

Team and Player Renewals Penticton Men's Rec. Hockey League

PLAYERS RETURNING TO PLAY ON THE SAME TEAM

Once you have received an email instructing you to renew your player profile (and not before) every player that is returning to play on the same team for the new season must go to their league profile, login to the player renewal form and renew his or her player profile. Here are the steps you need to follow:

1. Go to your League Profile
2. Click on 'Renewals' from the top navigation bar
3. Click on 'Player Registration Renewal' from the drop down menu
4. Login to the renewal form using the User ID and Password you created when you registered last year. **You must select the team you are returning to play with.**
5. Verify the details contained in the form. It is the players responsibility to maintain current contact information. Check that phone numbers and email addresses are correct and current
6. Verify and confirm that you are returning for the season by checking off the box at the top of the form
7. Submit and log out

This process takes about two minutes. If you have forgotten your UserID and password, use the password reminder form to recover these details. This form is available via the link on the login page. If you have changed your email address or cannot remember the email address you used to register last year, contact me at admin@recsms.com and I will look the information up for you.

If you are returning to the team you were registered with last year you must complete the player renewal. **DO NOT REGISTER AGAIN As A New Player**

Anyone who registers as a new player creates a duplicate record of their registration and this must be removed by the webmaster at a cost of \$20.00 per incident. This fee will be passed on to the player.

PLAYERS WHO ARE RETURNING TO PLAY ON A DIFFERENT TEAM

If you are returning for the new season but will be playing for a different team, you must re-register as a player for that team. Your previous profile will remain in the database as a deactivated player for archiving purposes. Contact your team representative for the team password and use the Player Registration form found in the drop down menu under 'Registrations.'

If you are a **team representative** who is returning to play for the same team, you will also need to indicate in the form whether or not you will be returning as a team representative for the new season.

TEAM RENEWALS

Team representatives who have completed their renewal forms must login to team central and review their team's profile. If there are any changes needed, use the Team Profile Update form available via the link under the profile and under the communications tab. Only after I have received this form will I make any changes to your team's profile.

SUMMARY

- DO NOT under any circumstances re-register if you are returning to play for the same team. RENEW your membership using the renewal forms
- NEW PLAYERS and PLAYERS RETURNING TO PLAY FOR A DIFFERENT TEAM will register using their team password and the Registration forms
- Returning players who are playing for the same team may not play in the league until their renewal has been submitted correctly
- New players and returning players who are playing for a new team will not be permitted to play until their registration forms have been filled out in full and submitted

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REC SMS