



## TUTORIAL

### Creating a Pickleball Brackets account and signing up for a league, Fall 2021

#### STEP 1. Getting prepared

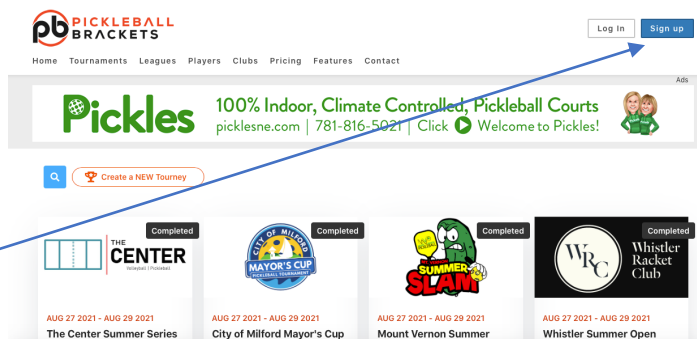
Make sure you have the following information at hand:

- The email you used for your SPI account (this is the same email for your Pickleball Canada account).
- Your Pickleball Canada member number. If you don't know this, go to the Pickleball Canada website at this link to look it up: <https://pickleballcanada.org/member-lookup/>

#### STEP 2. Create a Pickleball Brackets account (It's free and just for you!)

Go to the Pickleball Brackets home page: [www.pickleballbrackets.com](http://www.pickleballbrackets.com)

Click on the blue Sign up button and follow the prompts to provide your email, fill in your name and create your unique password.



If you have more than one email address, please make sure you use the same email you used for your SPI and Pickleball Canada membership.

Once you fill out the required information, you will receive a confirmation from Pickleball Brackets with instructions on how to complete the signup.



### Check your email

We sent an email to  with instructions on how to complete your signup.

**REMEMBER** to check your spam and junk folder.

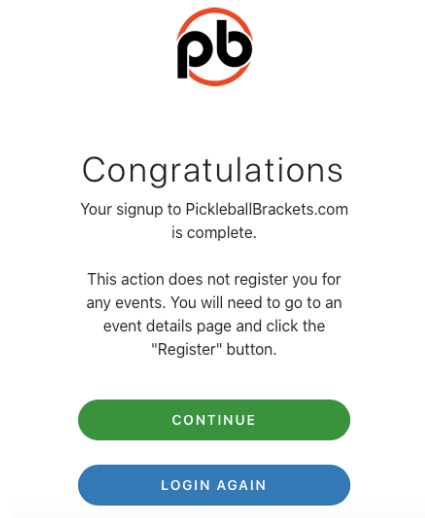
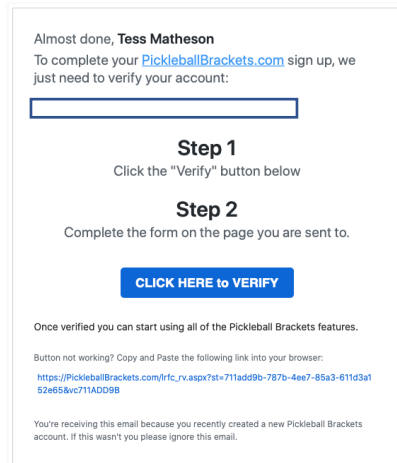
CONTINUE

LOGIN AGAIN

### STEP 3. Completing your registration

The email you receive will have links to verify your email and then complete the form on the page you are sent to. This form is where you will need your Pickleball Canada number.

Once this form is complete, click on “Complete Account Set up”.

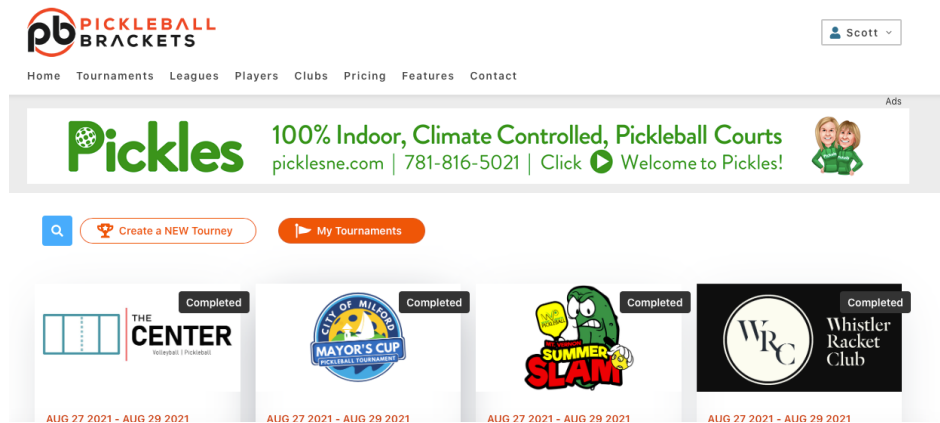


You will get a message online and in an email from Pickleball Brackets congratulating you on successfully set up your account.

