

JSSP Registration Instructions

Please complete **both phases** of registration to successfully register your team.

PHASE 1: CMP Registration

Step 1: Access the CMP Registration System

Click the registration link provided. You will be taken directly to the **CMP Club & Competition Tracker**.

- Log in if you already have an account.
- Create an account if you are a new user.

Step 2: Select Your Team Type

Choose whether your club will compete in:

- **Precision**
- **Porter**

Step 3: Complete Team Information

Fill out the registration form for your team, then click **Next**.

Step 4: Select Target Type

Choose whether your team will use:

- Paper Targets
- Electronic Targets

Click **Next**.

Step 5: Identify Your Role

Indicate whether you are the coach, then click **Continue**.

Step 6: Add Competitors

You may:

- Add competitors from previous teams
- Search for competitors by name or competitor number

When finished, click **Review Registration**.

Step 7: Review Team Information

Carefully verify that:

- All competitors are listed
- Names and information are correct

If changes are needed, use the **Back** button to make corrections.

When everything is correct, click **Complete Registration & Pay Online**.

Step 8: Read Important Information

Please read the message displayed in **green** at the top of the page.

Write down your CMP registration number.

Step 9: Check Your Email

You will receive an email from:

info=thecmp.org@mailgun.thecmp.org

If you don't see this email, please check your spam/junk folder.

This email contains a link needed to begin **Phase 2**.

PHASE 2: American Legion Registration

Step 10: Access the American Legion Registration Portal

Open the email from CMP and click the provided link.

You will be taken to the **American Legion Registration Portal**.

- Sign in if you already have an account.
- Create an account if you are new.

Note: You do **not** need to be an American Legion member to create an account.

If you have problems signing in or creating an account, please use the login help instructions:
<https://register.legion.org/help>

Step 11: Verify Your Club

The system will ask you to verify your club information.

If the information is correct, select:

"Yes, this is my club."

****If you cannot find or did not receive the email from CMP with the link, it is**
<https://register.legion.org/jssp-club-registration/start> (This is where you will type in your
CMP registration number if necessary)

Step 12: Open Club Management

Locate your club name and click **Manage Club** on the right side of the screen.

Step 13: Select Your Affiliation

Under **Club Information**:

1. Click the drop-down menu next to **Select**.
2. Choose your affiliation.
3. Click **Save**.

Step 14: Enter Sponsoring Post Information

Complete the sponsoring post information using the drop-down menus.

Important: All post numbers must contain **four digits**.

Example:

- Post 341 should be entered as **0341**

You will also need:

- Post Commander's name
- Post Commander's contact information

If you do not know this information, click **Find an American Legion Post** for assistance.

After completing the form, click **Save**.

Step 15: Add Coaches and Staff

Enter coach and staff information.

Important Risk Management Requirement

Anyone listed as a coach or staff member must complete:

- A background check
- Required youth protection training

These requirements are **mandatory** for participation in the postal match.

Please note:

- Previous background checks completed for other organizations do **not** satisfy this requirement.
- Training must normally be completed through **Protect Youth Sports (PYS)**.
- Current-year **SafeSport certificates** will be accepted in place of PYS training.

After entering coach/staff information:

1. Check the acknowledgement box regarding risk management requirements.
2. Click **Save**.

Step 16: Complete Background Check and Training

You may add additional coaches or staff as needed.

When finished, click **Complete Coach & Staff**.

All listed coaches and staff should receive an email from:

jssp@mail.legionnews.org

This email contains instructions for the required background check.

Important:

Please complete the background check before moving forward with registration.

Once the background check has been initiated:

- Notification will be received by program staff.
- After the background check clears, an automated email will be sent with training instructions.

If you receive the training email, your background check has been successfully completed.

Follow up with your coaches and staff to be sure they received the email instructions. Instruct them to check their spam/junk folder if they don't see it.

After both the background check and training are complete, return to the registration portal.

Step 17: Download and Sign the Affiliate Form

Click:

Download the JSSP Club Affiliate Form

The form will be automatically completed using the information you entered.

1. Print the form.
2. Bring the form and proof of training to your sponsoring Post Commander.
3. Have the Commander:
 - Check both required boxes
 - Sign the form

After the form is signed, return to the registration portal.

Step 18: Upload the Signed Affiliate Form

Scan or photograph the completed and signed form and save it to your device.

Then:

1. Click **Choose File** under **Upload JSSP Affiliate Form Here**.

2. Select the completed form.
3. Upload the file.
4. Click **Save**.

Step 19: Review Registration and Purchase Targets

Carefully review your registration information and target order.

Please Note: After payment is submitted and registration is completed, you will no longer be able to make changes.

Step 20: Submit Payment

Under **Payment Information**:

1. Enter your credit card information.
2. Review all information carefully.
3. Check the box next to **"I agree..."**
4. Click **Submit Payment**.

Note: Credit card payment is currently the only accepted method of payment.

Step 21: Confirm Registration Completion

After payment is successfully processed, you will see a **green checkmark** and a **"Success"** message at the top of the screen.

Registration Complete!

You have successfully completed the registration process.

If you have any questions or need assistance, please contact us. We are happy to help.

If there are any issues throughout this process, contact us via this link: <https://register.legion.org/jssp-club-registration/contact>

That link is also available at the bottom of each page in the following text: "If you are having problems or have questions, please [use the JSSP Club contact form](#) to send us a message."

