



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
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 **Signup** (in the News box). 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.