**Declaring Multi Teams to Tournament**

If a tournament/league play is configured to allow batch applications Registrars can apply a group of teams at once in a batch instead of submitting each time individually. Follow the steps below to declare multiple teams into a tournament/league:

TIP**:** This process can also be referred to as “batch applying.”

1. From the main navigation, hover over Teams and select Declare Multi Teams.
2. Select a tournament/ league name from the drop down menu. Click Start Application.
3. Select search criteria from the various dropdown menus and choose Search. Only teams that meet the qualifications to play to the respective tournament/ league will appear in the search results.
4. Check boxes across from teams you wish to apply. Once selections have been made, click Apply Teams.

A screenshot of a cell phone

Description automatically generated

1. The Submit screen will display all the teams you have selected on the previous page. If a team was selected in error, click the Remove link across from the team name to eliminate them from this list. Once list of teams has been verified, click Submit Applications.
2. Teams have now been submitted into the tournament/ league play. You may click on the order number to pay or submit payment information at a later time by going to the Team’s tournament tab.