



## **New Online Tournament Entry System**

This system allows online payment through Paypal and it will eliminate all paperwork. Hosts will submit their tournament “proposals” through the system and once they are approved, they will be available to the team reps for entry. In most cases the hosts are accepting Paypal and checks, but others are only accepting checks. You choose how you want to pay. If you use Paypal and it is backed by your credit card, your payment will be immediate. However if you elect to pay by check or your Paypal account is backed by your checking account, your entry is not complete until payment is received. Paypal checks can take 5-8 business days to clear into the host’s Paypal account.

There are a couple of things with the dates/deadlines that are a bit confusing.

- If a tournament is listed on the system, it is approved. However, tournaments will not be activated for entry until six weeks before the tournament. There is a window of time when Paypal will allow full refunds. We didn’t want anyone who had to drop out before the penalty phase to be charged the Paypal fee.
- The deadline for tournament entry has NOT changed. It is still two weeks prior to the tournament. That will be listed in the notes section. To ensure that your team has the best chance to play that day, apply by that deadline. This applies to host teams and teams using priority entries, as well. When there are more teams than slots at the deadline, the same criteria will be applied such as host, priorities, and last date played. When there are still slots and the remaining teams all have the same last date played, the teams who completed the entry process first will get the slots. The system tracks the date and time when you submitted your entry and its status throughout the process. If your team is not accepted, it will stay on the wait list until there is an opening or you ask to be removed.
- The next deadline you will see is the deadline to withdraw. As in the past, you have until 11:59 p.m. of the 11<sup>th</sup> day before the tournament, to withdraw through the system. If you try to use the system to withdraw after that, it will not allow you. At that point you must go through your coordinator and refunds are at the discretion of the host.
- The last deadline is the most confusing because of the terminology. It says last date to enter which might imply that you have all kinds of extra time to think about what you want to do. We all know that the true deadline is two weeks before. This last date to enter is literal. This is the last date that someone can use the system to enter to fill an opening or replace a team.

There is a users’ guide posted on the adult CHRVA website and on each coordinator’s site. The Tips and FAQs walk you through everything including the quirks for our Region. The other two documents use screen shots to help you put pictures to words.