Click continue or go to the Pickleball Brackets home page and log in with your email and password.

### Step 4. Picking your club

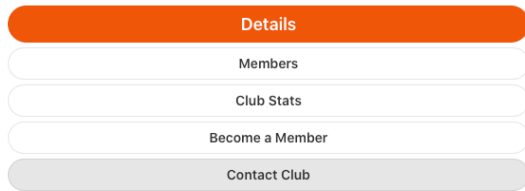
Once you have logged in, click on “Clubs” from the top line navigation on the home page.



The “clubs” page lists all clubs in alphabetical order. Scroll down until you see the Saskatoon Pickleball Inc. listing.

Click on it.





This will bring up a white screen where you can access details about the club. Click on “Become a member”. Saskatoon Pickleball Inc. is automatically accepting members and you will see a message confirming that you are a member.

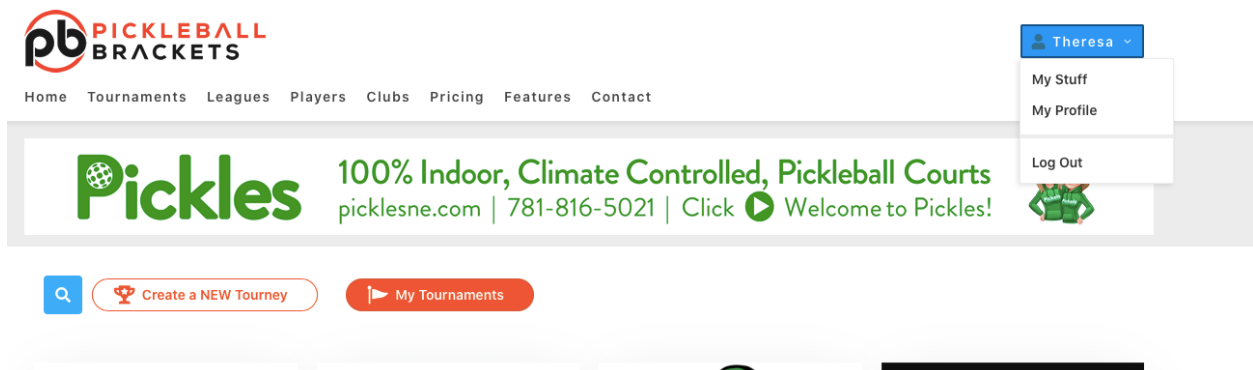
### Step 5. Picking a League

From the top line navigation, choose leagues and scroll down until you see the Saskatoon Pickleball Inc. listings. Click on the green “register” button and when the next window opens, click on the red “Details” button and follow prompts to register.



### Step 6. Getting familiar with your info at a glance

To see what clubs and leagues you signed up for and details about those leagues anytime, click on your name (top right corner of the home screen). Choose “My Stuff” from the drop down menu .



This will bring up a dashboard with your profile information, ratings and any clubs, leagues or tournaments you have entered with links for more details on each.

The dashboard features a blue navigation bar with the 'pb' logo and menu items: Dashboard, Tourneys, Leagues, Clinics, and Organizations. On the left, there is a profile section with a placeholder for a profile picture, a 'Profile' button with a pencil icon, and a 'Stats' button with a bar chart icon. Below this is a 'Financial Transactions' section with a search bar and a list of fields: DoB, Gender: F, Doubles Skill: 3.0, Mix Doubles Skill: 3.0, Singles Skill: 3.0, USAPA #, Canada #, WPF #, and Text Alerts: No. The main content area consists of four colored boxes: a green 'TOURNAMENTS' box (Registered For: 0, Managing: 0), a red 'LEAGUES' box (Registered For: 1, Managing: 0), a dark blue 'ORGANIZATIONS' box (Member of: 1, Managing: 0), and a light blue 'CLINICS' box (Registered For: 0, Managing: 0). Each box includes a 'CLICK FOR DETAILS' link.

