# Myteam.Click (MTC) How-To Guide and Videos

## Please click on the links below to see the videos showing how to register for OVA Beach Tour tournaments and how to use MTC.

1. **How to login (recover password)**
   - Enter email address and password
   - If password is lost, click on "Lost Password" and you will receive a link to set new password

2. **Finding an event**
   - In top right menu, select "Find league by name"
   - Search "OVA"
   - In "Tournaments" filter by date, location, division or type
     - Please ensure that you register for the right event. **$20 admin fee applies for all applicable refunds**

3. **Registering a Team**
   - Select the tournament and click "Register a team"
   - Choose the age group
   - Add a player with their OVA email address associated with their MRS account
     - **"EMAIL" is the unique identifier that associates the athlete with an OVA membership and their correct points for ranking – please ensure that you are using the unique email for the athlete associated with their account**
   - Add name and date of birth for players without a MTC account
   - Add the appropriate role on MRS if prompted
     - Make sure the emails you are using are the same on MTC and MRS
   - Complete payment to register team

4. **Membership levels met**
   - Ensure player has appropriate role on MRS
     - Beach Player or Beach Rec Player

- Purchase membership through MRS
- Indoor players can add a beach role in MRS for free

5. **Administrator vs Player**
   - Team registrant will be "Team Administrator"
   - Each team will have 1 administrator and 2 players

6. **Paying for a Tournament**
   - Select "Complete payment" to pay
   - Team status shown next to team name
     - Under Construction – Players not selected, player role needs to be added, etc.
     - Pending Payment – Team is ready to be registered once payment is made
     - Registered – Team has paid and is registered for tournament

7. **Making a Partner Switch**
   - Find tournament and select team to modify
   - Select player to remove
   - Enter new players email and "Save"

8. **Cancel a team**
   - Find tournament and select team to cancel
   - Select "Cancel registration" and confirm
   - Refund will be issued automatically – **please note that there is $20 admin fee for all cancellations**
   - If you need to cancel a tournament but the registration end date has passed, please contact the OVA directly.

9. **How to view pre-tournament rankings**
   - Select tournament and "Consult the list"
   - Team ranking and ranking points will appear for each team

10. Tournament Day - **How to consult the schedule, enter scores and take notes**