

# Registration For Help Call 971-235-8111

## Entering athletes in My Team

<b>Step 1.</b>	Download MY TEAM software <a href="http://www.aerialonline.com/ProductPages/MyTeam.htm">http://www.aerialonline.com/ProductPages/MyTeam.htm</a> CLICK Run Follow all set up instructions	<b>Step 4.</b>	Bottom right, CLICK "Coaches"  CLICK "Coaches" Enter all coaches data Directions for Host = "Add/Upd"
<b>Step 2.</b>	Open MY TEAM from the desktop icon CLICK "Enter Club Information" Fill out all information then CLICK OK CLICK Start My Team	<b>Step 5.</b>	With both folders still open top left, CLICK 'Send Team' Mouse over "Make Webmail Attachment" CLICK "For Aerial Sports Mgt" CLICK Yes or NO If Yes CLICK report f choice CLICK OK
<b>Step 3.</b>	Bottom right, CLICK "Teams" CLICK "TNT List" Enter all athletes data (for Sync instructions See below) Directions for Host = "this gymnast will be competing"	<b>Step 6.</b>	Email Attachment located on your desktop to  <a href="mailto:top_notch@verizon.net">top_notch@verizon.net</a>  Mail Financial Report to... 1400 NE 48th Ave Ste 1400 Hillsboro OR 97124 or fax 503-640-8373  IF You are having trouble finding your file

## Entering Athletes in Synchro

To enter athletes in Synchro please follow the example below

First Name	Last Name	USAG	DOB
Ryan Weston /	Chris Estrada	1234567 / 7654321	Oldest Athletes DOB

### Make Changes

To Make Changes Take the following steps

<b>Step 1.</b>	Open MY TEAM from the desktop icon CLICK Start My Team	
<b>Step 2.</b>	<u><b>IF Scratch</b></u>  Bottom right, CLICK "Teams" CLICK "TNT List"  Directions for Host = "Scratch"	<u><b>IF Change</b></u>  Bottom right, CLICK "Teams" CLICK "TNT List" Change the necessary athletes data, Directions for Host = "Update"
<b>Step 3.</b>	repeat steps 5 & 6 (From Above)	

### Cant Find My File

Close all Open Programs. Look for a document with your team name and numbers following
<b>Still Cant Find MY File</b>
CLICK Start  CLICK My Computer CLICK Local Disk (C:)
CLICK Documents and Settings CLICK (There may be multiple users and you may have to try more than one folder)
CLICK Desktop
Look for a document with your team name and numbers following Once it is found you may want to move it to a easier location