



## How to register for a Team Event

\*Note: You have to be an Association Contact or Team Manager or Admin to register a team for an event\*

**Step 1:** Open a web browser and insert the following link into the search bar, <https://register.oasa.ca/Account/Login>.

**Step 2:** Once on the OASA MRS site proceed to sign in.

**Step 3:** Once you are at your Dashboard, you will select the drop down from the top menu bar that reads “event registration”.

**Step 4:** Now that you are on the event registration page you will see the following options at the top of the page, “Event Name”, “City”, “Start Date”, “End Date”, “Event Type”, “Division” and an option to “Show future events only” make sure that this box is checked when conducting the search for the event.

**Step 5:** Now that you have searched and found the tournament that you are looking for you will scroll the page all the way to the right using the bar at the bottom of the page. Once you have fully scrolled you should see a button that reads “View” click this button to view the event details.

**Step 6:** Now that you are viewing the event details, you will ensure it is in fact the correct event you are registering for, after this you will scroll to the bottom of the page where you should see your team that you want to register or any eligible teams that you can register for the event.

**Step 7:** Select the team that you want to register for the event by clicking the team name.

**Step 8:** Once you have selected the team you want to register, you will see a button that reads “Register” click this button and it will bring you back to your dashboard. Congratulations! You have now registered for your first event!