark (sign) the Waivers. You are able to print these waivers from this screen by clicking Printer Friendly Version.

**FEES SUMMARY**

9. On the fees summary page is a synopsis of the charges associated with the Registration. The required USA Registration Fee will be charged. You may also have “outstanding” fees, which are charges billed to the account during the previous year that were not paid. Two common reasons that you may have an outstanding charge are as follows:

a) Your credit card expired and membership dues and/or meet fees accrued.

b) You did not notify the Head Coach AND the Treasurer that you were leaving the team prior to the 15th of the month; therefore membership dues accrued.

**You must pay any outstanding balances before you may complete the registration.** If you believe there is an error in your account, you should email the EAST Treasurer. Be sure to clearly explain the circumstances in your correspondence.

10. Once all the information is correct, you will click the **Proceed to Checkout** button.

**PAYMENT**

11. At this point, you should update credit card information. Ensure that the card is not expired.

12. Click **Submit Registration**

**SUCCESS**

If your registration is successful, you will be notified. Congratulations on successfully joining EAST for the season!

If your registration is NOT successful, please contact the Head Coach and the Treasurer. If neither person can assist, they will direct you to the Team Unify help line.