



# BBQ REGISTRATION TEAM ACCOUNT INFORMATION PACKET

This packet is designed to help team manage their online registration.

Please use this as a step-by-step guide **after you have registered** in order to log back in and make any edits to your account.

This will also assist in what to do if you owe payment to the American Royal.

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## TEAM ACCOUNTS

### TEAM ACCOUNTS

- All teams are required to create an account.
- Please hold onto your password – the American Royal will not have access to your password, but can reset if you need.
- The American Royal will have access to all team accounts and may make necessary updates/edits – if these are done, the team will be notified via email.

### TEAM REGISTRATION PAYMENT OPTIONS

- Pay via credit card at the time of registration
- Pay via check
- Full payment must be received in order to be placed on the map. No team placement will be made until the payment is received. Teams may edit their registration after submission.

## RETURNING TEAMS: LOG INTO YOUR ACCOUNT

### STEP 1: CLICK SETUP BBQ ACCOUNT NOW/LOG INTO BBQ ACCOUNT

- This link is located on your confirmation page and confirmation email.
- Once you click, you will be directed to a new webpage
- This will use the TEAM CONTACT EMAIL – not the chief cook email.

Claim your account

If you have recently made a payment, you have an account with us. To Manage your information and view your history, you need to claim your account and set a password.

[Claim My Account](#)

View and Manage Your Information

Email Address:

Password:

[Forgot Password](#)

[Log In](#)

### STEP 2: ACCESS YOUR REGISTRATIONS

- After you have successfully logged in, you will be re-directed to your account.
- Here you can see personal information – registration information
- On the top banner/bar – click on Registrations

Personal Information   **Registrations**   Logout

Your personal information that is on file

Name and Address

Phone and Email

Accept Text Messages to this number

### STEP 3: VIEW/EDIT REGISTRATION

- On the registration page, you will find a list of your registrations. It may include your prior year's registrations as well.
- The registrations will be in order – most recent at the top.
- Click "View Details" or Click on the name of the registration to access

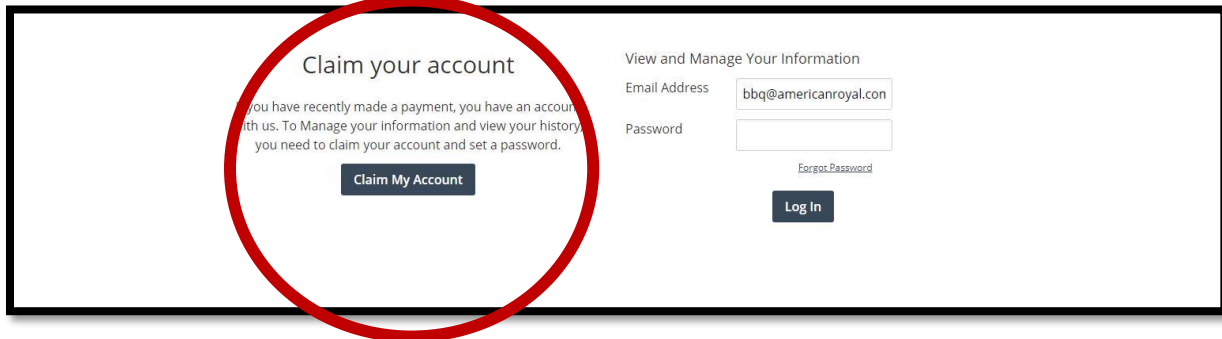
Date	Name	Billed Amount	
4/2/2018	American Royal BBQ	\$279.00	<a href="#">View Details</a>

