

Below are three procedures associated with our web-based registration system:

1. To Enter Contact Information for Captains:

- Go to www.pksca.net. Click “Registration” in the Registration Box.
- Click “Team Application – On Line Registration”.
- Click “2012 HS Race Application” or “2012 Womens/Mixed Application”.
- Log in to your Member Account.
- Click “**Back**”
- Select “Click here to go to your Member Account”
- Click on your team name in the box called “Manage League/Tournament Teams”.
- Under the section “Coaches”, click “Team Manager.
- Enter all of your captain’s contact information, except for “DOB” and “RMA”. We do not want DOB or RMA information!
- Click “Update”.
- Click “Member Home”.
- Click “Log Out”.

2. To Enter Volunteer Data:

- Go to www.pksca.net. Click “Registration” in the Registration Box.
- Click “Team Application – On Line Registration”.
- Click “2012 HS Race Application” or “2012 Womens/Mixed Application”.
- Log in to your Member Account.
- Click “**Back**”
- Select “Click here to go to your Member Account”.
- Click on your team name in the box called “Manage League/Tournament Team”.
- Under “Players”, enter volunteer’s information for each volunteer. Do NOT enter DOB in “Player ID” fields.
- Click “Update”.
- Click “Member Home”.
- Click “Log Out”.

3. To Change Team Captain: the new captain needs the login and password for the team’s Member Account. Once available, login to team’s Member Account and change contact information as follows:

- Go to www.pksca.net. Click “Registration” in the Registration Box.
- Click “Team Application – On Line Registration”.
- Click “2012 HS Race Application” or “2012 Womens/Mixed Application”.
- Log in to your Member Account.
- Click “**Back**”.
- Select “Click here to go to your Member Account”.
- Click on your team name in the box called “Manage League/Tournament Team”.
- Under “Coaches”, enter the Team Manager information with contact information for new Coach (Coach is the same as “Captain” on this website). Do NOT enter “DOB” and “RMA” in Player ID fields.
- Click “Update”.
- Click “Member Home”.
- Click “Log Out”.