



How to Register Your Team Online

[Click here for a brief video tutorial, or follow the steps outlined below.](#)

1. Collect the full contact information for each student, including name, address, birth date, email, phone & last grade completed. Email is required to receive the digital edition of MLF Bass Fishing magazine.
2. Collect \$25 from each student for SAF dues, which include both TBF and MLF membership.
3. Go to the [TBF Online Roster Management System](#) under the “Join Now,” “Registering Your Club” dropdown menus at [HighSchoolFishing.org](#).
4. Under “Club Registration,” fill in the information for the Club Administrator and/or Faculty Advisor.
 - Choose the option: “New” (If you are a new team.)
 - Club #: You won’t have a club # yet, so leave that blank
 - Club Name: Enter the name of your High School
 - Club Type: “Student Angler”
 - Category: “Bass”
 - Federation: “Student Clubs” (Do not choose the state you live in.)
 - Fill in the rest of the information requested: Email, First Name, Last Name, Phone, etc.
5. An email will be sent to the Club Advisor with a password granting secure access to log in to the club’s roster management page. The username will be the email address you provide. After logging in, refer to the “Help” tab for access to the “Admin User Guide” or to change your password. If you need assistance, please call us at 580.765.9031.
6. Enter complete data for each student in the system. Once the club roster is complete, generate an invoice to submit. If you have students that have previously fished an MLF Open, TBF State Championship or SAF-sanctioned trail, you can look up their information and transfer it to the team without creating a new/duplicate profile.
 - To create an invoice, go to “Membership Updates” -> “New Update” -> “Select Year” -> select each member -> “Submit” and “Print.” Please refer to the “Admin User Guide” for full instructions.
7. Print the invoice & mail it with payment to:
The Bass Federation
5998 N Pleasant View Road
Ponca City, OK 74601
Invoices can also be paid with a credit card online or by calling 580.765.9031.

Student Anglers Federation membership cards will be emailed promptly after roster payment. MLF memberships will be processed by TBF, and students will start receiving the digital edition of MLF Bass Fishing magazine, as well as an MLF membership card. The club’s insurance coverage begins with payment.