

Team, Head Coach, & Asst Coach(s) AARHO On-Line Registration Instructions

Deadline Sept 30, 2011

- Asst coaches included in head coach registration.
- 2012 AAU membership numbers for all coaches are required to complete the registration process. AAU instructions are provided during the registration process or go now to <http://www.aausports.org/JoinAAU.aspx>. **AARHO Club Code = TF43X7**

1. Go to <http://www.signupanytime.com/front/event/List.aspx?a=828>
2. Click on Team Registration (coaches only)
3. Follow instructions on 1st page then click “Register for This Event”

Participant Info:

- Enter coach name and contact info. All fields must be completed. Then click “Next”.

Team (Event) Info:

- Enter HS District your team will be feeding, team name, Coach & Asst AAU #s, etc... All fields must be completed. If you do not have 3 assistant coaches enter “NA” in the spaces that don’t apply. At the bottom of the page is a link to the “terms and conditions”. This is the coach code of conduct. The coach must enter his name in the signature field. By doing so, the coach is taking responsibility for his/her self and for the conduct of assistant coaches. All fields must be completed to continue. Then click “check out”.

Check Out

- **DO NOT ENTER A CREDIT CARD.** You are not paying now. Change payment option to ‘pay by mail’. Then click “Complete Registration”.

Payment

- Follow instructions on mailing team payment screen. You can print the receipt and send with the check. Make check payable to AARHO. Be sure and indicate which team the payment applies to.

Final Instructions:

Send an email to Bob Dannenbaum bdbaum@comcast.net that your registration is complete. Registrations will be checked regularly during the registration period. You will receive an email confirming your registration (pending payment receipt, AAU confirmation, and background screen) with a pass code to give to your player’s parents to register their kids on your team. A link will then be posted on the [signupanytime.com](http://www.signupanytime.com) website for your team that can only be accessed with your pass code. The team and player registration process can proceed prior to payment receipt and background screening complete, however no team will be admitted to the league until all requirements have been met by Sept 30, 2011.