Colorado Cup Registration Walkthrough – Spring 2024

1. BEFORE PROCEEDING: The team must already be listed in 2023-24 seasonal year in Sports Connect with the team admin attached to the team. If this hasn't been done, contact your club admin.
2. Go to https://spring2024coloradocups.sportsaffinity.com to access the application link for the Spring 2024 State Cup, Presidents Cup, and Centennial Cup.
3. Click "Log In" in the top right corner and login with the credentials set up by your club and is linked to the teams you wish to register.
4. Once logged in, click the "Teams" tab. Once there, locate the team you wish to register and click on the link to the right of the team titled "Apply to Tournament."
5. Select Spring 2024 Colorado Cups in the drop-down list and click "Register" to enter the application.
6. Enter all the items in the first step of the application. Click Save and Continue when everything is entered.
   a. Type in the home city for your team.
   b. Select the playing age group.
      i. SC stands for State Cup,
      ii. PC stands for Presidents Cup,
      iii. CC stands for Centennial Cup.
   c. Select your preferred flight for the tournament you wish to register for.
   d. Enter in the division the team is placed in for the Spring 2024 League season.
7. Enter the team contact information for the head coach and team manager. Click Continue when completed.
8. Check to see that the roster is accurate. If no roster appears, please contact your club. Click Continue when completed.
9. Skip the comment section by clicking Continue.
10. Review the application information. The amount owed and fees paid will appear after you confirm everything is correct and you click Submit Application at the top of the page.
11. Read through each of the Electronic Legal Agreements and initial next to each one confirming you agree. Enter your name at the bottom of the screen and click I Agree.
    a. If you fail to enter your initials or you click I Don't Agree at the bottom of the page, you will be unable to submit the application.
12. The next step is viewing your fee and entering your payment information. Choose the payment method in the drop-down list, enter the information, and click Continue.
    a. For credit cards, once you select your card type, the total amount owed will update to include the processing and service fees. The credit card will be charged immediately after completing and submitting the application.
    b. For eChecks, once you select this method, the total amount owed will update to include the processing and service fees. The eCheck will be charged immediately after completing and submitting the application.
    c. For regular checks, you will be prompted to enter the check number being used. Once the application is completed and submitted, you will need to mail the check payment IMMEDIATELY to the address below:
       i. Make check payable to: Colorado Soccer Association
       ii. Address: 385 Inverness Parkway, Suite 190, Englewood, CO 80112
13. After you enter your payment information and click Continue, you will verify and confirm the payment information and amount owed. Once you have confirmed it is accurate, click the Submit Payment button. A popup will appear with a printable confirmation page for your application, amount owed, and the legal agreements you agreed to.