

TOURNAMENT REGISTRATION QUICK REFERENCE GUIDE




USBC TOURNAMENT REGISTRATION

In this Guide you will learn how to:

- ✓ Create Community account, log in, find your Username & Reset your Password
- ✓ Register for a Tournament
 - Squad Selection
 - Roster Completion
 - Payment
- ✓ Manage a Registration
 - Change a Line up
 - Replace a Roster Member
 - Purchase additional Events

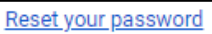
COMMUNITY LOGIN

Access Community Login using either  or


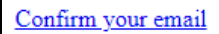


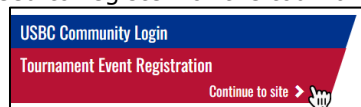
. At the Login Screen

Existing USBC Community users

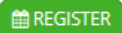


- **Login:** Enter email, password, click Log in
- **Find Username using *Forgot username?***
 - Enter email or Member ID (if Community Login is linked) and submit.
 - If email/ID matches username on file, email is sent to the address on record.
- **Reset password using *Forgot password?***
 - Enter email and submit.
 - Using email, click , enter email, new password and **Reset**.

New USBC Community users

- **Create** new login using 
- **Complete form:** enter required* fields
- **Passwords** must be alphanumeric, between 6 -100 characters and contain at least: one number, special character, one upper, and lower-case letter
- Using the *Noreply@bowl.com* email*  *If not found, search Junk.
- Once confirmed you can **Return to site** and proceed to register for the tournament



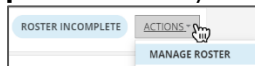
REGISTER FOR A TOURNAMENT

- Click  under the tournament of choice
- Select available squad date, highlighted bold
 - Choose the Event & Squad time by adding a Qty and clicking  to the cart.
 - The Qty is the number of teams, doubles or singles spots you are purchasing
 - Remember to add your Virtual (optional) events i.e. Handicap or All Events.
 - Click  to get to Order Review

Tournament set up drives the next step:


Complete Roster or Process Payment.

Complete Roster by clicking Actions:

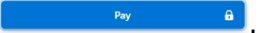



- Add Bowlers by USBC Member ID. 
- Add Team name, country, state
- If crossing with another team, add Companion code (reservation #)
- Assign virtual events to team and bowlers **Assign Team Scratch (0 remaining)**
- Save changes








-  and proceed to Payment

Process Payment: click 

- Add email, card number, expiration date, security code, Name on card, country, and billing zip code. Click 
- A confirmation , payment confirmation message, and email confirm processed.

MANAGE A REGISTRATION

On Home, click  on tournament card.

- Use ACTIONS >> Manage Roster to add or change roster.
 - Move Bowler positions using  
 -  to replace bowlers/substitute. Reassign virtual events as necessary
- Use ACTIONS >> Change Squad to change date/time of squad
 - Select new date & times, click 
- Click  to purchase more spots.
 - Follow steps to Register and Pay
- Use ACTION >> Print Roster for a confirmation of registration squads and times.

LINKS FOR MORE INFORMATION

Contact USBC

- For assistance with the portal please contact
 - **USBC Tournaments (Adult)**
 - 888-910-2695
 - USBCopenchampionships@bowl.com
 - USBCwomenschampionships@bowl.com
 - **IBC Youth Department (Youth)**
 - 800-514-2695 ext. 8426
 - tournaments@ibcyouth.com
- General queries/directory information, contact **USBC Headquarters** at 800-514-BOWL (2695)