



2022 Lamar Hunt U.S. Open Cup – Instructions for Online Team Registration via Stack Sports

Updated July 19, 2021

1. Click the “Register Now” box at the bottom of the registration information home page to be redirected to the Stack Sports system login page (please be sure to “bookmark” or “favorite” this for future system access, or you may click the “Administrator Login” box in the upper right corner of the registration information home page to be redirected to the Stack Sports system login page).
2. If you have an existing account that is listed, click on that account. Otherwise, click on “Use Another Account” to bring up the login page.
 - a. If you clicked on “Use Another Account”:
 - i. On the login page, click “New Here? Create an Account” to open the page for creating a new account.
 - ii. Enter the email address and password to be used for this login (remembering to write this information down elsewhere), then click the box labeled “Create my Stack Sports Account.”
 - iii. When typing the email address for the new account, the system will automatically check if the email address is already registered. If it is, a box in red outline will pop up reporting that “This email already has a Stack Sports Account. Sign in now.” Click that link to be returned to the original Stack Sports system login page to enter using the existing account. A link exists for resetting the password if this has been forgotten.
3. On the first screen after successfully logging in, select the button that corresponds to “Open Division - Local Qualifying” and then click the box labeled “Next.”
4. At the next screen, regardless of whether your team played in previous editions of Open Division Local Qualifying or in the Open Cup tournament proper, add a check mark to the box for “My team is not listed below. I will enter roster data on my own” and then click the box labeled “Next.” Disregard the three menus asking to “Select a season,” “Select an event” and “Select a team.”
5. Enter the data requested (copying from the hard copy of the Team Entry & Information Form that you should have already printed and filled out), then click “Next.”
6. On the next screen (which allows one to modify the team roster), click “Next.”
7. On the following screen (which allows one to review the name of the team just registered and the payment amount due), click “Next” to continue.
8. At the Payment Method page, “Pay Offline (Check/Cash)” is preselected and the only choice available. Continue to checkout by clicking “Next.”
9. Print the receipt and send with your payment made out to “U.S. Soccer” to the address indicated.
10. Click on “Member Home” to see the home page for your account. Additional information will be emailed to you at a later time regarding the process for registering players.
11. You may now safely logout.