

How to register a club with NCR

1. Get your username and password from your conference administrator or the NCR staff. Email Lucy lucy@ncr.rugby for details if you do not have contact information for your conference administrator.
2. Once you have the username and password, go to ncr.rugby and click on the **Club Portal** button at the top of the page.
3. On the next screen, enter the clubs assigned username and password
4. Then, under the events column click **Purchase Event**

The screenshot shows a web browser window displaying the ncr.rugby website. The page header includes the 'NATIONAL COLLEGIATE RUGBY' logo on the left, the text 'NEW ENGLAND WIDE MENS CRC COAST GUARD ACADEMY' in the center, and the 'sportlomo' logo on the right. Below the header is a dark blue navigation bar with links for 'HOME', 'HELP', 'MY ACCOUNT', 'PRIVACY POLICY', and 'LOGOUT'. A main menu area contains a list of items, with 'Events' and its sub-item 'Purchase Events' circled in green. Below this is a section titled 'SPORTLOMO LATEST NEWS' featuring four news items: 'IRFU award SportLoMo the RugbyConnect Contract', 'Flash New Hockey Website', 'Latest Website - Naas GAA', and 'The Neale GAA website goes live'. Each item includes a small image and a brief description. The bottom of the screenshot shows a Windows taskbar with the time 11:01 AM on 8/20/2020.

- There are two options when registering your club with NCR. You are allowed to choose which fits your club needs best and your player registration will automatically be applied when they register.

2020-21 NCR Membership Fees (includes insurance and processing fees)	Plan 1	Plan 2
Club Fee	\$160	\$1,300 (\$900with Founders Discount Until 9/30/2020-Automatically applied in registration)
Player Fee	\$65	\$20

What do the plans mean and how do they work?

The two plans are designed to accommodate teams who may receive direct funding from their schools and those who do not. Also, teams who receive direct funding often find that while their school may pay for team/club dues they will not subsidize individual player dues.

Plan 1

Designed for teams where the school will pay the team dues and the individual members pay the player dues.

Plan 2

Designed for teams who receive little support from the school and have to raise funds for all expenses. This allows for teams to register and play for a minimal initial outlay.

- On the next page, select the club payment option by clicking **Buy**, then **Continue**
- Complete the fields required with your clubs contact details and logo
- On the next screen, process the payment
- Your club will be active **within 24 hours**; you will be notified via email with your payment receipt and an additional email when your club is activated.

Once the club is active players can register to the club. The instructions to complete player registration are found on our website FAQs. XXXX ADD LINK TO FAQs.

If you have any questions about the process or run into any problems, feel free to reach out to Lucy at lucy@ncr.rugby. The NCR website at ncr.rugby is also a great resource.