



Overview of the Team Registration Process

To enter your team in the 2024 New Zealand Masters Games, please follow this process:

Creating your team.

1. Creating a team is done once only, usually by the team organiser, who could be a player in the team or a Non-Playing Official (NPO) such as the team manager or the team captain.
2. There is no cost to create a team.
3. Once the team has been created, then players and non-playing officials can join the team.

Step by step team registration:

Step 1) Create a Team Manager Account

1. Go to the website <https://www.nzmg.com/register-now/>
2. Click the blue Enter Here button (this will take you to a new website)
3. Click the orange 'Team Managers' button, to create a team.
4. Click the green 'New Team' button.
5. Enter your personal details and create a **login** and **password** for your Team Manger account. The email you entered will be your user name for logging in.
6. Remember your Login and Password – you use these to manage your team. A team manager account may set up and manage multiple teams across multiple sports (you only need to create one account).

The screenshot shows a registration form for the New Zealand Masters Games. At the top, there is a header with the NZMG logo and the text 'NEW ZEALAND MASTERS GAMES™'. Below the header, a grey box contains the instruction: 'Please complete these details to set up your team and create a login (**bold** = required)'. The form fields are as follows:

- First Name**: Input field with placeholder 'First Name'
- Last Name**: Input field with placeholder 'Last Name'
- Email Address**: Input field with placeholder 'Email Address'. Below it, a note says '(this will also be your user name for logging in)'
- Phone Number**: Input field with placeholder 'Phone Number'
- Password**: Input field with placeholder 'Password'
- Confirmation**: Input field with placeholder 'Confirm Password'

Below the form fields, there is a line of text: 'By clicking [Create Team Manager Login](#), you agree to the [Terms and Conditions](#) and [Privacy Policy](#) set out by this site, including our Cookie Use.'

At the bottom of the form, there are two buttons: a blue button labeled 'Create Team Manager Login' and a grey button labeled 'Cancel'.



Step 2) Create Your Team

1. Enter your **Team Name**.
2. Add a 4-digit team **PIN Code**.
3. Select your sport
4. If required enter the team details (e.g. grade/age group etc).
1. You may be taken to another screen and asked specific questions about your team (e.g. Do you have a team umpire?). Answer the required questions then press **Next>>** .

**NEW ZEALAND
MASTERS GAMES™**

Add a New Team (**Bold** = required)

Team Name

Team PIN

Sport

Event

Your team has now been created.

You can now:

1. Logout
2. Add another team - you to repeat all of Step 2 (click on the green “Add a Team” button to do this)
3. Manage your team/teams. You will see you team listed. Click on your **Team Name** to **manage** your team (step 3 below)



Step 3) Manage Your Team

Below is the screen you will see to Manage your team (we've added the arrows and an explanation of the important buttons).

The screenshot shows the 'Manage Your Team' interface. On the left, a blue box contains callout text with arrows pointing to specific buttons on the page:

- Top callout: Add new members (Team Competitors) to your team – this could be yourself or other team members – you will need all their details and you will then pay the registration fee and sports fee for each team member added. *If you are entering a team member/competitor, they must meet the age and gender criteria for that sport/grade.* (Points to 'Add Team Competitor')
- Second callout: Invite Members to join your team – you will need their email address (Points to 'Invite Members')
- Third callout: Add Team Competitors (same as Add Members) (Points to 'Add Team Competitor')
- Bottom callout: List of Members of your team (Points to the 'Team Members' table)

The interface itself includes the following elements:

- Team Details (Bold = required)** section with buttons: **Invite Members**, **Add Team Competitor**, **Export for Excel**, **Resend Welcome Email**, **Invoices**, and **Home**.
- Form fields: **Team Name** (Msters), **Team PIN** (2024), **Sport** (Cricket), and **Event** (Mixed (Men 35+ & Women 30+)).
- Buttons: **Save**, **Cancel**, **Team Extra Info**, and **DELETE**.
- Team Members** section with buttons: **Pay for Unpaid Team Members**, **Add Team Competitor**, and **Add Team Non-Playing Official**.
- A table with columns: **Code**, **First Name**, **Last Name**, **Email**, **Role**, and **Accepted**. The table currently shows 'No data available in table'.

1. To add players, click **Add Team Competitor** button

For each Player you will add you will need to know:

- First Name and Surname
- Date of Birth and Gender
- Email Address
- Home Address, Suburb, Postcode, Province, Country
- Emergency Contact Name and Phone
- You now need to complete payment for the fees for each person you have added to you team.
- You can also complete the payment for all the Team Members you have entered.