How to Manage a Registration

Table of Contents

Manage a Registration

Captains can Manage an existing Registration. Management of events consists of several actions. You can ***Complete a Roster***, ***Modify a Lineup*** (including Substitutions), ***Change a Squad***, ***Change Virtual Event Assignment***, and ***Print the Roster***.

If the Tournament Card displays the **Manage** button, even after reservations are closed, the ability to amend a Registration is open.

To perform any action on **Manage Registration**, select the Tournament Card and click **Manage.**

Complete Roster Details

If the entry is for Team, add a Team Name. If event is Doubles or a Singles, the Name will be gray and will default to bowler's last name.

Team Name
Team Name

Team Name
Fleming/Faulkner

Using the drop-downs to select the Country and State of residency.

Country
Country ▼

State
State ▼

If there is a request for specific teams to bowl together on the same lanes, enter a **Companion Code** to identify the crossing team.

(Optional) Enter the Reservation Number of the other team you want to bowl/cross with on your pair.

Companion Code ⑦

To assign virtual events purchased at the team level, click the check box at the team header level. The Amount remaining to be assigned is visible in the parenthesis.

Team Name
There is no I in TEAM
Country
United States
☑ Assign VirtEventTres (0 remaining)

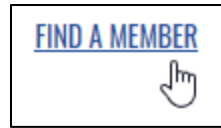Total Virtual Events Purchased and available are listed above the team purchases.

Virtual Event Name	Available Entries	Total Entries
VirtEventTres	1	2

Enter Members IDs of the Roster Members.

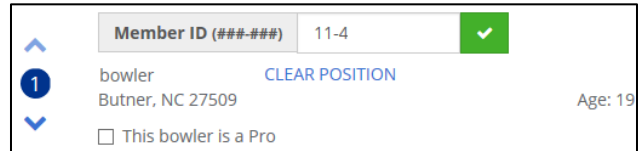|	Member ID (###-###)	(ie. 1234-1234)	+
①			
②	Member ID (###-###)	(ie. 1234-1234)	+

If the Member IDs are not known, use the FIND A MEMBER link available on the page to search for USBC members.

Enter the Bowler's Member ID and hit the Plus (+) symbol.

The system will Find and return the bowler's information and show them as valid using a check mark ✓


To Change the Bowler's Roster position, use the Up/Down arrows to move the bowler to the desired position.

Individual virtual events are assigned at the bowler level after roster completion. Select the Virtual event by clicking **Manage Bowlers** next to the event.
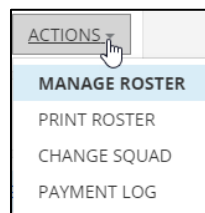

Use the dropdown to view the selection of bowlers available to which the event can be assigned. Only bowlers registered by you can be assigned to individual virtual events.
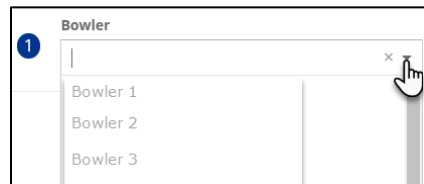
Modify a Lineup (Including Substitutions)

Once in your registration, click the **ACTIONS** drop down in the roster screen and the lineup screen will appear

Move bowler's position in the lineup by using
the Up/Down Arrow

CLEAR POSITION to add a different bowler.
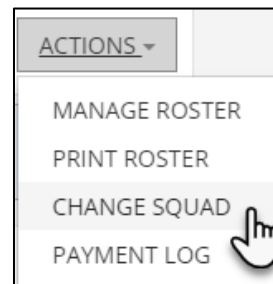Add the new athlete as outlined in **_Complete
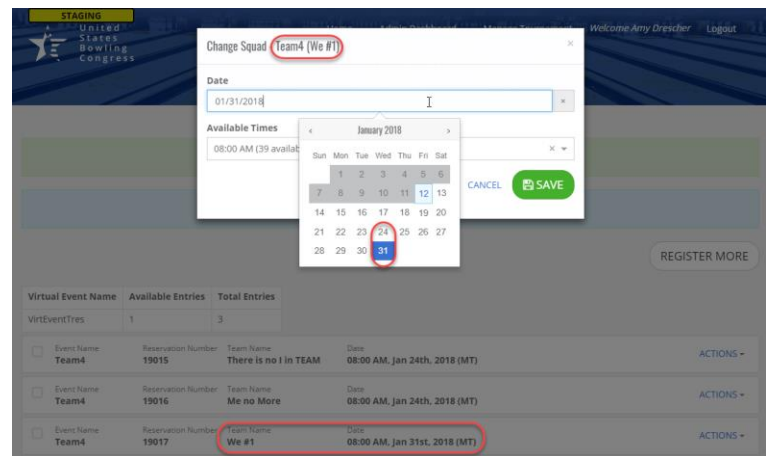Roster Details_**

Change a Squad

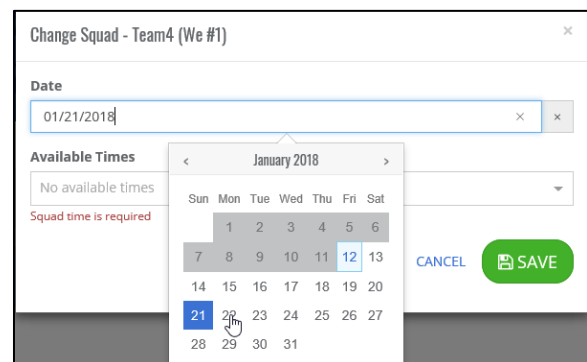As Captain, you can Change the squad dates/times, if there are spots available.

Clicking **Change Squad** against a specific
event

A box pops up allowing you to select an
alternate date and available time slot from
the drop down. Change your date/time and
click Save

If no spots are available on a selected date,
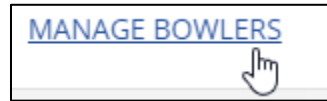you receive No Available times in the time
drop down.

Remember to always click **Save**

Change a Virtual Event Assignment

Move a Virtual Event to a different Athlete by clicking the **Manage Bowlers** to open the event.

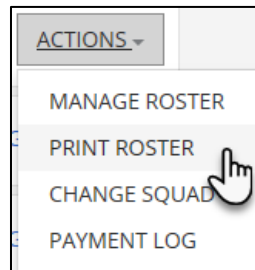Using the dropdown next to Bowler's Name, Select a different athlete

Click **Update** to save the changes.

Print a Roster

At the **Actions** dropdown select **Print Roster**.

After selection of **Print Roster**, you will be redirected is to a print screen displaying the roster information entered, team details, balance due reservation numbers and squad date/times.