Team Registration

Team registrations enables a person to register for an event as a team instead of as individual. It's perfect for tournaments, group competitions, camping trips, board game nights, collaborative workshops, or any event where participants need to join as teams.

What Is Team Registration?

When team registration is enabled, each registration represents an entire team. The person who registers becomes the team captain and can invite teammates from your community to join their team. They can set their team name and invite other members of the group. A person can only join a team if they are already a member of the group - that ensures they have completed any waiver and/or member questionnaire.

How to Set Up Team Mode

1. Create or edit an event registration

2. Toggle on **Team** — you'll see the option "Each registration is a team, instead of individuals."

3. Set team size limits:

   - **Minimum team size:** the fewest people required per team

   - **Maximum team size:** the most people allowed per team

   - Note, you can set a fixed number (like exactly 4 people) or a range (like 3–5 people)

How Team Registration Works

For Team Captains (the person registering)

1. Select the team registration when signing up

2. Enter a team name (defaults to "[Your name]'s team")

3. Invite teammates from your community

4. Complete registration once the team meets size requirements

For Team Members

- Team members are automatically added to the event

- They receive event notifications and are added to the event chat

- They don't need to register separately

Best Practices for Team Events

Communication Tips

- Include team size requirements in your event description

- Let teams know what to bring or prepare

- Set clear expectations for the team captain's responsibilities

Registration Management

- Teams appear as single units in your attendance list

- Check in entire teams at once; each member earns a check-in on their profile

- Team captains can update their team before the event

- All teammates automatically receive event updates and reminders

When to Use Team Mode

Team mode works great for:

- Sports tournaments where teams compete

- Workshops or classes with group collaboration

- Volunteer events where teams take on different projects

- Games like trivia nights or board games

- Educational sessions with group projects

Things to Remember

- Only community members can be added as teammates

- Each person can only join one team per registration

- The team captain manages their team roster

- All team members must meet any event requirements (like age or membership status)

- For paid events, the team captain handles the payment

Team mode makes it easy to organize group-based events and keep everyone connected. Try it out for your next collaborative event!