

Roster Submission Instructions



1. Upon completion of the registration process, you will receive a Confirmation screen and email with log-in procedures to access your Team's Roster in our registration data base. Open the email and review that your registration is correct. Your Confirmation screen and email will look like the illustration below.



Thank you for registering

Please Complete the next two steps

1. Review and Print this Confirmation Page
2. Login to Coach's [website](#) and Register your Team's Athletes by **7/28/2017**
Use your email address (admin@sunflowergames.com) and your ID (9) to login.
From that site you can print off your team waiver that must be signed by all athletes or guardians

Confirmation:

IMPORTANT: All coaches must check-in at Washburn University at least one hour prior to their first scheduled game. Failure to do so may result in forfeit.

2017 Hy-Vee Cauldron Fest: Join us on Saturday, July 15 at Lake Shawnee - Reynolds Lodge to celebrate the official start of the 2017 Sunflower State Games.

The Annual lighting of the Cauldron will take place at 7:45 a.m. to kick off the event. Complimentary breakfast will be served from 7-10 a.m.

[Click here for more information](#)

Please save this a copy of this Registration Confirmation for your records!

ID: 9
Name: JOHN DOE
Address: 501 SE JEFFERSON ST
City: TOPEKA
State: KS
Zip: 66607

2. Click the "log-in" link located at the top of the Confirmation screen or email.

3. The Coach Log-in Screen will now appear. Enter your email address and ID # (located just above your name on the Confirmation Screen/Email). Then click "submit".



Registration

Coach Log-In

email

User ID Admin Note: Use

4. A "Welcome" screen will appear with your name and team name. Click on "Add/Modify" Athletes.



Welcome Back JOHN

Current Registrations


- SUNFLOWER STATE GAMES (Basketball - Male Adult (19+))
Athletes Maximum: 12
Athletes Registered: 1 | [Add/Modify Athletes](#) |

Administration

[Team Roster/Waiver Form](#)

Please Remember, Final Rosters Due: 7/28/2017

5. The “Team Athletes Registered” screen will appear. The coach will appear in roster spot #1. Now it is time to enter your roster. Click “Add New Athlete”.



Team Athletes Registered

SUNFLOWER STATE GAMES

	Name	Status	Added
1.	DOE, JOHN	Captain	12/6/2016 1:59:56 PM

[Admin Page](#) | [Add New Athlete](#)

6. Enter the following information for the first player on your roster: Name, address, city, state, zip, phone, date of birth, gender, and shirt size (if applicable). Then click “Continue”.



Team Registration

First *	<input type="text"/>
Last *	<input type="text"/>
Address *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="KS"/>
Zip *	<input type="text"/>
Phone Day *	<input type="text"/>
Date of Birth *	<input type="text"/> (mm/dd/yr)
Gender*	<input type="radio"/> Male <input type="radio"/> Female
Shirt Size	<input type="text"/>

6. After entering each athlete, you will be brought back to the “Team Athletes Registered” screen. Here, you can repeat the previous step and continue to enter the remaining athletes on your roster, up to the maximum number.

You may also modify information previously entered for an athlete, or delete an athlete from your roster all together.



Team Athletes Registered

	Name	Status	Added	
1.	DOE, JOHN	Captain	12/6/2016 1:59:56 PM	
2.	Doe, Jack	Player	12/7/2016 10:00:04 AM	modify delete

[Admin Page](#) | [Add New Athlete](#)

To get back to the Welcome screen, simply click on “Admin Page”.

You may now log into your Team’s Roster Page at any time to make changes or additions to your roster up until the roster deadline. The Coaches Log-in link can be found on your sport’s web page or can be accessed through your confirmation email.

PLEASE NOTE: If you are coaching more than one team, you will need to completely exit out of your browser and open a new one before logging in. Otherwise your browser will automatically recall your original team’s roster page.

Scroll down further for instructions on submitting your signed waiver form to the Sunflower State Games office.

Waiver Submission Instructions



Now that your completed team roster has been submitted online, you will need to turn in your signed waiver form to the Sunflower State Games office. Please follow these three easy steps to ensure that your signed waiver form has been completed and submitted properly.

Step #1. From the Welcome screen, click on "Team Roster/Waiver Form".



Welcome Back JOHN

Current Registrations

- SUNFLOWER STATE GAMES (Basketball - Male Adult (19+))

Athletes Maximum: 12

Athletes Registered: 8 | [Add/Modify Athletes](#) |

Administration

[Team Roster/Waiver Form](#)

Please Remember, Final Rosters Due: 7/28/2017

A new screen will appear with your full team roster along with the Sunflower State Games waiver statement. Print these pages. An example of the form is on the next page.

