

## How to Edit SportsEngine Team Registration

### How to Update/Review/Edit the StellarXplorers Organization Registration

**which includes Team Information:** To review and edit your registration, you must go to <https://www.sportsengine.com/> and Sign In. In the left column, select Registrations. Your Organization Registration will appear, and you can then select it. To edit Organization, Team or Team Member sections, click on the small pencil icon to the right side of each Section. Shown are some screenshots of what you should see.

When you select <https://www.sportsengine.com/> and Sign In and select Registrations in left column, you should get this view.

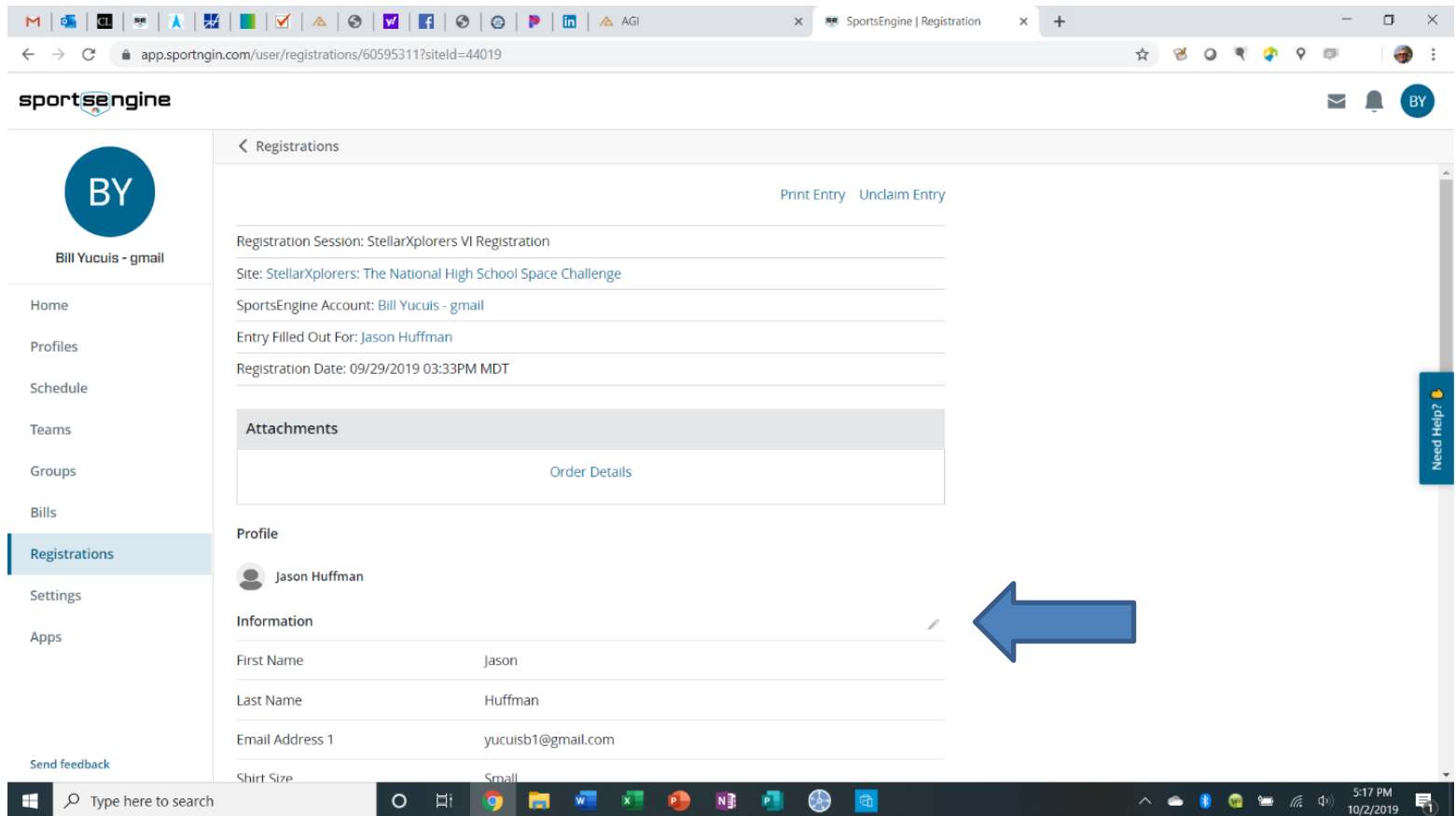
The screenshot shows the SportsEngine web application interface. The browser address bar displays [app.sportngin.com/user/registrations](https://app.sportngin.com/user/registrations). The page title is "Registrations". On the left, a user profile for "Bill Yucuis - gmail" is shown with a circular avatar containing the initials "BY". Below the profile is a vertical navigation menu with the following items: Home, Profiles, Schedule, Teams, Groups, Bills, Registrations (highlighted), Settings, and Apps. At the bottom of the menu is a "Send feedback" link. The main content area features a search bar and a list of registration entries. Each entry includes a title, a description, and an "Order details" link. The entries are as follows:

Registration Title	Description	Action
StellarXplorers VI Registration	Entry #60595311 for Jason Huffman completed on Sep 29, 2019 • StellarXplorers: The National High School Space Challenge	Order details
StellarXplorers VI Registration	Entry #60595209 for Rodney Williams completed on Sep 29, 2019 • StellarXplorers: The National High School Space Challenge	Order details
StellarXplorers VI Registration	Entry #60595110 for Jeff Ofstedahl completed on Sep 29, 2019 • StellarXplorers: The National High School Space Challenge	Order details
StellarXplorers VI Registration	Entry #60594973 for TJ Hanley completed on Sep 29, 2019 • StellarXplorers: The National High School Space Challenge	Order details
2019 StellarXplorers Team Registration	Entry #58633345 for Bill Yucuis completed on Aug 14, 2019 • StellarXplorers: The National High School Space Challenge	Order details
2019 StellarXplorers Team Registration	Entry #58326749 for Bill Yucuis completed on Aug 8, 2019 • StellarXplorers: The National High School Space Challenge	Order details
2019 StellarXplorers Team Registration	Entry #58192636 for Bill Yucuis completed on Aug 6, 2019 • StellarXplorers: The National High School Space Challenge	Order details
2019 StellarXplorers Team Registration	Entry #58129402 for Bill Yucuis completed on Aug 5, 2019 • StellarXplorers: The National High School Space Challenge	Order details

The Windows taskbar at the bottom shows the system clock as 3:04 PM on 10/2/2019. A "Need Help?" button is visible on the right side of the page.

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As you scroll down, you will find sections for your Organization and each of five possible teams. As you scroll down to a Section, you should get this view. The blue arrow is pointing to the “pencil” icon. When you click on it, you should be able to edit your information.



The screenshot shows a web browser window displaying the SportsEngine registration page. The browser's address bar shows the URL: `app.sportngin.com/user/registrations/60595311?siteId=44019`. The page header includes the SportsEngine logo and a user profile icon labeled 'BY'. A left sidebar contains navigation options: Home, Profiles, Schedule, Teams, Groups, Bills, Registrations (highlighted), Settings, and Apps. The main content area is titled 'Registrations' and includes links for 'Print Entry' and 'Unclaim Entry'. It displays registration details for 'StellarXplorers VI Registration' at 'StellarXplorers: The National High School Space Challenge'. The account is for 'Bill Yucuis - gmail' and the entry is for 'Jason Huffman', filled out on '09/29/2019 03:33PM MDT'. Below this is an 'Attachments' section with a link to 'Order Details'. The 'Profile' section for 'Jason Huffman' includes an 'Information' tab with a pencil icon, which is pointed to by a blue arrow. The profile fields are: First Name (Jason), Last Name (Huffman), Email Address 1 (yucuisb1@gmail.com), and Shirt Size (Small). A 'Need Help?' button is visible on the right side of the page.

If you have problems, email me at [competition@stellarxplorers](mailto:competition@stellarxplorers)

Bill Yucuis