This is also where you will go six days in advance of game day to confirm whether or not you will be playing that session.

### Step 7. Opting in for game day

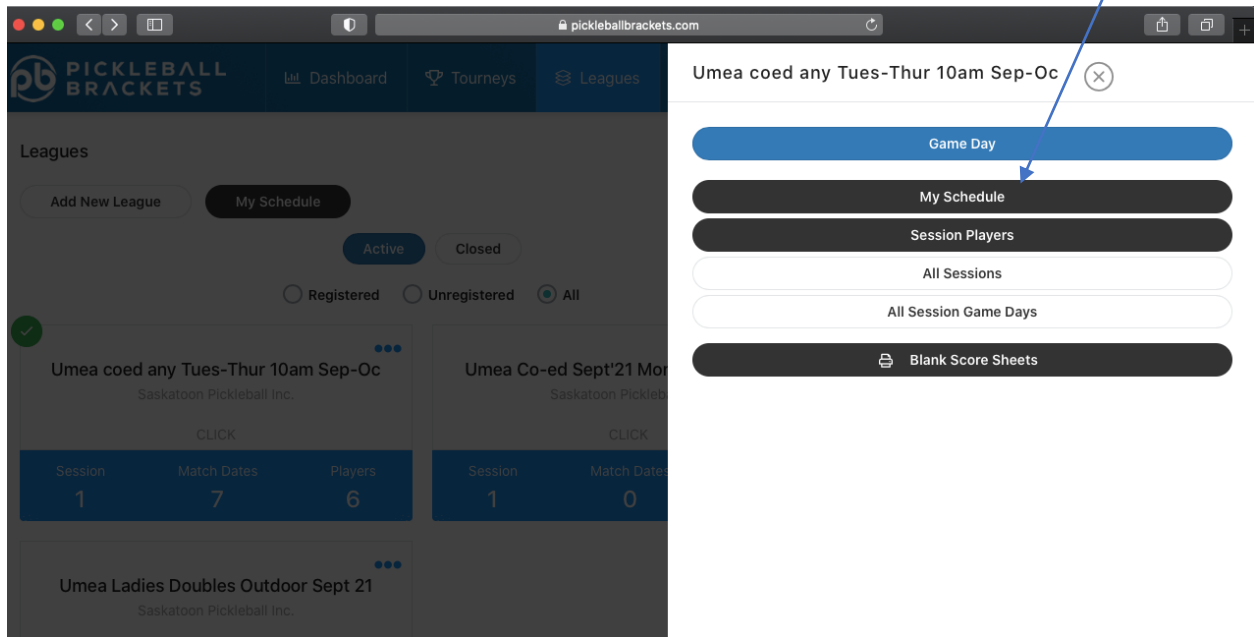
To confirm your spot for the next session, hit “click for details” in the red league box from your dashboard.

This will bring up a screen showing available leagues in your club and active leagues you have registered for. Click on the league you are interested in – in this example Umea co-ed Tuesday and Thursday league.

The 'Leagues' page has a blue navigation bar with the 'PICKLEBALL BRACKETS' logo and menu items: Dashboard, Tourneys, Leagues, and Organizations. Below the navigation bar are buttons for 'Add New League' and 'My Schedule'. There are filters for 'Active' (selected) and 'Closed', and radio buttons for 'Registered', 'Unregistered', and 'All' (selected). A green checkmark icon is visible in the top left corner. The main content area shows a league card for 'Umea coed any Tues-Thur 10am Sep-Oc' by 'Saskatoon Pickleball Inc.' with a 'CLICK' button. Below the card is a table with the following data:

Session	Match Dates	Players
1	7	6

A white screen will pop up. To confirm you want to play the next session, click on My Schedule.



This will bring up a list of upcoming dates and times for that league and when you can opt in to play. In this example, for play on September 14, you can opt in to play on September 8<sup>th</sup>.

Click on opt in and you will be in for that day's play.

### QUESTIONS OR PROBLEMS RE: PICKLEBALL BRACKETS

If you have any questions or problems using Pickleball Brackets, please send an email to [spiprograms9@gmail.com](mailto:spiprograms9@gmail.com) and we will try to get back to you as soon as possible.

