

How to become Top Gun Sanctioned and sign up for Tournaments

1. **Sanction your Team with Top Gun Sports online:** All teams must be sanctioned Top Gun before they can be entered in an event.

(A) If you are a returning team from 2013 then you should have received an email with your new Log-in information for the NEW website. If you did not receive your log-in and you played Top Gun in the Fall then email <mailto:Holly@playtopgunsports.com> and she will be happy to help you with this.

(B) If your team was not sanctioned Top Gun for the 2013 Season then go to the website <http://www.playtopgunsports.com> and click on REGISTER it is located on the top right side of the homepage. You will receive your login information.

Once you have logged in you will then click on MAINTAIN TEAMS AND ROSTERS. This is where you will add your team, pay your sanction fee, and purchase insurance if you need to.

This is what it will look like when you first log-in

The screenshot shows the 'Enter Tournaments' page. At the top, there is a navigation bar with links: Home, Baseball, Softball, Umpire Registration, 501 (c) (3), Insurance, Sponsors, About Us, Store Front, Tournament Administrator, and Tournament Director. Below the navigation bar, the user is logged in as 'Robin Phillips acting on behalf of zBilly zGray'. The main heading is 'Enter Tournaments'. There is a 'Select Team:' dropdown menu currently set to 'Bengals (14U)'. Below this, there is a table titled 'Tournaments Entered' with columns: Start, End, Name, Location, AgeGroup, and On Waiting List. The table contains one entry: 10/12/2013, 10/12/2013, zSuper Bucket, Charlotte, NC, 14U, and a checkbox. There is an 'Add Tournament' button at the bottom right.

Maintain Teams and Rosters Page--As you can see you can RE-Sanction your team by clicking the Re-Sanction Button. Just follow the prompts to pay your sanction fee

The screenshot shows the 'Maintain Teams and Rosters' page. At the top, there is a navigation bar with links: Home, Baseball, Softball, Umpire Registration, 501 (c) (3), Insurance, Sponsors, About Us, Store Front, Tournament Administrator, and Tournament Director. Below the navigation bar, the user is logged in as 'Robin Phillips acting on behalf of zRobin zFerguson'. The main heading is 'Maintain Teams and Rosters'. There is a table with columns: Name, Short Name, Age Group, Division, Insured Through, and Sanction. The table contains two entries: 'Robins Renegades' (Short Name: Renegades, Age Group: 8U, Division: A, Insured Through: 12/31/2013) and 'Angels' (Short Name: Angels, Age Group: 12U, Division: A, Insured Through: 12/31/2013). Each entry has an 'Edit' button and a 'Re-Sanction' button. There are also buttons for 'Players', 'Coaches', and 'Team Moms' for each team. There is an 'Add Team' button at the bottom right.

2. **Official TOP GUN Roster:** Your roster needs to be Posted on www.playtopgunsports.com the day before the event . Log into your account and click on MAINTAIN TEAMS AND ROSTERS Here you can add your Players and your Coaches. Coaches are added online so we can verify who will be in the Dug-out and they also are admitted free to games. We allow 4 Coaches per team. Your roster must be online to be eligible to participate in the event.

If you click on PLAYERS this is the box that will pop up. Just click Add Player and follow instructions.

The screenshot shows a pop-up dialog box titled 'Robins Renegades 8U Players'. Inside the dialog, there is a text box that says 'Please click the 'Add Player' button to add your first player.' Below the text box, there are two buttons: 'Add Player' and 'Close'.

3. Proof of Insurance: If you need insurance, you may purchase it when you add your team to the website. Follow instructions above. If you do not have proof of insurance at check-in your team will have to purchase the insurance prior to your first scheduled game to be eligible to participate in the event. If you purchase team insurance now it will Expire December 31, 2014.

BASEBALL--All Ages \$99.00

SOFTBALL--8u-12u \$99.00 13u-15u \$129.00 16u-18u \$159.00

4. Birth Certificates: It is highly suggested that you have an Original or Photo Copy, If your child was born in any other country other than United States your player must provide a Passport for Identification. Please have birth certificates available for review at each event.

5. Entry Fee and Monies: Bring Check or Cash to the field to Clear any fee owed. You may also pay online at www.playtopgunsports.com either when you enter tournament or later. If you choose to pay later you can click on the STORE FRONT at the top of the page and choose either Baseball or Softball Entry fee. Follow the instructions for checking out.

6. Bring your Notebook to the tournament: You may be asked for the following at each event

- o Copy of your Official On-Line Roster with Names and Birth Dates
- o Birth Certificates
- o Proof Of Insurance
- o Entry Fee if not paid