Registration Instructions

Please follow the steps below to register your team(s) for the upcoming event.

1 Please ensure players on your team have a valid 8-digit Ontario Tennis Association (OTA) member ID (OPTIONAL).

- If your team members have previously participated in an OTA tournament, they should already have an OTA member ID. They can **find their member ID by searching their name on the tournaments site** (tc.tournamentsoftware.com/find/player)
- If your team members have never participated in an OTA tournament, they will have **to register for a FREE OTA recreational membership via the tournaments site.** Steps on how to setup your account on the tournaments site are provided on the next page.

2 Setup your tournaments account which will be used to register your team online.

- In order to register a team online you must have an account setup with the tournaments site. You will already have an account if you have participated in OTA tournaments in the past. **If you do not have an account, you will have to register for a FREE OTA recreational membership via tournaments site.** Steps on how to setup your account on the tournaments site are provided on the next page.

3 Register your team online for **the 2026 OTA Tournament of Champions November 20th-22nd** through the OTA tournaments site.

- **The registration page can be found by CLICKING HERE**
- **Please sign into your tournaments account and visit the link provided above.** You can begin your online registration by clicking on the "Click here to enter online" button.
- Detailed instructions on how to register your team online are provided on the next page.

If you require any assistance during the registration process, please email **achappell@tennisontario.com**

Registration Instructions

How to setup an account on the tournament site:

1. Go to **tc.tournamentsoftware.com** and click on “Log in” near the top-right
2. Click on the “SIGN UP” button located near the right-side of the screen
    - If you are on your mobile phone, you will have to click on “No account yet?“ and then the “SIGN UP” button
3. Click on your Provincial Tennis Association
4. Agree to the Terms & Conditions and press “Next”
5. Fill in your details, address and contact information
    - If you are creating this account for your child, please enter their details
6. For membership type select “Recreational” and then select your region and club. Recreational memberships are free.
7. Create a login and password for your tournaments site account. Click on the “Submit” button.
8. You will receive an activation email from the system. Open the email and click the “ACTIVATE” button
9. You can find your 8-digit provincial ID by going back to the tournaments site, logging in and it will display under your name on the home page in the “My profile” section.

How to register your team online:

1. After you have collected the 8-digit member IDs from all your team members, and have access to your tournaments account, please visit the tournament registration link – CLICK HERE
    - Make sure you are logged into your tournaments account
2. Click on the “Click here to register online” button
3. Review and accept the events rules and regulations and then click “Next”
4. Confirm your contact details and click “Next”
5. Create a team and select which division the team will be entering
6. Add your team members. Please ensure that for each team member you enter their member ID, first and last name and email. After all team members have been added, click “Next”.

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