Step #2 Gather your signatures. Each participant, or guardian, if participant is under the age of 18, must sign this form. An example of the form is on the following page.

Step #3 Submit your Waiver Form with signatures for each participant to the Sunflower State Games office: Please note that the waiver verbiage must be attached to the signed roster form.

Scan and Email: admin@sunflowergames.com

Fax: 785-235-1308

Mail: 501 SE Jefferson St., Suite 22, Topeka, KS 66607

ALL SIGNED WAIVER FORMS MUST BE SUBMITTED BY 6:00 P.M. ON THE WAIVER DEADLINE DATES LISTED ON OUR WEB SITE (Friday before competition). NO EXCEPTIONS!

Waivers will not be accepted on site. Waiver Forms not submitted by the advertised deadlines will result in the following:

- 1) Your team will be considered ineligible and pulled from the tournament.
- 2) Refunds will not be issued.



Team Waiver

This document is important, must be read in its entirety and signed by each team member (parent or guardian if participant is under 18) before athlete is allowed to participate.

Entry form and waiver must be received by printed deadline to avoid \$15 late fee. Teams whose waivers are received after deadline will be placed on waiting list until forms are completed. Consult Bracket Fill Policy in the General Information section of the Entry Book for more information.

MANDATORY WAIVER: In consideration of being allowed to participate in, or assisting others in participating in the Sunflower State Games athletic program, its related events and activities, the undersigned acknowledge, appreciate, and agree that:

- 1. The risk of injury involved in this program is significant, including the potential for permanent paralysis and death, and while particular skills, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,**
- 2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASES or others, and assume full responsibility for my participation; and,**
- 3. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and**
- 4. I hereby consent to allow my picture and/or voice or likeness to appear in any official documentary, promotional, exclusive television, radio or film coverage of the Sunflower State Games in any manner incidental to my participation in the Sunflower State Games and without compensation to me; and,**
- 5. I, for myself, and on behalf of my heirs, assigns personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS the Sunflower State Games, their officers, officials, agents and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and, if applicable, owners and lessors of premises used to conduct the event (“releases”), with respect to any and all injury, disability, death, or loss or damage to person or property, whether arising from the negligence of the releases or otherwise.**

6. I understand the following refund policy: There will be no refunds of entry fees except for entries received after the deadline, entries received after the maximum number of participants have been registered, or if there are not enough participants to form a division. No refunds will be permitted simply because an athlete fails to participate or for in climate weather.

7. I pledge to adhere to the Sunflower State Games standards of sportsmanship and respect opponents, coaches, officials and spectators at all times by not engaging in verbal or physical altercations at any time before, during, or after competition.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT. I ALSO UNDERSTAND THAT I MUST PROVIDE MY OWN PERSONAL INJURY INSURANCE."

FOR PARTICIPANT OF MINOR AGE (under 18 at time of entry) This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release as provided about of all the Releasees, and, for myself, my heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless the Releases from any and all liabilities incident to my minor child's involvement or participation in these programs as provided above, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASES, to the fullest extent permitted by law.

Current Registrations			Team: SUNFLOWER STATE GAMES Sport: Basketball Event: Male Adult (19+)					
1	JOHN DOE	501 SE JEFFERSON ST	TOPEKA KS 66607	M	4/20/1991	785-295-2235	L	_____ Signature
2	Jack Doe	501 SE Jefferson St	Topeka KS 66607	M	2/16/1979	785-235-2295	L	_____ Signature
3	Jacob Doe	501 SE Jefferson St	Topeka KS 66607	M	1/6/1968	785-235-2295	L	_____ Signature
4	Jarod Doe	501 SE Jefferson St	Topeka KS 66607	M	3/20/1982	785-235-2295	L	_____ Signature
5	Jay Doe	501 SE Jefferson St	Topeka KS 66607	M	4/21/1964	785-235-2295	L	_____ Signature
6	Jeff Doe	501 SE Jefferson St	Topeka KS 66607	M	3/20/1982	785-235-2295	L	_____ Signature
7	Joey Doe	501 SE Jefferson St	Topeka KS 66607	M	12/11/1954	785-235-2295	L	_____ Signature
8	Joseph Doe	501 SE Jefferson St	Topeka KS 66607	M	2/16/1979	785-235-2295	L	_____ Signature