For help, please call us at (816) 221-9800 or email info@americanroyal.com

## NEW TEAMS: HOW TO CREATE AN ACCOUNT

### STEP 1: CLICK SETUP BBQ ACCOUNT NOW/LOG INTO BBQ ACCOUNT

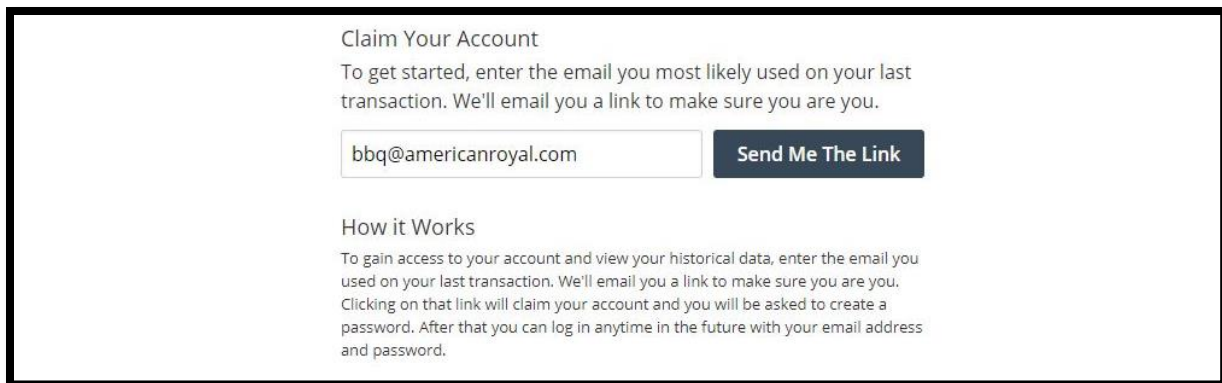
- This link is located on your confirmation page and confirmation email.
- Once you click, you will be directed to a new webpage
- On this page – click on “CLAIM MY ACCOUNT”
- Please note that your account is tied to your TEAM CONTACT EMAIL – Not chief cook email if they are different.



The screenshot shows a web page with a red circle highlighting the "Claim My Account" button. The page title is "Claim your account". Below the title, there is a paragraph: "If you have recently made a payment, you have an account with us. To Manage your information and view your history, you need to claim your account and set a password." To the right, there is a form titled "View and Manage Your Information" with fields for "Email Address" (containing "bbq@americanroyal.com") and "Password". There is also a "Forgot Password" link and a "Log In" button.

### STEP 2: CLAIM ACCOUNT

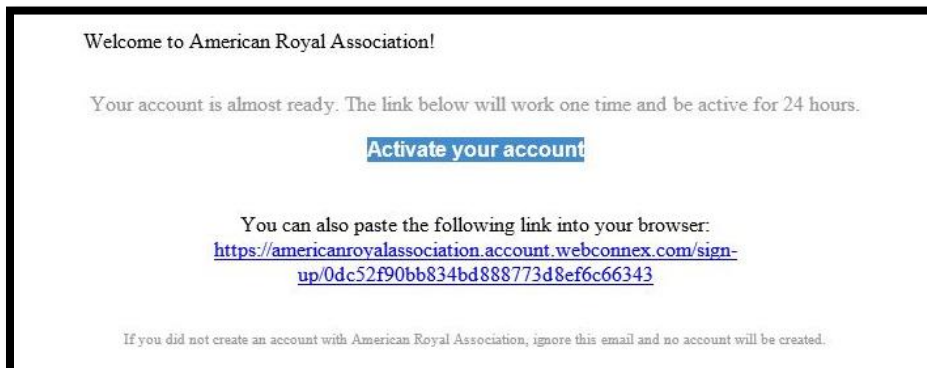
- On this page, type in your email address/confirm your email address and click: SEND ME THE LINK
- This may auto-populate your team contact email.



The screenshot shows a web page titled "Claim Your Account". The text reads: "To get started, enter the email you most likely used on your last transaction. We'll email you a link to make sure you are you." Below this is a text input field containing "bbq@americanroyal.com" and a "Send Me The Link" button. Further down, there is a section titled "How it Works" with the following text: "To gain access to your account and view your historical data, enter the email you used on your last transaction. We'll email you a link to make sure you are you. Clicking on that link will claim your account and you will be asked to create a password. After that you can log in anytime in the future with your email address and password."

