## ADD A TEAM REPRESENTATIVE/COACH & UPDATE PRIMARY TEAM REP

> Login to the Registration System with your team or commissioner account. - www.vbreg.com



Select the "Coaches & Team Representatives" link from the Team Rep Menu from the team account.

Team Rep Menu							
Please select an option from the list below.							
Current Team: Red Oak College A-W							
Last Updated: 1/4/2019 1:36 PM							
Account Status: Active							
Nationals Registration							
Tournament Menu - Regular Season							
Manage Another Team							
School Information							
Team Information							
Coaches & Team Representatives							
NCVF Regular Season Roster							
National Tournament Roster							
Transfer Player / Approve Transfer							
Manage ListServe Users							
Listserv Announcements							
Manage Profile							
Change Password							
Change Username or Email Address							
Transaction List & Receipts							

Select the "Make Primary" link for the Team Rep that you want to be the primary rep. The "YES" flag indicates which rep is the primary rep

Team Representative							
<u>« Team Rep Menu</u>							
	Add a Team Representativ	e <u>Role</u>	Primary Contact	Delete			
1	test, test	Team Rep	Make Primary	*			
1	Hinton, Doug	Coach	Yes	*			
1	Schwarz, Dan2	Coach	Make Primary	*			
1	Schwarz, Dan	Coach	Make Primary	*			

> Select the "Add a Team Representative" link to add a new person to the team representatives list.

Team Representative							
« Team Rep Menu							
Add a Team Representative							
	Name	Role	Primary Contact	Delete			
1	test, test	Team Rep	Make Primary	*			
/	Hinton, Doug	Coach	Yes	*			
1	Schwarz, Dan2	Coach	Make Primary	*			
1	Schwarz, Dan	Coach	Make Primary	*			
1	simpason, bart	Coach	Make Primary	*			

Team Representative							
First Name:		]					
Middle Initial:		]					
Last Name:		]					
Email Address (Confirm below):							
Phone:		(e.g., xxx-xxx-xxxx)					
Team Rep Type:	Coach 🗸						
Birthday - This is required for waiver forms:		(e.g., mm/dd/yyyy)					
Home Street Address:		]					
Home City:		]					
Home State:	NA - Not Listed	~					
Home Postal Code:		]					
	Submit Cancel						