



Instructions on how to register your team in the MWSL

- I. Log into www.mwsl.org
 - a. Click "log in" on far right of the screen
 - i. If you have an account with the MWSL you do not need to create another
 1. If you forgot your username/password, email vicepresident@mwsl.org
 - ii. If you do not have an account with the MWSL, create one as prompted
- II. Click on "Player" tab on the middle left of the screen
 - a. A list of options will appear below
- III. Click on "Add your team for XYZ season"
 - a. Confirm your own personal member details and click continue
 - b. Complete form as prompted and click "submit team information"
 - i. You will need to choose your division, team name, and pay your team fee at this time
 1. MWSL accepts Visa, MasterCard and personal checks
 - a. Visa & MasterCard are the preferred method of payment
 - ii. The remainder of the team fees (if applicable) and field fees that are owed will be due by your first game
 1. The MWSL Treasurer will add the fees after the schedule is created. Team rep will log into www.mwsl.org, click on the "manager tab" and select "pay team fees for XYZ season"
- IV. Your team will be made active once your team fee is received
 - a. If paying by credit card, your team will be made active immediately
 - b. If paying by check, once the money is received by our treasurer at the MWSL PO box, your team will be made active (typically 5-10 business days after you mail the check)
- V. Players can now register for the registered team
 - a. Note- The person registering the team will automatically become the team rep.
 - i. **The team rep will need to register as a player if she is playing on the team**
 1. See instructions on how to register as a player
- VI. When you log into www.mwsl.org in the future you will have 2 tabs
 - a. "Player Tab"
 - b. "Manager Tab"