



---

## USBC TOURNAMENT REGISTRATION – QUICK REFERENCE GUIDE

---

In this Guide you will learn how to:

- ✓ **Create USBC Community Login account, log into Community & Reset your Password**
- ✓ **Register for a Tournament**
  - **Select the Squad you wish to bowl including virtual events**
  - **Complete your Roster**
  - **Make your Payment**
- ✓ **Manage an Existing Registration**
  - **Change a bowler's line up position**
  - **Replace a Roster Member**
  - **Purchase additional Events**



---

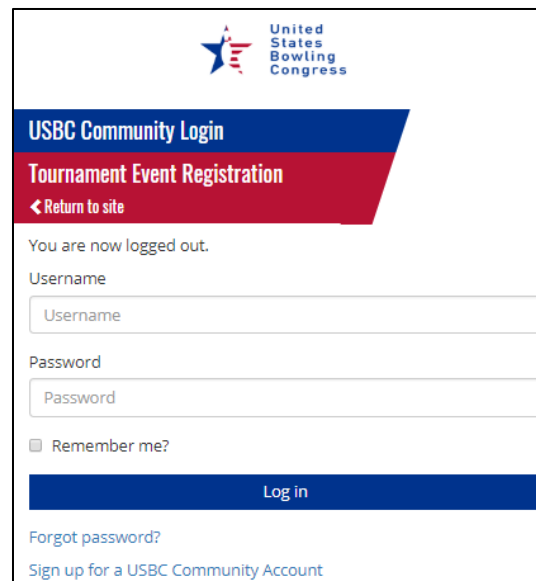
### LOGIN

---

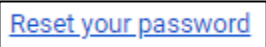
Event Registration uses the USBC Community Login.

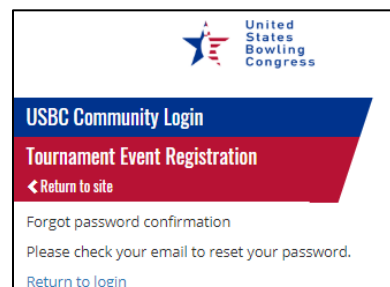
To access the USBC Community Login page using either

the  or  button from the USBC Event Registration system.



- **Existing USBC Community users**

- **Login**, existing users **Enter** email, password and click Log in
- Or **Reset** password using **Forgot password?**
  - **Enter** email and submit.
  - Using email, click ,
  - enter email, new password and **Reset**



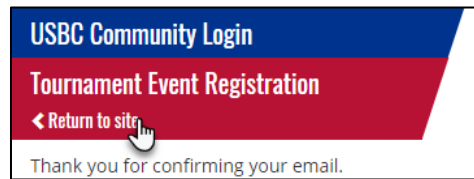
- **New USBC Community Users**

- **Create** new login using 


- **Complete the form** by entering required\* information
- **Passwords** must be between 6 -100 characters and contain at least
  - one number, one special character, one upper case and one lower case letter.
- Using the email from [Noreply@bowl.com](mailto:Noreply@bowl.com)

[Confirm your email](#)

- Once confirmed you can **Return to site** and proceed to register for the tournament.



## REGISTER FOR A TOURNAMENT

Click  under the tournament of choice

- Select an available squad date from the calendar.  
Available dates are highlighted bold


Sun	Mon	Tue	Wed	Thu	Fri	Sat
			May 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

- Available squad times are listed under the event name along with price of the event and available number





Doubles & Singles squads for Sat, May 11th			
One "Qty" is one doubles set and two singles entries.			
Time 12:30 PM	Price (\$) 120.00	Available 25	Quantity 0
Time 04:00 PM	Price (\$) 120.00	Available 25	Quantity 0

- Select the squad by entering the Quantity required.  
Quantity is based on the number of teams, or number of doubles pairs, or number of singles spots you are purchasing.

- Example: you have one team participating in every event, select the following:
  - Team would=Qty 1 (covers all 4 members)
  - Doubles & Singles is combined, add Qty=2 (covers 2 sets of Doubles and 4 singles)
  - Optional All Events and Singles would be the total members purchasing a spot. (all 4 would be Qty=4)

- After adding a Qty you must click  for each of the items you want to add to the cart.

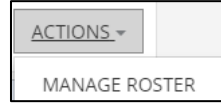
- Remember to add your Virtual (simulated/optional) events i.e. Handicap, or All Events, etc.

Doubles & Singles squads for Sat, May 4th					
One "Qty" is one doubles set and two singles entries.					
Time 04:00 PM	Price (\$) 120.00	Available 25	Quantity 2		In Cart 0
Team squads for Sat, May 4th					
Time 12:30 PM	Price (\$) 120.00	Available 48	Quantity 1		In Cart 0
Team Scratch					
	Price (\$) 40.00	Available N/A	Quantity 0		In Cart 0
Singles Scratch					
Time N/A	Price (\$) 10.00	Available N/A	Quantity 4		In Cart 0

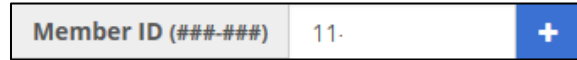
Tournament set up dictates next step: Completing the Roster or Processing Payment.

**Complete Roster** by clicking

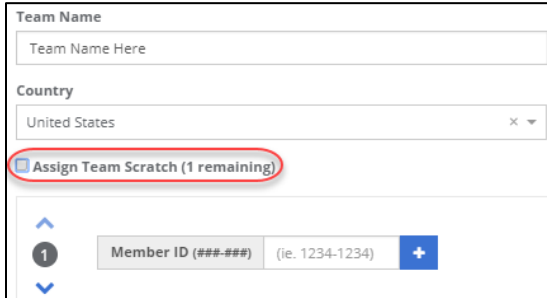
ACTIONS>>MANAGE ROSTER




- o Add Team name, country, state
- o If crossing with another team, add Companion code (reservation #)
- o Add Bowlers by USBC Member ID, including dash XX-XXXX



- o Assign virtual events to team and bowlers






Note: Once a bowler is added to the roster of a bowled event, they will be available in the bowler drop down for selection in the optional/virtual events.

- o Save Changes for each event
- o  and proceed to Payment



**Complete Payment** by clicking

- o Enter billing name/address, click
- o Add Card number, expiration date and security code. Click .
- o Once processed, a confirmation of  identifies acceptance.




## MANAGE A REGISTRATION

Once your transaction is complete you can always go back and manage your roster up until the time the event is closed to the public.

On Home screen, click  on the tournament card.

- Use ACTIONS >> Manage Roster to add or change roster.



- o Move Bowler line-up positions using the arrows
- o [CLEAR POSITION](#) to replace bowlers/substitute. Make sure to reassign virtual events as necessary.
- Use ACTIONS >> Change Squad to change date/time of squad

- o Select new date & times, click



- Click  to purchase more spots.
- o Follow steps to Register and Pay

- Use ACTION >> Print Roster for a confirmation of registration squads and times.