



2009 AAE ARIZONA CUP

Registration Instructions for Online registration and payment.

Online registration will close on March 30, 2009. (If the payment by check option is selected, we must receive the check on or before March 30 to avoid a late fee, so register early if you intend to pay by check)

Individuals (including non-USA individuals not being entered by their FITA Member Association):

1. Go to <https://event-manager.compete-at.com/arizonacup>
2. Click on the event called **"2009 AAE Arizona Cup – Individual"**
3. You will be asked to enter your email address and password.
4. If you already have a compete-at "passport account" your info should appear.
5. If you do not have a compete-at "passport account" you will be asked to create one.
 - o Why should I create a "passport account"?
 - Your passport account allows you to enter this and future archery tournaments that use the compete-at service without having to reenter all your information.
 - Your passport account allows you to track the status of all your registrations at all archery tournaments using the compete-at service.
 - Creating your passport account is free and you are under no obligation.
6. Follow the instructions to register and pay.
7. *If you elect to pay by check, we must receive your check on or before March 30 to avoid a late fee. So register early.*
8. You will receive a confirmation email from support@compete-at.com
9. An "Entries" list will be on www.arizonacup.com

For All Teams except FITA Member Associations (such as College or Club teams):

1. Team Leaders: Instruct each team member to register as an individual by following the above individual information.
2. Lump Sum Payment: If you want to pay in one lump sum for your entire team instruct your team members to select the "By mailed check/cheque" payment selection. Checks must be from US banks in US dollars.
3. Mail a simple team roster (so we can cross check) including your team officials and the check to:
ASAA - Arizona Cup
8681 East Via de Negocio
Scottsdale, AZ 85258
4. After we receive the check we can enter the status of the archer as payment received.

FITA Member Association – NATIONAL TEAMS:

1. **All paper forms still need to be completed and transmitted to the Tournament.** This includes the Preliminary, Transportation (if needed) and Final Entry Forms contained in the [National Team Invitation and Tournament Packet](#): by the deadline dates.
2. Online Payment by credit card is available by the following procedure. Team Leader or the person responsible for Payment would:
 - a. Go to <https://event-manager.compete-at.com/arizonacup>
 - b. Click on the event called **"2009 AAE Arizona Cup – FITA Member Associations"**
 - c. Payer will be asked to enter their email address and a password.
 - d. If Team Leader/Payer already has a compete-at "passport account" their info should appear.
 - e. If Team Leader/Payer does not have a compete-at "passport account" they will be asked to create one.
 - f. Team Leader/Payer will be allowed to click on all applicable Team categories.
 - g. Select the NGB affiliation name from the pull down menu. You do not have to select a regional or local affiliation.
 - h. Entry Fees: enter the number of archers in each category (\$120/archer)
 - i. Division Fees: check the boxes for the applicable National Teams (\$90/team)
 - j. This will generate a lump sum total for the Team that can be paid with one transaction.
 - k. You will receive a confirmation email from support@compete-at.com.
 - l. An Entries list will be on www.arizonacup.com

Questions? email info@arizonacup.com