



## How to Sign Up For 4v4 Volleyball Tournaments

**Team Captain (Manager)** – As the team manager, you have the ability to “manage” your team within your DASH ONLINE account.

- Login to your DASH Online Account  
here: <https://apps.dashplatform.com/dash/index.php?Action=Auth/login&company=legacy>
- Once logged in, you should see the following (Note: this looks slightly different if you are using a smartphone, but you can still use the functions)
- As the team manager, you will see the following buttons: “Message”, “Share”, “Invite”, “Team”, and “Manage”
- If you’d prefer to send an invite to your teammates to join your roster...Click on the “Invite” button and insert your teammate’s email addresses into the “To” section. Hit the send button. This will send a registration link to your teammates that will prompt them to login or create an account and then join your team. **ALL TEAMMATES MUST BE ROSTERED PRIOR TO THE START OF THE TOURNAMENT!**
- You can use the “Team” and “Manage” buttons to check the status of your roster and assign payments to your teammates (if you are having teammates pay individually vs. a single team payment).
  - Managers may assign part of the team dues to specific players and send a notification. Each player will then receive an email and can log into their Dash Online account to pay their assigned amount. If the Team fee is already paid, use the Manager Only Notes rather than assigning an amount to track what a player owes (to prevent teams from overpaying)

How teammates join a roster: (This is for after the Captain has created the team)

1. Click the following link: <https://www.legacycentermichigan.com/sports-activities/volleyball/adult-volleyball/>
2. Locate the green, “Register” button next to your team name.
3. You will be prompted to login or create an account.
4. A request to join the team will be sent to the team manager.
5. The team manager will login and accept players to the team.