

Great Lakes Coaches' Clinic 2018-2019 Account Creation and Clinic Registration

CREATING A USER ACCOUNT

1. Go to www.ezratech.us
2. On the top right-hand side, click "**Register**"
3. Click "**User**"
4. Fill in personal information, agree to Terms of Service, and click "**Submit**"
 - a. NOTE: If you have a School account on Ezra already, be sure to use a **different email address** from the one associated with that account
5. You will receive a confirmation email stating that you have created a user account.

The user account that you create will be yours to use whenever you have to score an event on Ezra, be a regional or invitational coordinator, or participate in the Coaches Clinic. The same user account can be used for multiple events and does **not** expire every year.

REGISTERING FOR THE 2018-2019 GREAT LAKES COACHES' CLINIC

1. Be sure that you are signed into your **user** account
2. On the top right-hand side, click on "**Tournaments**"
3. Scroll down to Illinois, then click on the Coaches' Clinic icon from the list of tournaments shown (will be listed under "Special Events")
4. Carefully review the information listed on the homepage, then click "**Register**" at the bottom of the screen
5. Fill in the requested information and be sure to select the correct payment method and whether or not you are registering as part of a group of coaches from the same school
6. Based on your answers, you will receive a confirmation email from Ezra
 - a. FOR INDIVIDUALS PAYING BY CHECK/MONEY ORDER: You will receive an email giving directions for mailing your check/money order. You will receive a second confirmation email when ISO receives your payment
 - b. FOR INDIVIDUALS PAYING BY PAYPAL: You will be automatically directed to PayPal for payment processing. Upon successful payment, you will receive an automated confirmation email with your registration and payment receipt.
 - c. FOR GROUPS: If you selected "Group", you will receive an email confirming that you registered. ISO will count up all registrations from the same school once registration closes and will send the total invoice to the head coach of your school.