### STEP 3: ACTIVATE YOUR ACCOUNT

- You will receive an email that looks like the one below.
- Click on ACTIVATE YOUR ACCOUNT or copy and paste the URL into a new window.



The screenshot shows an email with the following content: "Welcome to American Royal Association!" followed by "Your account is almost ready. The link below will work one time and be active for 24 hours." Below this is a blue button that says "Activate your account". Further down, it says "You can also paste the following link into your browser:" followed by the URL: <https://americanroyalassociation.account.webconnex.com/signup/0dc52f90bb834bd888773d8ef6c66343>. At the bottom, it says "If you did not create an account with American Royal Association, ignore this email and no account will be created."

### STEP 4: FINISH CREATING ACCOUNT

- On this page, you can create a password that ties to your account.

Finish creating your account

Password

Confirm Password

### STEP 5: ACCESS YOUR REGISTRATIONS

- After you have successfully logged in, you will be re-directed to your account.
- Here you can see personal information – registration information
- On the top banner/bar – click on Registrations

Personal Information   **Registrations**   Logout

Your personal information that is on file

Name and Address

Emily   Park

1701 American Royal Court

United States

Kansas City   Missouri   64102

Phone and Email

Phone Number

Accept Text Messages to this number

bbq@americanroyal.com

### STEP 6: VIEW/EDIT REGISTRATION

- On the registration page, you will find a list of your registrations. It may include your prior year's registrations as well.
- The registrations will be in order – most recent at the top.
- Click "View Details" or Click on the name of the registration to access

Date	Name	Billed Amount	
4/2/2018	American Royal BBQ	\$279.00	<a href="#">View Details</a>

For help please call us at (816) 221-9800 or email info@americanroyal.com



## LOGGING BACK INTO YOUR ACCOUNT

### EDITING YOUR ACCOUNT

- Once you click into the registration you wish to view/edit – in the middle section there will be a GREEN BUTTON: EDIT
- You may edit items in your account which could issue a refund OR charge you additional based on your edits.
- Please note – not all fields are allowed to be edited. If you wish to edit something that will not allow you to edit, email the bbq team at [bbq@americanroyal.com](mailto:bbq@americanroyal.com)
- Be sure to review the deadlines in the team packet which note the dates when accounts may no longer be edited and items may not be changed

## PAYING YOUR TEAM REGISTRATION

### REGISTRATION – PAYMENT OPTIONS

At the time of registration, teams will have two options for payments:

- Full payment via Credit Card – at the time of registration
- Full payment via Check – to be mailed to the American Royal offices

For teams opting to pay via check: Finishing your team's online registration without payment does not complete your registration. Registration data will be held until payment is received. Team space assignments will NOT be made until the check payment is received. It is strongly recommended to send the check immediately after you register if you would like your space honored. Teams paying via check and requesting same space/first right of refusal from 2021 must send check to the American Royal association by June 30, 2022. Full check payment must be received by August 31, 2022 in order to participate in the contest.

### PAYING YOUR BALANCE – VIA CHECK

If you choose to pay your balance via check – the check must be received at the American Royal offices no later than July 31st. You will be notified when your check payment is received Late payments may result in your team space being removed from the map.

**Make Checks Payable to:**  
American Royal Association

**Memo:**  
You're Team Name

**Mail checks to:**  
American Royal Association  
Attn: BBQ  
1701 American Royal Ct.  
Kansas City, MO 64102

### PAYING A BALANCE – NOT IN YOUR ACCOUNT

If you need to pay a balance on your account but do not want to log back into your account or you selected pay via check and now would like to pay via credit card – you may pay via the following link at any time. Once payment is received, we will sync it with your account. Please note that this is not the preferred method – this will not automatically sync to your account and may take 3 business days to process.

Please email [bbq@americanroyal.com](mailto:bbq@americanroyal.com) if you are updating your payment from check to credit card so we can document and update your account.

<https://americanroyalassociation.regfox.com/card-payments>