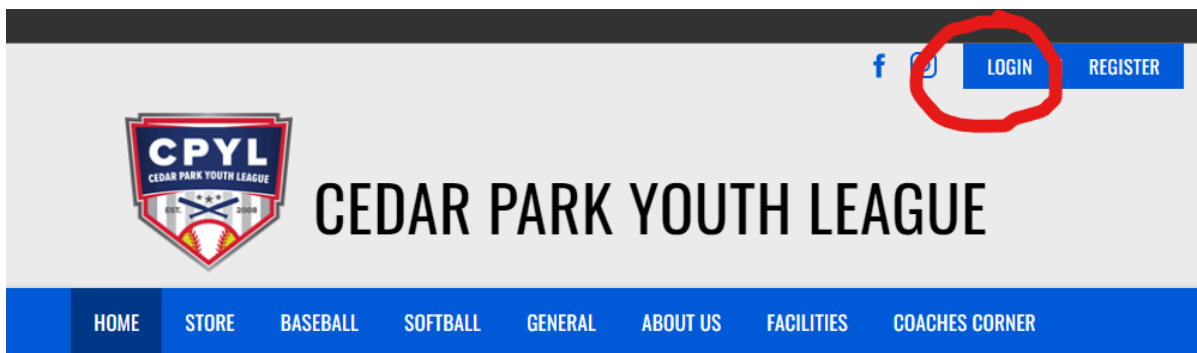


The following indicates the steps needed to complete a team registration for a CPYL tournament if you are a head coach **and** have a child in your account that is also on the team. ***If you do NOT have a child on the team, please follow [these steps](#) instead.***

The Team Manager/Head Coach should complete these registration steps. Before you get started, please be sure to have quick access to the email addresses for most, if not all, of your team. Doing this all in one session should only take about 5 minutes, including adding your players to the roster. Once you have the emails for your team, go ahead and start at step 1!

### Step 1

Login to your [CPYL.org](http://CPYL.org) account



### Step 2

From the Home page, navigate to Coaches Corner → Tournament Registration

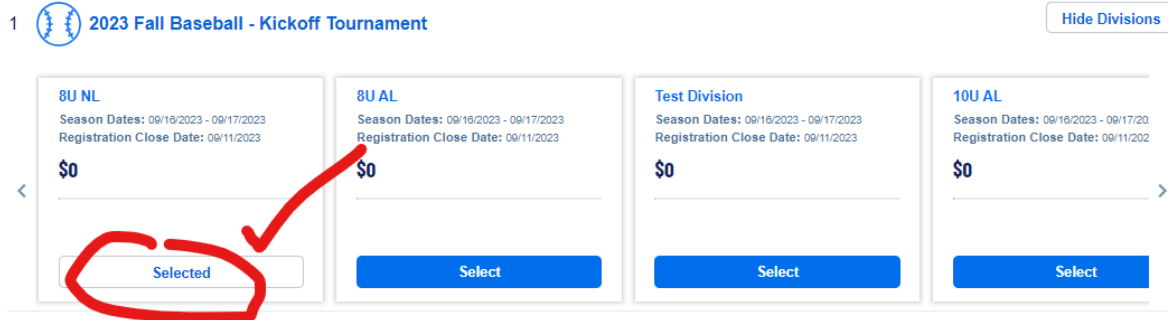


### Step 3

Scroll down and click "+ Register Now" under the appropriate Age Division (we're using 8U NL for our example here)

