



2013 FALL SEASON Team Application Instructions

Using and Existing Account or Creating a New Account

If you submitted a team application for the MRL during the 2012 Fall Season or the 2013 Spring Season then you have already created an account and thus may use this account to submit a New Team Application. Go to "Submit an Application."

If not, then you will need to create a new account as follows:

--Go to your State Association Registration Link as listed on the MRL Website.

--Under the "New Users" tab, click on "Create Account"

Step 1: Select to register "An adult or non-player." Select Next

Step 2: Enter your contact information to create an account. Select Next

Step 3: Confirm your account. Select Next.

Once your account has been created you will be directed to the Registration page for your state association. Follow steps in "Submit an Application."

Submit an Application

Follow the steps below to submit an application, or to return and view the status of an application.

Once logged in you are in the MRL Team Registration System.

--On the first page you will see two tabs at the top ("My Account" and "Applications"); select the "Applications" tab. [do not select "Register" next to your account name. This does not apply to the application process]

--On the next page you will see "Playing Leagues" select "Click here to get started." This link will take you into League One to start the application and view any applications that you have submitted.

--Select "New" to submit a new team application

--A page titled "Enter Team Information" will appear. On this page, enter your Team Name, Gender and Age Group. In the field for "Organization/Club" the name of your state association should appear. In the field for "State Association" you will see "Midwest Regional League" automatically entered. Click Next to move on.

--A page titled "Select a League & Bracket" will appear. On this page in the field for "Playing League" select "Fall 2013 Midwest Regional League." In the field for "Requested Bracket" select "Midwest Regional League." Click Next to move on.

-- A page titled "Enter Team Contact Information" will appear. Fill out the information requested for Head Coach, Team Manager, Alternate Contact, and Club Director of Coaching. Click Next to move on.

-- A page titled "Enter Team's Past Seasons Record" will appear. Answer "Did your team play in last year's State Cup?" Fill in W-L-T record from state cup and select the team finish in state cup from the drop down menu. Click Next to move on.

-- A page titled "Review Policies" will appear. Use the area in the box to enter the information requested. Click the box next to "Acknowledgments." Click Next to move on.

-- A page titled "Review and Submit Application" will appear. Follow the instructions. Click Next to formally submit the application.

Account Summary Page

You will now be on the Account Summary Page that lists all of the teams that you have applied for MRL since the 2012 Fall Season.

--the Season column will list the year of the application (i.e. 2013-2014).

--the Status column will list your team's status (Pending, Approved or Denied) by your State Association

--the Paid column will show Paid. However, payment for a MRL team application is handled separately outside of the system by your State Association. Your online payment status will always appear as "paid" and does not reflect your actual payment status.

Managing Existing Applications

You may log in at any time and follow the steps above to view your applications. A status section will show whether you application is Pending, Approved or Denied.

You may also go in and update team information. For example you may need to change the Head Coach, Team Manager, Alternate Contact or Director of Coaching or update your State Cup record.

NOTE: At the time that you submit a team application you will not receive an email confirming submission. Confirmation of receipt is done by logging in to your account and checking your account.

When your State Association Approves or Denies your application, you will then receive an automatic email in regards to your team status (Approved or Denied).