



IMPORTANT INFORMATION FOR USING GRAYJAY

GrayJay was getting many emails regarding set up both for teams on GrayJay (+ the app) as well as Gray Jay Pay. They have sent the following to share with all managers.

Use personal accounts in both systems

Each manager should use their own personal email address for their GrayJay Leagues team-admin login and their GrayJay Pay / GrayJay Teams app account, rather than an email address that gets handed over each season.

The Leagues admin profile and the Pay account are separate. Updating the name on the Leagues side doesn't update the GrayJay Pay profile. If a team email address was previously used to create a GrayJay Pay account, it can still be associated with the previous manager's name, which can then appear in the app.

A GrayJay Pay account holds the individual's name, phone number, date of birth, address, family members, registrations and invoices. It should stay with that person, rather than being shared or transferred to the next manager.

At the start of each season, update the team's admin access: add the incoming managers using their personal accounts and remove team access for outgoing managers. Each person keeps their own account and history.

Bringing an existing team roster into a tournament registration

1. Sign in to [GrayJay Pay](#) using your personal account and start the tournament registration.
2. At the **Team** step, choose **Select Existing Team** under **Find Your Team**.
3. If your team isn't in the list, click **Don't see your team?** If no teams are associated with your account, the **GrayJay Team Login** screen opens directly.
4. Enter the current GrayJay Leagues team-admin email address and password, then click **Login**. That login needs current admin access to the team.
5. Select the team and click **Continue** to import the roster, then review the details and complete the registration.

This lets a manager register through their personal Pay account while bringing in the existing team roster. The separate Leagues login used during that step doesn't change the Pay account's name or fix an old name showing in the app.