

## Registering Your Club:

Click the green “Manage Club Roster” button on [highschoolfishing.org](https://highschoolfishing.org) or

Proceed directly to registration at this link: <https://tbfwebservice.com/app.php> and fill out the form as shown below. (Entering **own state in the state and federation**) Student Clubs in the Federation box

**Admin:** Person who will be administering the roster with administrative controls. The password will be sent to this person. This is usually the coach, teacher, parent or club advisor.

**Advisor:** Put school administrator’s or advisor’s name and email here for a high school team, for an after school club put an adult advisor’s name here, or re-enter the admin’s information. Sometimes a high school student is the admin of the roster.

**Club Name:** Enter club name here. If the name isn’t determined, enter the school name with mascot. For example, Ponca City High School would be Ponca City Wildcats or Ponca City Wildcat Anglers.

**School Name:** Enter high school of the school advisor or the majority of members. If members attend different high schools enter, Blank County High School, or District 2 High Schools to reference where the majority of the students attend school.

Once your registration is submitted please allow 3-4 days for our membership fulfillment team to process your club registration. For rush entry, call us at 580-765-9031.

After the club’s processed, an email will be sent with a password to the club admin giving secure access to the club’s roster management page. Your username will be the full email provided. Once logged in, manage the student club’s members, create invoices for membership, add new members and update current members. You can also change your password in the Help menu.

## Collecting Dues:

Collect \$25 annual membership fee from new student members. Members who’ve registered for a tournament online pay dues at time of registration; their \$25 membership is already set up in the system (you’ll learn below how to find and add them). Collect dues in one account to pay by Check/Credit Card.

Use a signup sheet to collect all the needed member information for the roster management system. You will need:

- Name
- Address
- Phone (Home/Cell)
- Email
- Date of Birth

**Club Registration**

To start a new club or gain administrator access to an existing club.

New  Existing

**Club #:** Leave Blank

**Club Name:** High school (mascot)s / club name

**Club Type:** Student Angler ▾

**Federation:** ALABAMA ▾

**Email:** Admin's Email

**First Name:** Admin's First Name

**Last Name:** Admin's Last Name

**Phone #:** (555) 555-5555

**Club Mailing Address:**

**Address:** High School / Club Address

**City:** High School / Club City

**State:** ALABAMA ▾

**Zip:** zip

**Student Angler Club Additional Information:**

**School Name:** High School / Club Name

**Club Advisor:** Advisor's Name

**Club Advisor Email:** Advisor's Email

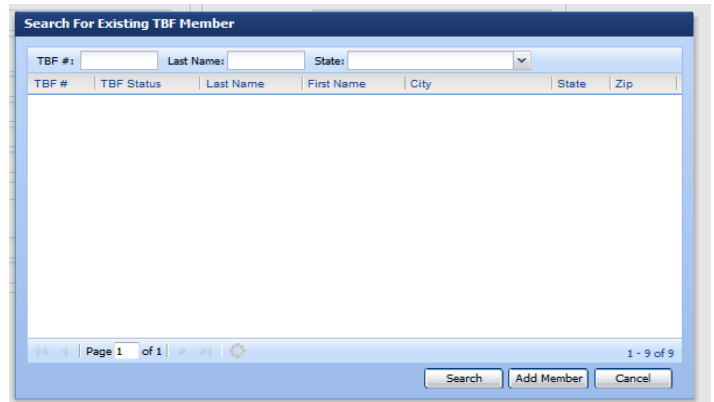
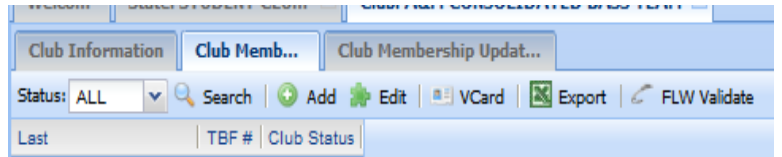
*Remember, you don't need to collect dues for current members or re-enter their information as it's already in the system. Use their SAF numbers or last names to find and add them to the roster.*

## Managing your roster:

The Roster Management system, like any system, takes a minute to learn, but it's a valuable tool once you get it down. If you ever need assistance call the **TBF offices at 580-765-9031** or the **SAF Program Manager at 580-716-4261**. Below are step-by-step instructions on keeping track of members, printing invoices, and paying dues. **For the login screen follow this link: <https://tbfwebservice.com/app.php?html=showLoginFrm>.**

### Entering members:

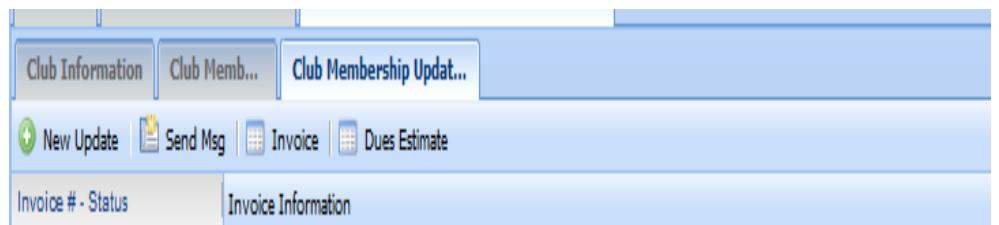
1. Click "Club Members" on the top toolbar:
2. Click "Add" just underneath the "Club Members" button.
3. It will ask if he/she is already a member of TBF.
4. If student is already an SAF member select "Yes" then locate existing member by using SAF # or last name. Highlight member and click "Add Member" *(Using search window on right)*
5. Select "No" for NEW SAF members. *(Use "Add Club Member" window below)*

A screenshot of the 'Add Club Member' form. It has a title bar 'Add Club Member' and a section 'Member Information:' with the following fields: First Name (John), Last Name (Doe), Suffix, Address 1 (100 somewhere st.), Address 2, City (somewhere), State (Oklahoma), Zip (77777), Country (USA), Voice ((555) 555-5555), Mobile ((555) 555-5555), eMail (someone@yahoo.com), and Date of Birth (1/1/2001). There is a 'Club Information:' section below.

