



# JUNIOR SERIES U12 EVENT REGISTRATION GUIDE

## IMMEDIATE ACTION ITEM:

- Ensure that you have purchased your IFSA and regional memberships (exception Eastern Canada). LiveHeats won't allow anyone to register unless they have **both** IFSA and their regional memberships. Please refer to this [tutorial](#).

All regions except Far West, East Canada, and Eastern are closing regional registration to out of region athletes for the first 72 hours of registration. If the event is full after 72 hours, it will not open to outside regions, regardless of seeding. Other regions have voted on varying registration windows from 4-8 weeks. If you are looking at out of region events contact that region.

## DECEMBER:

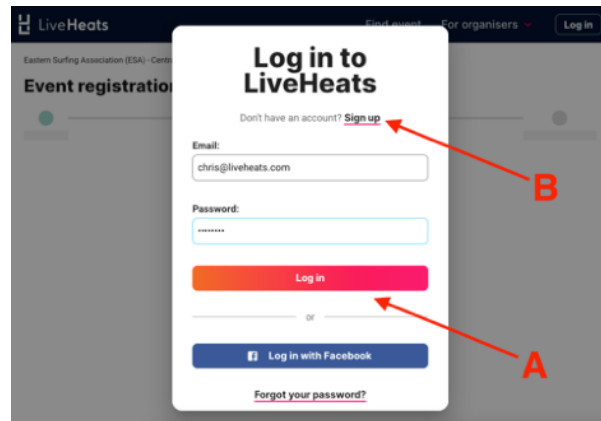
- Consult with your coach to identify the U12 Events your team is supporting this season.
- Review the [IFSA Event Schedule](#) and individual Event Pages. Check back often.

## DAYS PRECEDING REGISTRATION OPENING:

- Test your [LiveHeats](#) login
- Registration will generally open 4-8 weeks before the event. Please refer to the Registration Opening Dates listed on the IFSA Event Pages. Import event dates from the IFSA Calendar and set reminders. Please scroll to the bottom of the Events Page on the IFSA website to subscribe to our calendar and import.

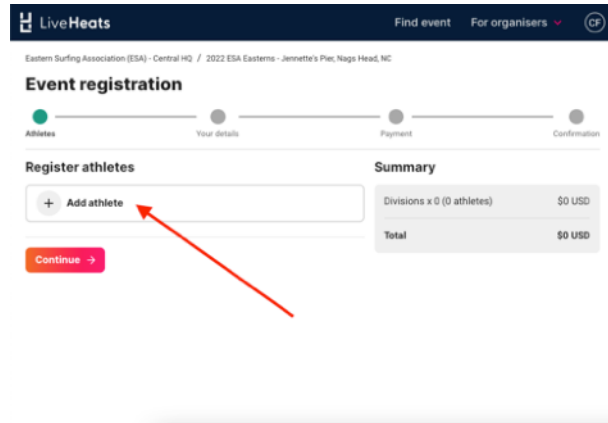
## REGISTRATION OPENS:

- Access the registration link from the IFSA Event Page.
- Once on the event page, click "Register"
- Login to your LiveHeats account

