

New Team Captains,

Below are the instructions for you to register and your team. Although the registration process is really self-explanatory, we tried to make these instructions be a step-by-step guide for anyone, if need be.

The direct link for the captains will be: [http://www.chillerstats.com/team\\_registration.cfm](http://www.chillerstats.com/team_registration.cfm)

Or you can also go to <http://www.chillerstats.com> and click on the Team Registration button.

Before you begin, we suggest you gather the email addresses for as many players that will be playing on your team next session as you can. Entering them all at once on the Team Registration page (see #5 below) will save you time later!

1. **USA Hockey ID Quick Check:** You will need to provide your name, birth date, and zip code so we can verify your USA Hockey membership.

#### **If Your USA Hockey ID Is Not Found:**

1. If you already know your USA Hockey ID, enter it in the top, red "USA Hockey ID" field on the Team Registration form. Otherwise,
  2. Click the red "USA Hockey ID NOT FOUND" button at the top of the Team Registration form. This will open a pop-up window with the USA Hockey website. Click the "Request an additional confirmation page" on the top left. After submitting your last name, birth date and zip code, copy the confirmation number and paste it in the top, red "USA Hockey ID" field on the Team Registration form and close the pop-up window.
2. **Account Login Information:** Provide an email address and a 7 character password which will allow you to manage your team via your team's website.
  3. **Team Registration:** Select the league your team played in last session.
  4. **Team Name:** Enter your team's name and primary jersey color (secondary color is optional).
  5. **Entering Team Members:** Enter the email address of each team member that will be playing on your team next session. Entering them here will insure that when they register, they will be automatically placed on your team. (NOTE: You will only have to do this once - next session you will be able to build your team from your team website)

#### **If You Don't Have Every Email Address:**

1. Once your team has been approved by the Commissioner, you will be able to send individual email invites using the Captain's Tools on your team's website.
2. If you cannot get an email address for a player, have them register themselves at [chillerstats.com](http://chillerstats.com). Since this will *not* automatically place them on your team, you

will need to add them to your roster via the Captain's Tools on your team's website after they have registered.

3. As a last resort, you can register a player yourself at [chillerstats.com](http://chillerstats.com). However, you will still need either their name, birth date, and zip code, or their USA Hockey ID. Again, this option does *not* automatically place them on your team. After you register the player, you will have to add them to your roster via the Captain's Tools on your team's website.

6. **Optional Text Messages:** If you would like to receive text messages regarding your game dates/times, and other ice time availabilities, check the "sign me up" box.

7. **Submit Form:** Click the Register button – and you're done!

Once approved, your team members will be automatically emailed registration instructions to register themselves and place them on your team.

If you have any technical difficulties, please go to Chiller Stats tech support - [http://www.chillerstats.com/tech\\_support.cfm](http://www.chillerstats.com/tech_support.cfm) and we will attend to any issues immediately.