



# 2017 USA MASTERS GAMES

## DOUBLES REGISTRATION GUIDE

How does someone register whose partner is not yet registered?

### 1. INVITE SOMEONE WHEN YOU DO HAVE THEIR EMAIL ADDRESS

Example: John wants to invite his friend Jack to play on his Tennis Doubles team. John registers first and wants to send Jack an invitation to join his team.

During registration, John will select **Invite/Search for my partner**.

Tennis - Mens - Doubles - 21s

21s

**Doubles Partner**

My Partner

**Invite/Search for my partner**

**I don't have a Partner**

He must first search for Jack's information to make sure Sarah isn't already in the database.

Tennis - Mens - Doubles - 21s

21s

**Search...**

Email

First name

Last name

Year of Birth

**Search** **Cancel**

He will then see the following screen. John will select **Invite Partner**.

Tennis - Mens - Doubles - 21s

**21s**

**There were no people in the system who matched these details.**

Would you like to invite your partner to join, search again using different details?

Search againInvite partner

John will make sure Sarah's email address is entered and select **Invite**.

Tennis - Mens - Doubles - 21s

**21s**

**Invite your partner to join**

Fill in the details below and your partner will be invited via email.

Email

First name

Last name

Year of Birth

InviteCancel

The following screen will appear:

Tennis - Mens - Doubles - 21s

**21s**

**An email will be sent to invite your partner!**

**Doubles Partner**

My Partner

Clear

This means that an email will automatically be sent to Jack inviting him to register and join John's team **when John completes registration**. If John stops mid-way through the registration process, the invitation is not sent.

When Jack receives the email, he will have the option to either register using the link available or agree to be John's partner, or to decline the invitation.

## 2. INVITE SOMEONE WHEN YOU DO NOT HAVE THEIR EMAIL ADDRESS

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Example: John wants to invite Ashley Jones to join his Pickleball Doubles team, but John does not know Ashley's email address.

During registration, John will select **Invite/Search for my partner**.

Pickleball - Mixed - Doubles - 21+

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**Doubles Partner**

My Partner

**Invite/Search for my partner**

**I don't have a Partner**

He must first enter Ashley's name to make sure Ashley is not already in the database.

Pickleball - Mixed - Doubles - 21+

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**Search...**

Email

First name

Last name

Year of Birth

**Search** **Cancel**

This screen will appear. John will select **Not in this list**.

Select your partner

Ashley Carter  
*Last event: 2016 USA Masters Games*

Ashley Green  
*Last event: 2016 USA Masters Games*

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Search again

**Not in this list**

He will then be taken to the screen below, where he will type in Ashley's First and Last name, and select **Invite**.

Invite your partner to join

Fill in the details below and your partner will be invited via email.

Email

Firstname

Lastname

Year of Birth

**Invite** **Cancel**

The following screen will appear:

Your intended partner has been noted but as no email was provided no notification will be sent

Doubles Partner

My Partner

**Clear**

This means that John's request to be partnered with Ashley Jones has been sent to the Games Administrator. If John stops mid-way through the registration process, the note is not sent.

The Administrator will be able to run the "Doubles Competitors Without Partners" report showing that John and Ashley requested to be partners and then can adding the pair and notify them of the match.

### 3. ASK THE ADMINSTRATOR TO ASSIGN A PARTNER

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Example: John wants to compete in Men's Doubles Pickleball, but does not know anyone else competing in that sport, or does not know who he wants to be her partner. He would like the Administrator to assign him a partner.

During registration, John will select **I don't have a Partner**.

Pickleball - Men's - Doubles - 21+

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**Doubles Partner**

My Partner

**Invite/Search for my partner**

**I don't have a Partner**

The following screen will appear:

Pickleball - Men's - Doubles - 21+

5

**No Partner**

You have chosen not to invite a partner.  
If you would like to invite your own partner  
please use the option below.

**Invite my partner**

This mean that John's request will be sent to the Administrator when John completes his registration. If John stops mid-way through the registration process, the request is not sent.

**Note** – John should not click **Invite my partner**. That button will take Jane back through the process as if you know who you want to invite. The Administrator will be able to run the "Doubles Competitors Without Partners" report showing that John wants a partner and then can assign John a partner and notify his of the match.