



## USTA MISSOURI VALLEY 2014 SECTIONAL PLAYER REGISTRATION THRIVA INSTRUCTIONS

**Congratulations!** Your team is advancing to the USTA Missouri Valley Section League Championships. In 2014, **each player**, is required to register on Thriva, not just the captains.

**Before you complete your Individual Registration**, please prepare this information and have it ready:

- Your TennisLink Team ID number, found at the top of your team roster on TennisLink/Leagues
- Your captains name
- Captains cell phone number
- Captains E-mail address
- Now you are ready to go!

Go to the Section Championship Page on the [missourivalley.usta.com](http://missourivalley.usta.com) web site. Once you click on the event in which you are attending, you will see the “Register Now” button at the top of the page. Click the button to take you to the Thriva Registration.

**Register Online**

Is this a test registration? Make sure to use Active\_Test as the first and last name to make sure it is deleted and you are not charged.

**Account Search**

First Name  
Last Name

Search

**New User**

**Online Account Login**

I've already paid/registered my team. I need to delete/add players and/or update contact information.

Are you trying to access your Online Account? [click here to go to the login page](#)

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Click the New User Button in the middle of the screen. You will now be able to search for the event in which you are attending, by clicking on a Gender Option: Men, Mixed or Women. See below.

Then hit “Continue”

A new menu or list drops down where you will choose your NTRP Level, in which you are attending.

Search for Your Event

Search For:  Search

(Search on Event name, dates, description, and location)

----- or select from the options below -----

**Team Gender**

☐ Men

☐ Mixed

☒ Women

**Level**

☐ 2.5

☐ 3.0

☐ 3.5

☐ 4.0

☐ 4.5

☐ 5.0

☐ 6.0

☐ 7.0

☐ 8.0

☐ 9.0

☐ 10.0

Choose a level and hit “Continue”

A list of events in which your level and gender are included now shows. Click on the event you are attending and hit “Continue”.

Browser window showing the "Choose Your Event" page. The URL is [https://thriva.activenetwork.com/Reg4/5\(hyqfea51...](https://thriva.activenetwork.com/Reg4/5(hyqfea51...). The page title is "Thrive Management System 4.0" and the subtitle is "Secure Online Registration".

**Choose Your Event**

Search For:  Search

(Search on Event name, dates, description, and location)

☐ Show All Hidden Events  
☐ Show All Past Events

Date	Name	Location	Openings	Registrations	Time	Amount
<input type="radio"/> 07/31/14-08/03/14	4.0 Women's Adult 40+ Championships	St. Louis, MO	500	0	12:01 AM-11:59 PM	\$35.00
<input type="radio"/> 08/21/14-08/24/14	4.0 Women's Adult 18+ Championships	Oklahoma City, OK	500	0	12:01 AM-11:59 PM	\$35.00

< Previous   Continue >

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3:10 PM  
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You will now be required to enter your personal information and your captain's information. This is to confirm which team you are competing with at the event. Please open and choose the hotel in which you plan on using for your stay. If you do not know which you will be using or you are staying at a home, choose OTHER on the hotel list. Hotels are listed in city order of events scheduled. When you have filled in all the required fields, hit "Continue"

Browser window showing the registration form. The URL is [https://thriva.activenetwork.com/Reg4/5\(hyqfea51...](https://thriva.activenetwork.com/Reg4/5(hyqfea51...). The page title is "Thrive Management System 4.0" and the subtitle is "Secure Online Registration".

☒ Turn Off Required Questions

**Player Information**

\*Tennislink Team ID

\*District

\*First Name

\*Last Name

\*Cell Phone

\*Email

**Captain Information**

\*First Name

\*Last Name

\*Cell Phone

\*Email

**Hotel Information**

\*What hotel will you be using?

< Previous   Continue >

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3:11 PM  
5/9/2014

Once you click on “Continue” your CART is available for confirmation. This is the point where you may hit the button “Add a new team”, if you are attending sectionals for an additional team. If you are, hit the button “GO” to add a team or click on the “Checkout” button that is to the right of the screen.

The screenshot shows a web browser window with the URL [https://thrive.activenetwork.com/Reg4/5\(hyqfea51](https://thrive.activenetwork.com/Reg4/5(hyqfea51). The browser tabs include 'Thrive Management System 4.0' and 'Secure Online Registration'. The user is logged in as 'Lori Therrien'.

The main content area is titled 'Cart' and features a red header. Below the header, there is a section for 'Select Another Team to Register' with a dropdown menu set to 'Add a New Team' and a 'GO' button. A checkbox labeled 'Remove Cart Level Financial Options' is also present.

The cart items are listed as follows:

Player Fee	Option	Quantity	Amount
		1	\$35.00

The 'Grand Total' is \$35.00. Below the table, there is a red text instruction: 'To register another team, select 'Add a New Team' above and then click Go'.

At the bottom right of the cart area, there is a 'Checkout' button.

The footer of the page includes copyright information: 'Copyright © 2014 The Active Network, Inc.' and links to 'Terms of Use', 'Your Privacy Rights', and 'About Active.com'. It also mentions 'POWERED BY ACTIVE' and shows the system time as 3:18 PM on 5/9/2014.

You will now enter the payment information as well as the options to Create an Account automatically, or manually, or if you are not attending any more events, you may keep the default of “Do Not Create an Account” with this registration. If you create an account and come back again, sign in and try to add another team, your personal information will be prefilled in.

Turn Off Required Questions

### Online Account Signup

You can use this login to return and update the player/captain information. Also, the next time you register, just use your Email and Password, and most of the form will be completed for you!

☒ Do Not Create an Online Account for this Registration  
☐ Automatically Create an Online Account for this Registration  
☐ Manually Create an Online Account for this Registration

### Billing Information

\*First Name

Is this a test registration? Make sure to use **Active\_Test** as the first and last name to make sure it is deleted and you are not charged.

\*Last Name

\*Email

\*Billing Address

\*City

\*State

\*Zip

\*Contact Phone   
(xxx-xxx-xxxx)

### Payment Information

☒ Pay in full \$35.00

Select the payment method below

☒ Credit Card(charge now)

Card Type

Card Number

Exp. Date

Cardholder Name

Cardholder Zip

☐ ECheck(charge now)

Enter Payment Notes

### Confirmation Email

☒ Send confirmation email upon the completion of this registration

< Previous      Continue >

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Payment may be made by Credit Card or E-Check. A confirmation E-mail will be sent automatically to your E-mail address, that was entered by the player. Make sure you have no typos in the E-mail address you enter, before continuing.

### Payment Information

☒ Pay in full \$35.00

Select the payment method below

☒ Credit Card(charge now)

Card Type

Card Number

Exp. Date

Cardholder Name

Cardholder Zip

☐ ECheck(charge now)

Enter Payment Notes

### Confirmation Email

☒ Send confirmation email upon the completion of this registration

< Previous      Continue >

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