2023 SYSA City Tournament

Team Registration Instructions

Again this year, team registration for the SYSA City Tournament will occur in Demosphere. Please use the instructions below – follow them carefully, but do not hesitate to reach out to your assigned SYSA registrar should you need any assistance.

1. **LVR Coaches ONLY Who Have Never Registered for a Team Event in Demosphere:**

   Activate Your Member Profile in Demosphere:

   Open the Demosphere SYSA login page here.

   Click the 'Forgot Password or Retrieve Account' link in the grey box below the sign-in options.

   Enter the email address listed in your Affinity member profile with your SYSA club.

   You will then receive an email from Demosphere to the email address entered that will allow you to set up a password for your Demosphere member account.

2. **Find Your Team's Demosphere "Universal Team ID' (ALL CLUBS)**

   PLEASE NOTE: All teams will need their Demosphere team's Universal ID number (UUID) to register for the tournament. You can find your UUID under the team name in the MY ACTIVE TEAMS section of your Demsphere home page when logging in at my.demosphere.com. It is also visible under the team name in the Demosphere app.

   Note this down carefully – do not omit any numbers or 'dashes'.

   Do NOT proceed with tournament registration until you have this information on hand.

3. **Register Your Team**

   Open 2023 SYSA City Tournament Registration here.

   Use the 'Grouping' drop down to select your age group (remember – this is the same age group that your team played in the current fall 2023 season).

   Next, in the 'Identify Team' box, enter the 'Team Universal ID' in the field where indicated.

   Demosphere will locate the team and you can use the 'Next' button to proceed through the remaining pages of registration (Be sure that the team's name that appears is correct before proceeding!)

4. **Important Notes**

Do not enter your team's name before you enter the team's UUID. The UUID is the only way to ensure that you are registering your team, and not another team with the same name.

If your club pays the registration fee for City Tournament for their teams, at check-out, select 'pay by check' as your payment method, add your club's abbreviation as your check number (if required) and complete registration at that time.

If your club pays 50% of the team registration fee, enter into the payment plan and submit payment for the initial amount due (which is 50% of the fee). SYSA staff will monitor and cancel the second payment for these teams.

SYSA Registrar Support for this year's tournament:

- Paige Blomsø, paige.blomso@sysa.org – Bal, HW, & LVR
- Anne Bare, anne.bare@sysa.org – BH, CH, Mag, McG, & WD
- Kristin Bates, kristin.bates@sysa.org – LC, MBL, QA, & SL