

2009 Wilson/ITA Regional Championships Online Registration Guide for Coaches Entering Players

Before you register, some items you **MUST** have to complete registration:

1. Your player(s) email address
2. Your anticipated line-up for the 2009-10 year
3. Player(s) year in school
4. Any national/regional rankings or information you would like to enter to be considered during selections or seedings.
5. A credit card
*** It is important to note that a coach who chooses the “pay by check/cash” option will still be required to provide a credit card at the time of registration. This card will NOT be charged but is required by the system (only for events that have a selection process).*

The Registration Process:

1. Go to <http://www.itatennis.com/Events/RegionalChampionships.htm>.
2. Scroll to your Division and Regional Championship and click on the “Register” link to the right of the Tournament Director information.
3. Click the green “Register Now” button.
4. Select if you would like to “Pay by Credit Card” or “Pay by Check/Cash”.
5. Select if you would like to register a player for singles or doubles. Please read the waiver and click the agree box and the age verification box then click “Agree and Continue”
6. Complete the Player and Coach’s Information then click “Continue”.
7. You will see a summary of your entry and options to edit or delete your entry. If your entry is correct and you would like to register another player (for either singles or doubles), click “Register Someone Else”, located beneath the Cart Summary and complete steps 4-6 above.
8. Once you have entered all of your singles and doubles teams, enter your credit card and billing information and click “Submit”.
9. A confirmation will be displayed and a confirmation email will be sent to you.

If you have any problems while registering online, please contact the Active Registrant Help Line at 888-620-8717 (option 1 then option 4).

Additional Notes:

- Withdraws and Refunds- be sure to contact the Tournament Director if you are withdrawing a player. All refunds must be completed through the tournament director.

- Please contact the tournament director for event information that is not already listed on the online registration site (hotels, practice courts, schedule, coaches meeting, etc).