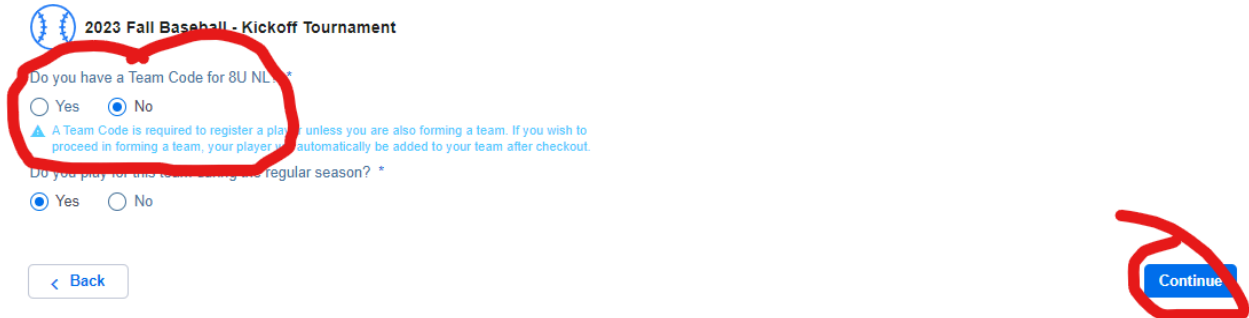
#### Step 4

If you have a kid in that division, they'll show as "Selected" for the tournament in their Age Division then click "Skip" at the bottom right (you may have to click "Next Player" to get through your other kids first if you have multiples)



#### Step 5

Select "No" for the Team Code (you'll be assigned one later in the registration process that will be applied automatically to your kid) and Continue



#### Step 6

Then choose "Head Coach", and select your name (you may have more than one person pop up at the bottom of the page - then you select your name from the 2+ options in the right image):



## Step 7

Type in your team name and click “Continue” **twice**

Are you sure you wish to sign up as Head Coach?

This position requires forming a team. To proceed, enter your Team Name then click CONTINUE.

Team Name \*  
Team Name  
Winners

7 / 100

CANCEL CONTINUE

## Step 8

Click the three “View/Accept” buttons (you’ve already agreed to all these when you became a HC for the season) then “Continue”

### Additional Information

We need a little more information for the following roles you’ve selected.



Team Name \*  
Team Name  
Winners

7 / 100

Background Check \*

[View / Accept](#)

Background check application

Coaches Certification \*

[View / Accept](#)

USA Baseball Coaches Certification Program level A

CPYL No Tolerance Policy \*

[View / Accept](#)

[Back](#)

[Continue](#)

## Step 9

Complete and pay for the registration as normal

## Step 10

Select “Manage Invites”

**Congratulations! Your order has been submitted!**

Thanks, Director,

Your order has been successfully placed. Your Registration Order Confirmation Number is **15426342**.

[My Account](#) [Manage Invites](#)

## Step 11

This is where you can add all of your team's emails (*TIP: you should've received them when your roster was finalized for the regular season and you received your initial roster email from your commissioner/CPYL*). You can borrow a player from another team as long as it follows the player borrowing guidelines outlined in the [tournament rules](#). You can add their emails here as well to officially complete your roster!

**Invite Players**

To:

**Note:** Email addresses must be separated with ";"

Subject: Cedar Park Youth League is inviting you to join the team - winners

Message: Cedar Park Youth League has invited you to join team Winners for Test Division - 2023 Fall Baseball - Kickoff Tournament - Congrats!

In order to secure your spot on the team, please use the button above to accept your team invite and complete the required registration form.

You shouldn't need the team code, but just in case here it is: 6A38950E

Have fun out there!

