



How to Select a Junior Gold Squad

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Overview

This document provides the step-by-step directions on how to select a squad and if necessary, change to another squad. By the end of this document, you will have a full understanding of how to:

- ✓ **Select a Junior Gold Squad**
- ✓ **Change Squads**
- ✓ **Understand Warning and Error Messages**

Users must first log into Registration using their Community Login ID.

For instructions on creating, logging in, or managing your USBC Community Login use this [guide](#).



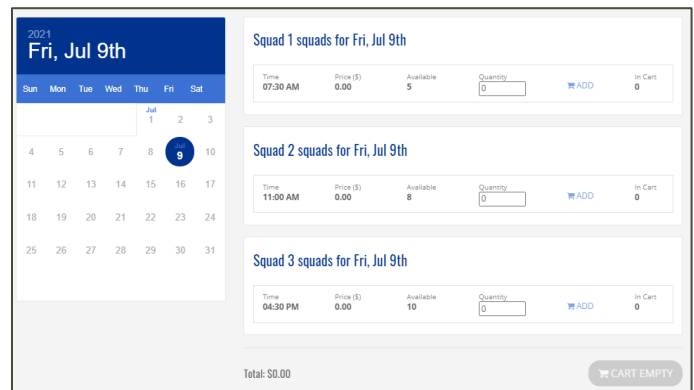
Select a Junior Gold Squad

Once logged into Registration, locate the appropriate Gender/Division. Each Gender/Division will have a separate tournament card displayed.

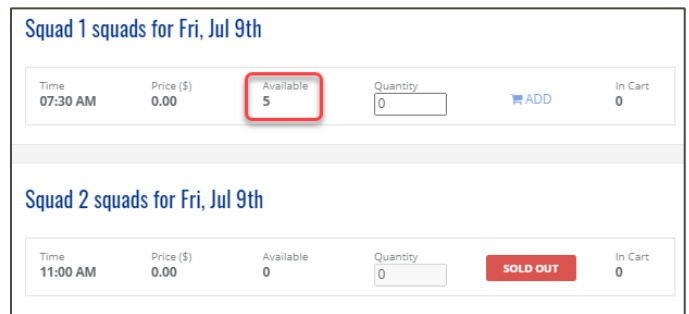
Select the relevant card and click Register.



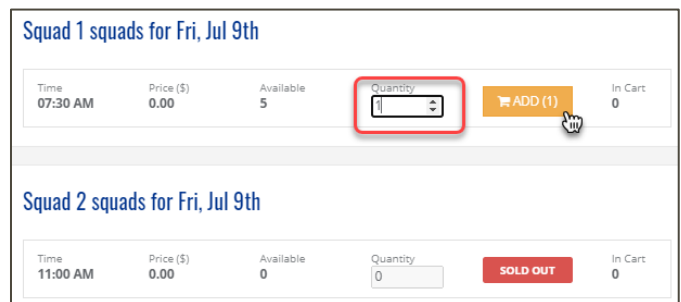
Users will be presented a calendar. All available dates are in bold. Select the appropriate date to reveal the available squads.



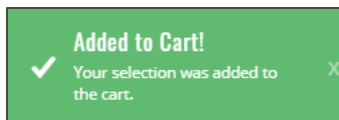
The available spots are displayed in the Available column. As Squads become sold out, the squad will no longer be available for purchase and indicates SOLD OUT.



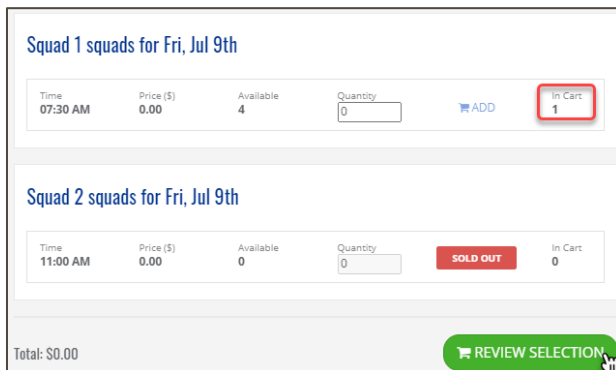
Enter the Quantity of 1 and then click **ADD(1)** to add the selection to the cart.



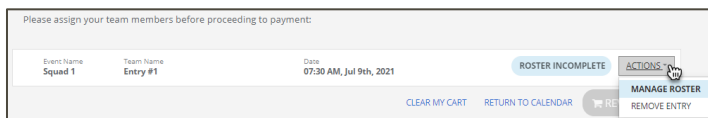
A green pop up will display confirming the addition to your cart.



