**Step-by-Step Instructions: Sign-up to Volunteer at a High Performance Tryout**

**Step 1:** Login to your Ex3 account:
https://ssip.ex3host.com/usav/login/login.aspx#

**Step 2:** If you have not yet created an account, follow this link for instructions on how to do that:

  *Create an Account in Ex3*

**Step 3:** You will then be brought to the Ex3 Homepage where you will be able to click on “Click here to Sign up for Tryouts.”
Step 4 – Tryout Sign-ups: After you click on the sign-up link, you will be able to view the list of available events. Here you will select the tryouts that you plan to attend. Select each tryout that you will attend, then click Next to continue.

*Note: Signing up for a tryout indicates that you will be in attendance, no selection or invitation is required. Coaches of all levels are invited to offer assistance on-site as administrators, court coaches and evaluators.

a) Select the Tryouts that you will attend.

b) Click Next to continue with registration.
**Step 5 – Submit Gear Information:** You will be prompted to submit your gear and size information for a tryout t-shirt and tryout polo. Note that you **MUST select “Update Gear Info” for each item before continuing.**
Step 6 – Selected Tryouts: On the next screen for your Selected Tryouts, review the tryouts that you have indicated that you will attend and verify that the information is correct. If you selected more than one tryout, there will be a scroll bar on the right that will allow you to see all the tryouts for which you signed up.

If you have any important information that you need to include, please type that information into the box for each tryout you will attend. When all the information has been entered, click Finish.

a) Enter any pertinent information about your attendance at each tryout that you will attend.

b) Click Finish to confirm your registration.
**Step 7- Confirmation:** You are now signed up for your selected tryouts! You will receive an e-mail confirmation listing the tryout that you have signed up for.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Facility</th>
<th>State</th>
<th>Address</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 Girls' Tryout - Tempe, AZ 3/22</td>
<td>Court One Athletics</td>
<td>Arizona</td>
<td>9100 S McKenny St</td>
<td>85204</td>
</tr>
<tr>
<td>2015 Girls' Tryout - Spokane, WA 3/26</td>
<td>Spokane Convention Center</td>
<td>Washington</td>
<td>Spokane Convention Center</td>
<td></td>
</tr>
<tr>
<td>2015 Girls' Tryout - Philadelphia, PA 4/2</td>
<td>Pennsylvania Convention Center - Philadelphia</td>
<td>Pennsylvania</td>
<td>1101 Arch St</td>
<td>19107</td>
</tr>
</tbody>
</table>
**Update Your Tryout Availability:** To update your availability if you are no longer able to attend a tryout, select “MY OPTIONS” on the far left of your screen, and then click on “My Tryout Signups.”
Update Availability – My Tryout Signups: This screen allows you to see the tryouts you have signed up for and all the tryouts that are still available. If you would like to cancel your registration and remove yourself from a tryout, click on the tryout you want to drop, then click Select.

A pop-up will appear. Change the drop-down selection to “I am not available”, then select “Save”.