

Date: 12/20/2011
To: All Teams
RE: Two contacts required on every roster

Dear Club Director & Coach:

Thank you for entering the 2012 Northern Lights Power League!

Please note that the following must be done before your registration is complete:

NEW THIS YEAR: Each team must have two contact people. One can be the Club Director / Team Rep, and the other must be a coach. This will ensure we have valid contacts to which we can send important information, schedule changes, etc.

Both the Club Director and Head Coach **MUST HAVE** a valid email address and a valid phone number. Most communication will be done through email. We want phone numbers in case of critical situations when we need to get a hold of somebody on your team. Your entry will not be considered complete until we have two contacts on each roster.

To add staff members to your teams, please do the following:

- 1) Login as the Club Director
- 2) Click on Staff to enter your contacts
- 3) Click on Teams | Select a Team | Click the Staff button
- 4) Select the staff members, select the box to update your tournament rosters, click Update Roster
- 5) Repeat steps 3-5 for each team.

If you have updated all your staff information please do not e-mail us and let us know it has been updated.

We look forward to seeing your teams this Winter!

Thank you.

Northern Lights Staff
952-808-0110