



## Online Player Registration & Payment Procedure

Before registering online, you must have an existing email address and password listed in TopDog. If you need a password, click on "Email me my password." Please do NOT click on "Create TopDog Account" if you have previously played in SATA leagues. This will create a second account for you which will have to be manually merged into your existing record.

Once you have your password and email account, do the following:

1. Go to the SATA website at [www.sactennis.org](http://www.sactennis.org)
2. Click on **TopDog Tennis**.
3. Click on **Login** in the top right corner and enter the necessary information which takes you to your player profile page.
4. Click **Home** (left top corner area). You are now on the Home Page showing all leagues and seasons.
5. Click on **Divisions**. (top left area of screen)
6. Click on your desired league.
7. Click on your team.
8. Click on the red **signup** tab in the upper right corner and a screen will appear showing the name of the player being registered and the team.
9. Click on **continue**. The registration summary screen will appear and you should select **Checkout, I'm done** unless you wish to register for additional teams. If you wish to register for another team, click on **register for more events** which will take you back to the home page. You then just repeat the process until you get to the registration summary page again.
10. Click on **Checkout, I'm done** which will bring up the payment screen. The fee is \$10 per player (which is refundable in very limited circumstances per League Guidelines).
11. Submit the payment information as directed.
12. You will receive an email confirming your signup.

### League Guidelines to remember:

- You may register any time during the season after leagues are scheduled.
- Your captain should know you are signing up, and match play is not guaranteed.
- If you register for the wrong team, your coordinator can correct it.
- You will not receive a refund if you don't play during the season or if you sign up for a team that withdraws after matches have been scheduled.
- Refunds only in special circumstances, such as incorrect credit card charge, SATA withdraws a league or team. Contact your league coordinator for assistance.