A User log-in account will be needed to register any team within the Blue Sombrero System. If you already have a log-in account for our system, you do not need to create a new one. Please skip to page 2: "Existing User Account".

New User Account

- Our club registration system can be found here: http://clubs.bluesombrero.com/Default.aspx?tabid=253315

1. Click "Register" (top right corner)

2. Create a New Account for yourself as the Primary Point of Contact, and then continue with the next step.

3. Create a "New Participant" for each team in your club that is participating in the league (by following the guidelines below), and then continue with the next step.
   - Gender: Assign the team's gender
   - First Name: Enter your Team Name
   - Last Name: Enter the last name of the team's Coach
   - DOB: Assign the birth-year associated with the team. The Month and Day fields can be randomly assigned
   - Email: Enter the coach's or team manager's email address. This person will receive league/schedule notifications through the system.
   - Address: Enter the club's address

   ❖ If you have another team you want to add, click "Add Another Participant" and repeat. Clicking "Continue" will take you to the next step.

4. Scroll down to the program labeled "Outside Team Registration" and then select the appropriate Division within it by clicking the green "Register" button in that row. Click "Continue" at the bottom.

5. Fill out all additional Team Information, click "Continue"

6. Volunteer - select "I do not wish to volunteer at this time," click "Continue"

7. Complete your registration by making payment. If you need to pay by check, please stop at this step by clicking "Back to My Account" at the top of the page, and contact Christine (christine@sachc.org)

Existing User Account

To register existing teams

1. Log in
2. Click "Register Now!"
3. Find the program labelled "Outside Teams" and then select the appropriate Division within it by clicking the green "Register" button in that row. Click "Continue" at the bottom.
4. Fill out all additional Participant Information, click "Continue"
5. Volunteer - select "I do not wish to volunteer at this time," click "Continue"
6. Complete your registration by making payment. If you need to pay by check, please stop at this step by clicking "Back to My Account" at the top of the page, and contact Christine (christine@sachc.org)

To create new teams within an existing user account

1. Log In
2. Hover your mouse over the (...) icon next to the word "Participants:" then click "Add Participant."
3. Create a "New Participant" for each team in your club that is participating in the league (by following the guidelines below), and then continue with the next step.
   - Gender: Assign the team's gender
   - First Name: Enter your Team Name
   - Last Name: Enter the last name of the team's Coach
   - DOB: Assign the birth-year associated with the team. The Month and Day fields can be randomly assigned
   - Email: Enter the coach's or team manager's email address. This person will receive league/schedule notifications through the system.
   - Address: Enter the club's address

   ❖ If you have another team you want to add, click "Add Another Participant" and repeat. Clicking "Continue" will take you to the next step.

4. Scroll down to the program labeled "Outside Team Registration" and then select the appropriate Division within it by clicking the green "Register" button in that row. Click "Continue" at the bottom.
5. Fill out all additional Participant Information, click "Continue"
6. Volunteer - select "I do not wish to volunteer at this time," click "Continue"
7. Complete your registration by making payment. If you need to pay by check, please stop at this step by clicking "Back to My Account" at the top of the page, and contact Christine (christine@sachc.org)