



Rocky Mountain State Games Tournament In a Box! Online Registration Instructions

1. Click on the “Register Now!” button to bring you to the Tournament In a Box registration system

Register Now!

2. Create an account (new users) or login (returning users)
3. Click the “Add” button to register a new athlete

A screenshot of the "Tournament In a Box" registration system interface. The top navigation bar includes links for Home, Software Features, Tutorials, Testimonials, Help, Results & Rankings, and Login. The main content area is titled "Registration Home" and displays a user's account information, including "Total Charges: \$0.00" and "Total Credits: \$0.00". A "Checkout" button is visible. The interface also shows a "Viewing Entries For:" dropdown menu set to "2018 RMSG Air Hockey". On the right side, there are icons for "Add", "Edit", "Delete", "My Account", and "Logout". The "Add" icon is circled in yellow. Below the navigation and account information, there is a table with columns for Name, Share it!, PassType, Country, Photo?, Divisions Entered, and Charges.

4. **Returning Users:** Click “No, Thanks Add NEW Entry” to continue registering a new athlete OR select a previous entry and click “Copy Selected”
5. **New Users:** Read and agree to the Waiver & Release of Liability and Terms of Use. Click “Continue”
6. Fill out your basic information and click “Save & Continue”
7. Select your event(s)/division(s) and click “Save & Continue”
8. Select any desired merchandise
(Additional charges will apply to your registration at checkout)
You may also purchase merchandise on the RMSG website by clicking [here](#).
9. Fill out all information and questions as much as you are able and click “Save & Continue”
10. Click “Checkout” and then “OK” to finalize your registration

(Your registration will not finalize until you finish the checkout process)

11. Fill out your payment and billing information and click “Pay Now”
12. Review your confirmation receipt and make sure that all information is correct
13. **Print this page** and keep for your records
14. Check the email you used to make your Tournament In a Box! account for an email confirmation from Tournament In a Box AND Authorize.net. **If you do not see a confirmation in your inbox, please check your Spam and Junk mail folders.**

For questions or registration assistance, contact info@thesportscorp.org or 719-634-7333 ext. 1007