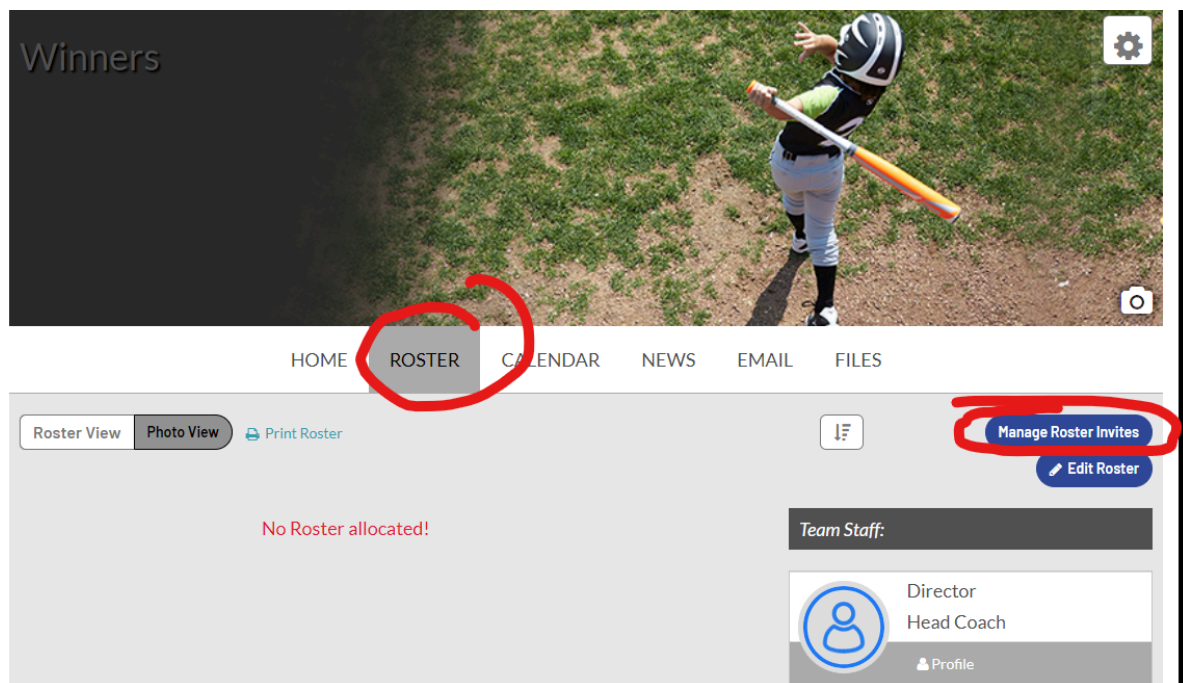
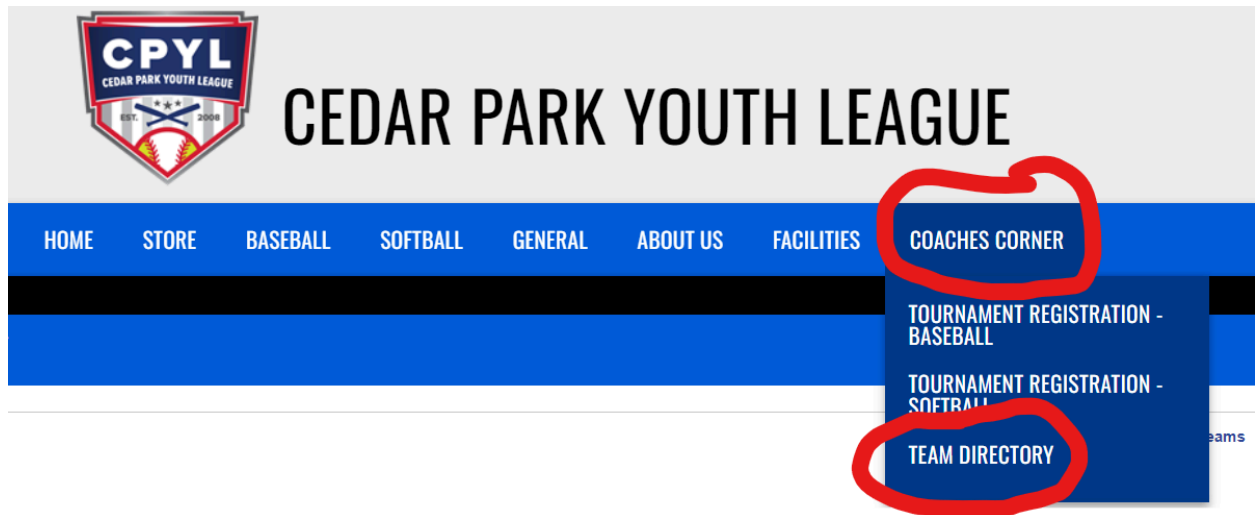
Cedar Park Youth League

Additional Message:

**Send Invite**

## Step 12

If you don't have their email handy, you can add players to your roster at a later date at the Coaches Corner Team Directory and repeat Step 11:



## Step 13

Your team will populate as the parents accept the invite (it's a couple easy clicks for them via the email!). Please be sure to let them know the invite is coming and that they need to accept it to play in the tournament!

**Best of luck during the season and the tournaments! Thanks for playing with us at CPYL!**