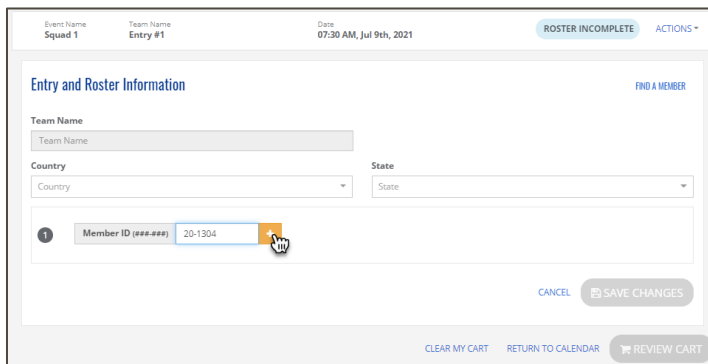
Click **Review Selection** to view your cart



Review the selected squad is your squad of choice and click **Actions** to add your Athlete to the roster.

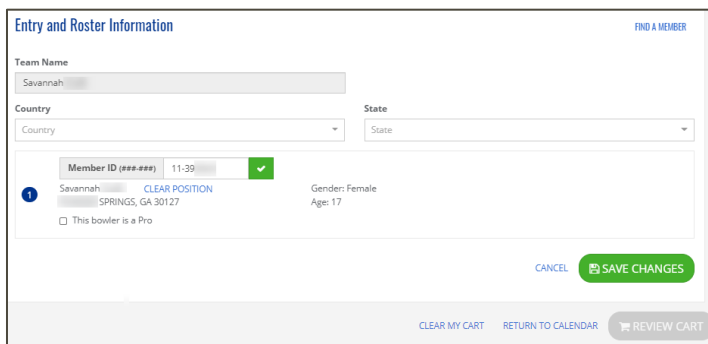


Enter the Member's ID and click the + to add the athlete to the roster.

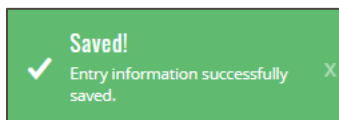


If the ID entered is confirmed valid, a Green check mark is displayed.

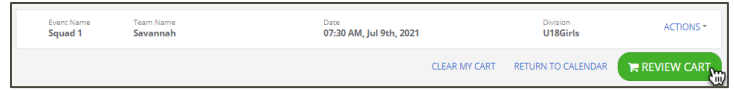
Click **Save Changes**



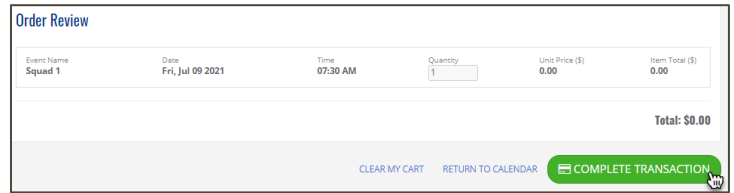
A green pop confirmation message will display that the athlete was saved successfully.



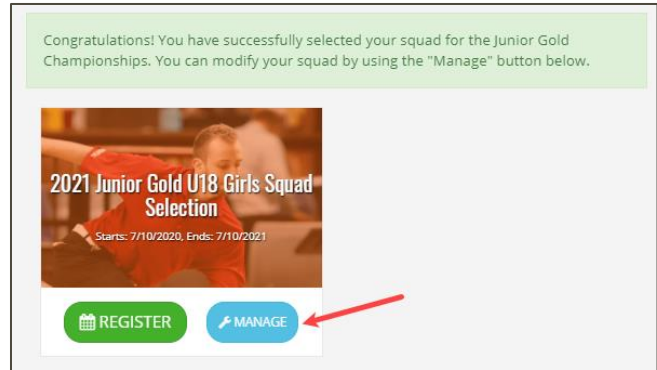
Confirm athlete's name, correct squad date/time, and division are displayed. Click **Review Cart**



