

# GUIDE TO USING THE ONLINE TOURNAMENT REGISTRATION SYSTEM

This guide explains how to use the Online Tournament Registration system for Chesapeake Region Adult Tournaments. It may be used by Chesapeake registered teams. All other teams will need to use the paper application process.

This is a web based method that allows the team representative to apply for tournament entry. Once registered to use this system, the roster is kept in an online database and automatically submitted with each tournament application.

While the use of the Online Tournament Registration process is optional, its use is strongly encouraged.

## SUMMARY OF THE PROCESS

The following is a list of steps in using the Online Registration System through the complete process:

- USAV Registration of the team with the CHRVA Region Registrar
- Activation of the team for use of the Online Tournament Registration of the team
- Monitor tournament announcements
- Submit tournament entry request
- Submit tournament entry fee
- Team Selection
- Posting of tournament schedule
- Tournament check-in and competition
- Posting of results

The following sections explain these steps in further detail.

## USAV REGISTRATION OF THE TEAM

Before a team can be entered into the online database, it must complete the USAV registration process. The team and player registration numbers will be needed when entering team information.

Teams should register early. The USAV/CHRVA registration process takes time to enter all the information and for the Registrar to complete the process for your and many other teams.

## ACTIVATION OF THE TEAM

Once you have received your USAV registration team number, the team representative should activate the team in the online database. This should be done immediately because it may take up to 5 days before the coordinator is able to confirm the team and authorize use of the online account.

The Tournament Registration screen provides three options:

- Use an existing team account to register for a tournament
- Request a new team account
- Obtaining a copy of this Guide

The **web address of the Tournament Registration page** has been distributed to Club Directors. The Club Directors will provide it to their team representatives.

## Account Responsibilities

The CHRVA online account allows the team to conduct business within the region. Use of the account incurs all the same obligations as if the paper application was signed and sent in. The tournament application is a contract. Online submission is also a contract and authorized by password control.

## Activating a new team

Click on the "Applying for a first time account" option. A screen is provided that needs to be filled out. It requests information about team name, team representative, and coach. Most of this is contact information that will be used by the Coordinators and Tournament Directors when issues arise. Therefore it is important to list people that will respond promptly when contacted.

Most fields are self-explanatory. A few are worth noting:

- Chesapeake Region team number. It will have the form **CHyyTnnnnXX**. Do NOT enter any spaces.
- Password. Write it down. It will be needed to apply for tournaments. It should be at least 8 characters.
- Team Representative. This is the point of contact. It may or may not also be the coach. This person must monitor their e-mail on a regular basis.
- E-mail address. If the team rep and coach have different e-mail address, put both down. The coordinators will often send out messages to both addresses. Multiple email address may be entered in each email field separated by a comma.

When complete, click on the submit button. A message will be sent to the coordinator requesting the account be activated. When the coordinator has activated the account, the team representative will be sent a confirming e-mail. The account will NOT be active before the e-mail is sent out. If you haven't heard from your Coordinator in 5 days, send them an email.

## Changing the Account

If there are changes to the account, the Age Group Coordinator can make changes. Do not wait until the last minute because they may require confirmation from the Club Director.

## TOURNAMENT ANNOUNCEMENTS

All CHRVA sponsored tournaments are officially announced by their posting on the Tournament web pages. Tournaments are posted after they have completed the sanction process. Most will appear early in the season. Others will be posted later in the season as soon as they are approved. The tournament listing should be checked each week for new events. Sometimes, but not always, Coordinator will send out e-mails announcing a new or changed tournament.

## Tournament Search Page

The Tournament Search screen is accessed by clicking **Tournaments** on the menu on the main Adult screen. The Search Page allows you to limit the listing of tournaments. Typically this will be by division but could be used to search by host, level, or tournament name. If you do not find the tournaments you are expecting, remove search restrictions and review a larger list. When finished entering search criteria, click on the SEARCH button. Results will be displayed.

## Tournament Summary

The Tournament Summary screen provides a one line summary of each tournament. Most of the information is straight forward. Clicking on the tournament name will bring up the complete Tournament announcement. Clicking on the location will take the directions. Pay close attention to the last two fields:

- The close date indicates when both the request to play and entry fee must be in the Coordinator's possession for the first selection.
- The tournament priority indicates which tournament(s) must be filled first.

## REQUESTING ENTRANCE TO A TOURNAMENT

There are two ways to request entrance to a tournament:

- Submit the request online. The first time you will need to enter the team roster. After that you can reuse all the team information. This is the recommended method.
- Print the Tournament Invitation and fill out the team invitation for each tournament. Then send the invitation to the Age Group Coordinator.

Note **both methods require the entry fee to be received by the close date**. However the online approach will be easier, faster, and provide the Coordinators early information about a teams desire to play on a given weekend. Team representatives can register for tournaments by starting at the Tournament Registration page and log in with their CHRVA team number and password.

Late entries will be accepted but can be considered only if there are not enough teams to fill the tournament by the close date.

### Team Information

The team information screen requests the same information required on the Tournament Contract. When applying for the 1<sup>st</sup> tournament, the fields will be blank. Subsequent tournaments will have the last saved values.

For the team scorekeeper and referee fields, enter only one certified player for each field. While most teams will have more certified players, only one is needed to tell the Tournament Director and Referees preparing for the tournament that the team isn't likely to need paid coverage.

### Changes to team information

Each time a team applies to a tournament, the information screen is displayed. Any changes should be made at this time. Changes will be saved in the online database. At the tournament, the coach remains responsible for making any updates and corrections to the team roster during check-in.

### Application Status

Team Reps can see a limited status of their application. The two critical states are online application submitted and when the tournament check was received by the Coordinator.

Note that there will be a delay between the initial date the application was filed, receipt of the check, and when the Coordinators are able to update the records. **Check received dates will be based upon date received, not when the information is entered into the system.**

## TOURNAMENT ENTRY FEE

Regardless of the method used to apply for a tournament (online or paper), the entry fee must be sent to the coordinator. The check must be made out to the organization listed under "Make Checks Payable to" and be received by the published closed date. Late entries will be accepted but can be considered only if there are not enough teams to fill the tournament by the close date.

Tournament entry fees are never cashed until the team has been accepted to the tournament and the applications and checks are forwarded to the host club. Typically applications and checks are sent to the host about a week before the event. All other checks are shredded.

## **TEAM SELECTION**

When a team has been selected to play in a tournament, the official notification is the posting of the play schedules. Coordinators will be attempting to post seedings as soon as possible before a tournament. Early season and tournaments with scheduling difficulties may be delayed.

Chesapeake Region teams are selected based upon the last play rule. See the **Handbook** for further information. Out of region teams are selected based upon the Tournament Director's selection criteria. Some CHRVA tournaments have slots reserved for out of region teams. Most do not and require the out of region team to contact the Tournament Director.

## **POSTING OF SCHEDULES and SEEDINGS**

Schedules are posted on the web as soon as they are finalized. Schedules can be viewed by anybody. Everyone is encouraged to use this web page to obtain play and work schedules. There is a prescribed set of rules for putting together the pool seedings and play schedules. Normally team selection will occur one week and schedules will be posted the following week. That allows the latest results to be used for seeding purposes. Since most teams are required to be present during the first match, coaches are advised to plan for early arrival.

## **TOURNAMENT CHECK IN**

During check-in at a tournament, the coach is responsible for making any roster changes.