



Adult League Captain Online Registration Instructions

LOGIN TO DASH ONLINE

- From the DASH Online login page, click the "Login" button
- If you have never logged into DASH Online before and have not participated at The Rinks or Great Park Ice, click the "Create Account" button to fill out the contact information for you and your family.
 - The system will double check to make sure an account has not already been created with the same information and will alert you if there is already one in the system
 - Once you have filled out the form, an email will be sent to you to verify the account is valid.
 - Once you have logged into the DASH Online account and it has been validated, you will be able to proceed to register.
- If you have an account created already and you can't remember your password, click the "I forgot my password". button. An email will be sent to prompt a password reset

CAPTAIN- REGISTER YOUR TEAM

- Once you are logged into your account, Click REGISTRATION
- Select ADULT HOCKEY LEAGUE
- Select REGISTER A TEAM
- If you are the Captain, choose "yes" to the question "Are you the team Manager or coach"
 - If you are NOT the captain, stop and see the instructions for joining a team
- Select the registrant (yourself) if you haven't already done so
- Select the location you are wanting to register your team into.
- Select the Season you are wanting to register your team into
- Select the Level (Division) you are wanting to register your team into
- Add your team's name or select your team from the past.
- Select PAYMENT OPTION
 - Pay as a Team (TEAM PAYMENT)
 - Enter the amount that you will pay towards the team payment
 - Pay individually (INDIVIDUAL TEAM)
 - Select Pay in full or Payment Plan
- Enter any applicable comments for the league admin
- In the shopping cart, Click ADD next to USA Hockey Verification

- Enter your 2021-22 USA Hockey number and click verify
- Click CHECKOUT and complete the transaction

CAPTAIN- INVITE PLAYERS TO JOIN YOUR TEAM

- Log into your DASH Online account
- From the home page of DASH Online, you will see your team
- Click the "Invite" button.
- Enter in the email addresses of the players you want to invite to your team
 - Separate email addresses by commas. You can also create a custom comment to your players. If this is a Team payment, you can tell your players what amount they need to pay towards the team balance
- Your players will receive an email inviting them to join your team. They can click on the "Join" button and will then be prompted to Login to their own DASH Online account to complete registration and payment (as applicable) for your team.

CAPTAIN- ACCEPT A PLAYER TO YOUR TEAM

- As the team captain, you will receive an email every time a player asks to join their team.
- You (the captain) can click on the link within the email to be directed to the DASH Online login page. Once you have logged in, you will see a message on the home page about pending requests. Click to view these requests.
- All players that have requested to join will appear. You can choose to accept, reject, or ignore. You can also send them a note if you choose.
- Once you have accepted the team request, the player will be notified via email (if you clicked that option).
- All players must login to their own customer account and complete their individual registration for the team once they have been accepted to the team
- Players are not added to the roster until registration and payment (if applicable) has been completed by the player (waivers and USA Hockey must be current)

CAPTAIN – ASSIGN TEAM DUES TO YOUR PLAYERS

- When logged into the DASH account, you (the captain) will see an option to "Manage" your team.
- Click the MANAGE button to see who has paid, has an expired waiver or membership (if applicable), or if there is a balance owed. You can assign players an amount to pay towards the overall team fee. Once you have assigned a player an amount, you can then send them a message.