





## USBC TOURNAMENT REGISTRATION

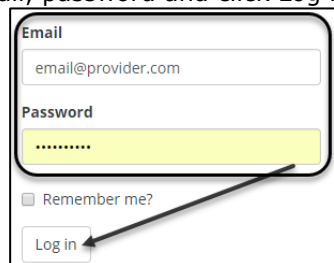
In this Guide you will learn how to:



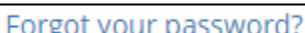
- ✓ Create account, Log in & Reset a Password
- ✓ Register for a Tournament
  - Squad Selection
  - Roster Completion
  - Payment
- ✓ Manage a Registration
  - Change a Line up
  - Replace a Roster Member
  - Purchase additional Events

## LOGIN

Access Login using either  or  .  
At the Login Screen

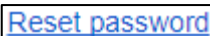
- Enter email, password and click Log in





- Create new login using  or 
  - Complete the form by entering required\* information
  - Confirm email, using the emailed **Confirm my Account** link.
- Reset password using 
  - Enter email and submit.

## Forgot Password Confirmation

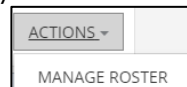
Please check your email for a link to reset your password.


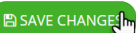
- Using email, click , enter email, new password and **Reset**
- Once you have access you can proceed to Register for a Tournament.

## REGISTER FOR A TOURNAMENT

- Click  under the tournament of choice
- Select an available squad date, highlighted bold
    - Choose the Event & Squad time by adding a Qty and clicking  to the cart.
  - Remember to add your Virtual (simulated) events i.e. Handicap and All Events.
  - Tournament set up dictates next step: Completing the Roster or Processing Payment.




**Complete Roster** by clicking




- 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
  - 
-  and proceed to Payment

**Complete Payment** by clicking






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

## MANAGE A REGISTRATION

- On Home, click  on the tournament card.
- Use ACTIONS >> Manage Roster to add or change roster.



- Move Bowler line up positions
-  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

To view the full process, FAQs and the Help Center, refer to the **How to Register** guide.

### Contact USBC

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