

# CHRVA GUIDE TO USING THE ONLINE TOURNAMENT REGISTRATION SYSTEM

This guide explains how to use the Online Tournament Registration system for Chesapeake Region Juniors Girls and Boys Tournaments. It must be used by Chesapeake Region registered teams.

*Out of Region teams will need to use the paper application process. They should read the Guide for Out of Region teams. Paper Applications can be found on the Juniors page of the Girls Tournament page. Click on a tournament you are interested in and print the application. Application should be mailed to the appropriate person listed on the application with the payment.*

This is a web-based method that allows the team representative to apply for a tournament listed on our Region webpage. Once the team is registered to use this system each year, the team information is kept in an online database and automatically submitted with each tournament application.

Team Reps should be familiar with the “Coaches Guide to playing in the Region” before registering for any tournament. This document contains more of the rules and regulations that guide how CHRVA Junior tournaments are run.

The use of the Online Tournament Registration process is required for CHRVA teams because it provides:

- a database of Team Representatives and Coaches e-mail addresses used by the Coordinators to keep teams informed of changes and new information during the season.
- Tabulations of the Tournament registration requests and provide the Coordinators early insight into the dates that teams would like to play. They can recognize dates that don't have enough slots and can add additional tournament when necessary.
- Opportunities for Teams to see when the check dates were received for the team application.

Visit the web sites often because they are routinely updated with new tournaments and other information.

## 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 by your club administer using the Webpoint Registration System.
- 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 tournament registration database, it must complete the USAV registration process. The players must complete their club declarations and the Club Director or Club Administrators must form the club team(s). Teams should complete the team registration early.

## ACTIVATION OF THE TEAM

Once your team has been setup in Webpoint, your Club Director or Administrator will be able to retrieve your USAV registration team number and your team code. Your team representative will now be able to activate the team in the online database. This should be done immediately because it may take up to 5 days before the age group 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

### Account Responsibilities

The CHRVA online tournament registration 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 each year. Complete the information about team name, team representative, and coach. The contact information will be used by the Coordinators and Tournament Directors. Therefore, it is important to list people that will respond promptly when contacted.

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

- Webpoint Team Code. It will have the form FJ2SAMPL1CH Do NOT enter any spaces.
- Webpoint Team Number. This number can be found in Webpoint on the team page.
- 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 completed, click on the submit button. A message will be sent to the coordinator requesting the account to 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 Juniors tournaments are officially announced by their posting on the Tournament web pages. Tournaments are posted after they have completed the sanction process. The tournament listing should be checked each week for new events. The Age Group Coordinator will send out e-mails announcing a new or changed tournament.

### **Tournament Search Page**

The Tournament Search screen is accessed by clicking (girls or boys) **Tournaments** on the Juniors web page index on the left of the screen.

Click on the SEARCH button. Results will be displayed.

### **Tournament Summary**

The Tournament Summary screen provides a one-line summary of each tournament

Clicking on the tournament name will bring up the complete Tournament Announcement.

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**

Team representatives can register for tournaments by starting at the Tournament Registration page and login in with their CHRVA team code and password. Tournament will close approximately 4 weeks before the date of the tournament.

To request entrance to a tournament, select the tournament from the tournament list and complete the form fields requested.

Note the following are important:

- The request requires all pages to complete
- The Team Representative will receive a confirming email. If the email isn't received, the request wasn't properly submitted. You can verify your entry was submitted by viewing your Tournament History when you log into the Online Tournament System.
- The entry fee must be received by Age Group Coordinator by the close 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.

### **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 save 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 payment, 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**

The entry fee must be sent to the Age Group 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 fee checks 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 3-4 weeks 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 ***Coach's Guide to Playing in the Chesapeake Region*** for further information.

## **POSTING OF SCHEDULES**

Schedules are posted on the web as soon as they are finalized. Schedules can be viewed by anybody. Parents and players are encouraged to use this web page to obtain play and work schedules.

## **TOURNAMENT CHECK IN**

During check-in at a tournament, the coach is responsible submitting a roster.

A copy of the **WEBPOINT** generated roster is required to be turned in at check-in. No roster – no play – and checks will still be cashed.

## **POSTING OF RESULTS**

Tournament results are posted on the Web after the Results Coordinator receives them from the Tournament Director.

Select **RESULTS** from the Juniors main page.