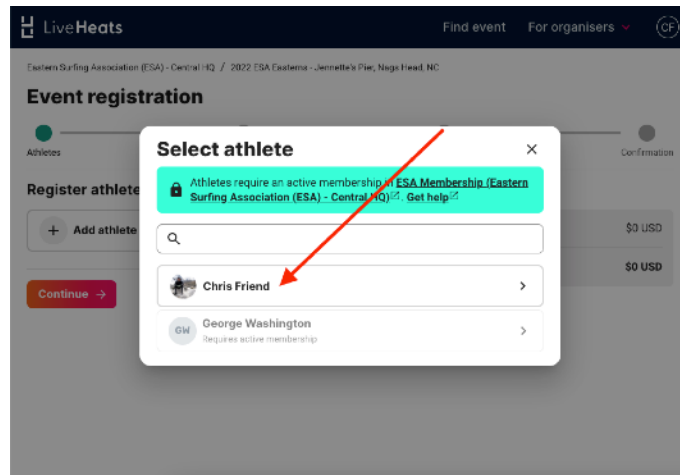




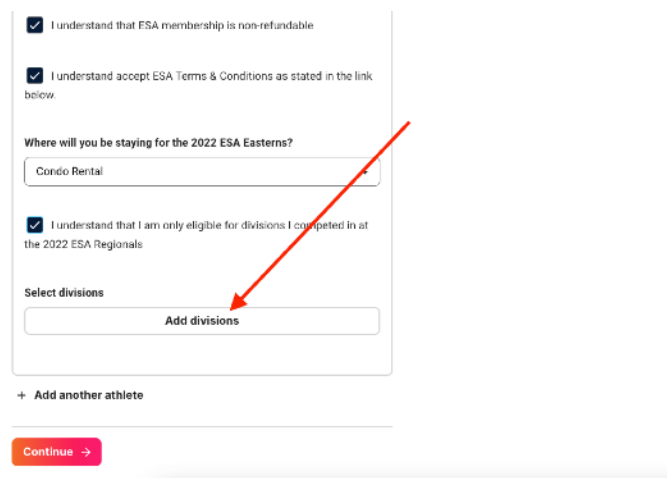
Click "Add athlete" to view and search the athletes from account to register. If you only have one athlete on your account, it will pre-populate.



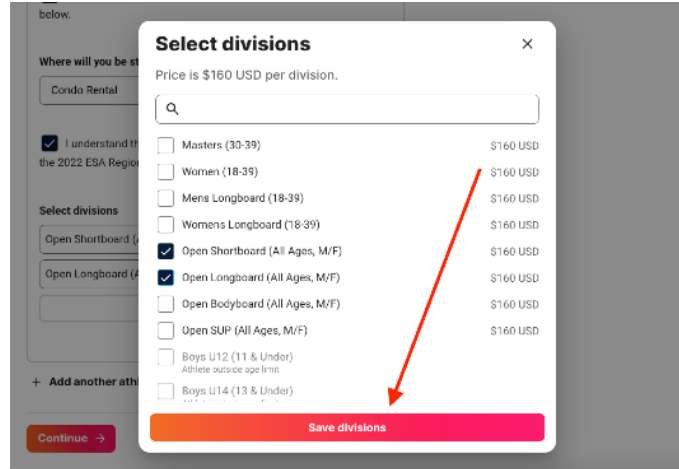
Complete the form and all questions asked by the Event Organizer, then scroll to the bottom of the form and click "Add division"



Select the divisions you'd like to register the athlete into, then click "Save"

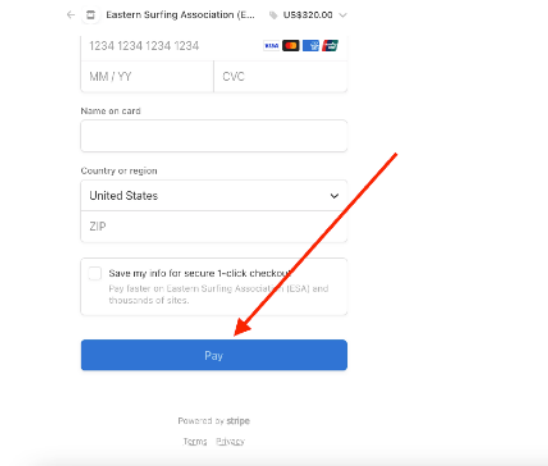


- If you are registering more than one athlete, click “Add another” athlete and repeat steps. Once done, click “Continue” at the bottom of the page.



- Enter your contact details and read and understand the Event Organizer's notes and terms and conditions (if any). Once done, click “Continue”

- Enter your credit card information, or use Google or Apple Pay. Once done, click “Pay”



- If the payment is successful you will reach the confirmation page and an email will be sent to your inbox.

All regions except Far West, East Canada, and Eastern will initially open registration for 72 hours to only athletes registered within their region. All athletes will immediately be placed on the waitlist. After the initial round of registration closes, if there are still starts to be filled, it will be opened to all regions.

Immediately after registering, athletes will receive an initial email acknowledging receipt of their registration. It's important to note that this email is solely a confirmation of receipt and does not imply entry confirmation.

### **CANCELLATION:**

To support your fellow athletes on the waiting list, please cancel your registration as soon as possible if you cannot attend. Cancellation policies vary by event, and no-shows are non-refundable. Cancellations made a week before an event are non-refundable.

In LiveHeats, you can proactively remove yourself from a waitlist before receiving acceptance, ensuring you stay within your allotted event registrations.