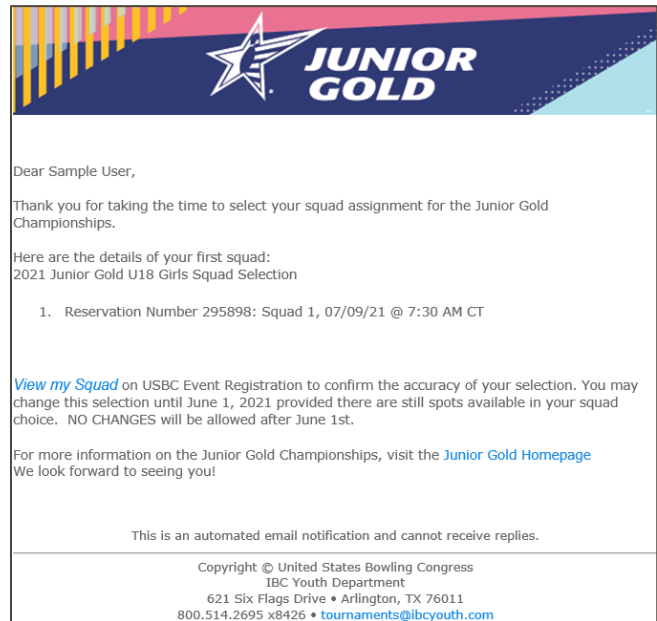
Confirm one final time and click **Complete Transaction**



A Confirmation message will be displayed.



And a confirmation email sent to the person logged in with their Community ID



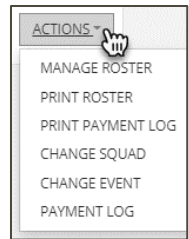
Change a Squad Choice

Advancers have until June 1 to change their selected squad.

To change a previously selected squad click **Manage** on the Division/Gender Card

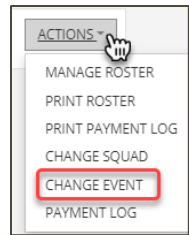


Click **Actions** on the squad to update

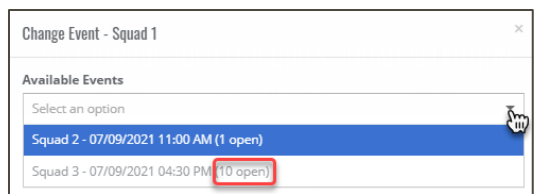


Select **Change Event***

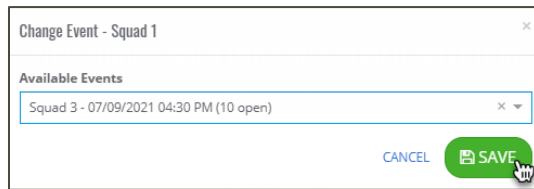
*Note - The term "squad" in Registration does not equate to a squad in Junior Gold. You must change an Event.



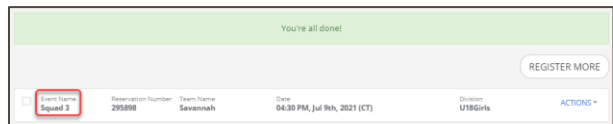
Using the dropdown arrow view the available Events/Squads. The available events/squads will identify how many positions on the squads are open. Highlight and select the desired event.



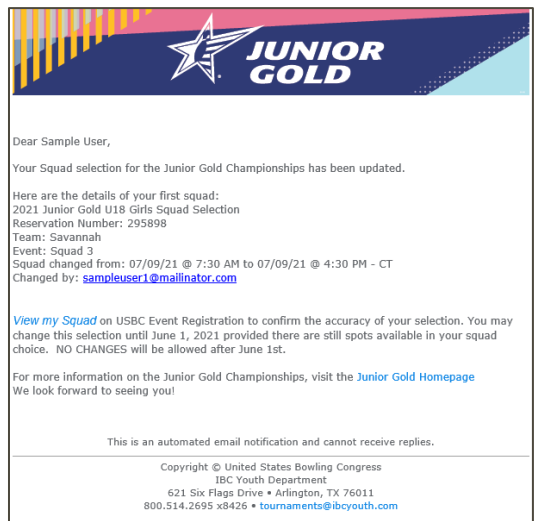
Verify the new chosen Event is displayed and click **Save**.



Squad details are now displayed.



Along with a confirmation email of the change.



Warning and Error Messages

The system is set up to validate an athlete fits into the selected squad and that they are youth members. Below are a couple of possible messages the user may receive and their meaning.

The following errors occurred:

- An error occurred while calculating the division for the roster.

Member ID entered is
not for a youth member:
This tournament is only
for youth members

Warning: this bowler is already on other rosters for this event

Reason: The added Athlete does not fit into the division to which the athlete is being added. Either by Age or Gender.

Possible Resolution: Confirm the correct Gender/Division was selected or contact IBC Youth to confirm the athlete's date of birth is accurate.

Reason: The added Athlete has an adult membership and does not qualify for the Junior Gold Championships.

Possible Resolution: Confirm the correct Gender/Division was selected or contact IBC Youth to confirm the athlete's date of birth is accurate.

Reason: The added Athlete has already been added to a Junior Gold Squad.

Possible Resolution: Contact IBC Youth for assistance