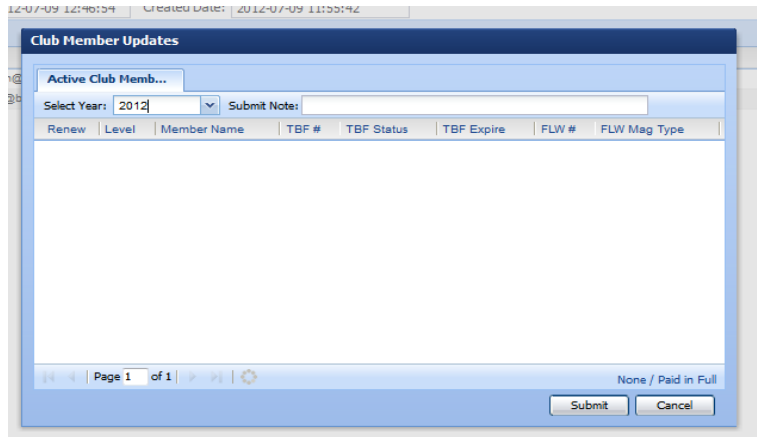
6. Enter Only the information in the fields shown above. Unless, he/she already has an FLW #, then enter it in the FLW # box and Click "Validate". This will pull up their FLW account and link it to their SAF account. (Otherwise a new member with an existing FLW# will end up with two different FLW#'s) Click "Save" to add the member to your roster.
7. Repeat above steps to enter all your members

## Creating Invoices

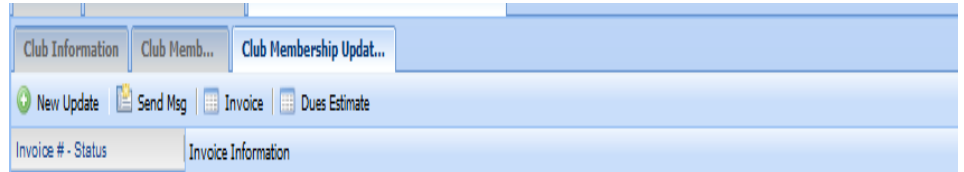
1. Tab over to Club Membership Updates



2. Click "New Update"
3. Select the year ("**Club Member Updates**" window on right)
4. All the inactive members in the roster will appear in the box. **Double Click** the checkmarks on the left of each member's name and click submit.
5. A box will appear with the Invoice#.



## Printing your Invoice:



1. Under Invoice#-Status the first entry will read like this:  
**1234567-Submit\_To\_TBF (the # is your Invoice# that just popped up)** Click to highlight this field blue.
2. Click the "Invoice" button found right below the Club Membership Updates tab.
3. A PDF file will open with your invoice; from here you can save or print the invoice for your records. Also, make a note of your invoice number for payment.

## Paying Member Dues:

***The amount due will be listed on your invoice.***

### ***Paying by Mail:***

Print out the invoice & mail it with payment to:  
The Bass Federation, Inc.  
5998 N. Pleasant View Rd  
Ponca City, OK 74601

### ***Paying by Credit Card:***

Call the Federation National Office at 580-765-9031

**We are happy to assist or answer any questions!**

## Go Fishing!

Keep an eye on our website for upcoming tournaments. Tournament updates will also be emailed to you!

## Tournament types:

**SAF Opens:** Open tournaments held by schools, clubs or TBF Chapters. Hold your own tournaments or opens, and we'll invite other members in the area to compete! Call the TBF Offices to set one up! Some schools/clubs charge entry fees, which can be great for fundraising. **\*\*TBF does not charge for SAF state championships or TBF-sanctioned SAF Opens. \*\*** To view upcoming SAF Opens click [here](#).

**SAF State Championships:** SAF holds a state championship in every participating state once a year. The tournament format is two person teams with a boat captain at least 19 years old. Entry is FREE for all SAF members. The winning teams receive a paid travel stipend to compete in **The Conference Championships**. TBF will send custom jerseys for the state champions to compete in before competition. Winning conference teams receive another travel stipend to compete in the **High School Fishing National Championship**. National champions each receive a \$5,000 scholarship to the school of their choice. For more information click [here](#).

**The High School Fishing World Finals:** The HSFWF is open to any and all high school teams and it's FREE for SAF members. It's held once a year during summer. The format is the same as all SAF affiliated events. Each year the prizes and scholarships get bigger and better! More prizes are awarded here than any other event in high school fishing! In 2012, BOTH champions received \$21,000 in scholarships. The top seven teams won prizes like, Lowrance Electronics, GPS devices, Laptops, TVs, Fishing Equipment, and more. Other prizes were boat captain's tournament awards, door prizes and drawings. At the Friday Night Angler Celebration tons of prizes were drawn for winners and the park was full of games and pizza. It was a great way to top of a week of fun and fishing! The HSFWF is the premier event in high school fishing; you do not want to miss it! For more information click [here](#).

Best of luck and congratulations on the new high school fishing team!