

Tournament Director Responsibilities on Tourney Sign-Up Day

****Remember that you need to be MANAGING YOUR TOURNAMENT(S) DURING THE DESIGNATED HOUR TIME-FRAME FOR THAT AGE GROUP!**

During the sign-up hour, you need to notify all teams of their status. Several teams last year said they didn't know if they were in, out, on the wait list, etc. You need to notify them **DURING THAT TIMEFRAME**. If a team is **IN** your tournament, set their status to **Y**. If a team is **waitlisted** in your tournament, set their status to **P**, and if you are **full** with a waitlist, set their status to **N**. When you receive their payment, you will be able to enter that info. to show they paid. This process is outlined below.

Once you have marked their status in AES, you should also e-mail or call the team to let them know their status. In the **Mailing Center** of your Tournament Director section, you can e-mail the teams to let them know their status. There are several filters you can use to specify which teams you want to send things to, depending on their status. ****Last year, AES's mail center was EXTREMELY SLOW...so it is recommended that you use your own e-mail to contact each of the teams directly and inform them of their status within the sign-up hour.**

Let teams know your deadline for entry fees. Remind them that their acceptance is not complete until payment is received. According to the Tournament Procedures Handbook, if an entry fee is not received within 7 days of entry, the tournament director has the right to move the team to the wait list. Many tournament directors will work with you on payment if you contact them directly. No tournament entry checks will be cashed until Jan. 1 of the new season.

General Information

Prior to Saturday, you will want to log in to your AES account, click on your tournament (if you have just recently sent in your sanction form/fees, your tournament may not show up yet), and enter any information you would like that is not listed. You might want to customize your tourney--enter addresses of sites, checks payable to info., etc. that is specific to your tournament.

Saturday – Right before sign-up

All tournaments have been set so that the registration open date one day **AFTER** the tournament sign-up date. This prohibits teams from entering tournaments early. Right on the hour of your tournament sign-up, you need to go in to your account and change the date to the actual tournament sign-up date to "open" up registration for this tournament. ****If you don't do this, people will not be able to sign up for your tournament.****

To do this, follow these steps:

1. Log in to your AES account.
2. Click on **Events** in the Tournament Director section of the left toolbar.
3. Click on the name of the tournament you wish to adjust.
4. Scroll down to the Dates section.
5. In the **Registration Open Date** field, change your date to the tourney sign-up date.

6. Scroll all the way down and click the **Update** button.
7. Your tournament is now open.

Saturday – During sign-up

During the hour designated for teams to sign up for your tournament, you will need to “manage” your tournament. Teams should know their status within the hour for their age group’s sign-up. The information below will explain how to see which teams are entering your tournaments and how to mark them accepted (Y), waitlisted (P), or not accepted (N).

1. Log in to your AES account.
2. Click on **Events** in the Tournament Director section of the left toolbar.
3. To the left of your tournament name, you’ll see some symbols. Click on the picture of the “people.” (You should see the word “Teams” come up as you scroll your mouse over the symbol). Click the people symbol.
4. **THIS IS IMPORTANT!!! Click on the column header “[Reg. Date.](#)” This will put the teams in the order in which they registered!!!**
This is how you will know in what order to accept teams. The default order is alphabetical so you need to click that column header to get them in chronological order of registration.
5. As the teams enter, you will mark their status. You do this in the column marked **Acc.** From the drop-down menu, choose Y if the team is accepted, P if they are waitlisted, and N if they are not accepted.
(A reminder that no more than 50% of the number of teams applied for can be on your waiting list. Mark any teams over that number as “N” and close your tournament immediately so that they can find other tournaments (see below).
6. Confirm a team’s status by calling or e-mailing them.

****TO STOP TEAMS FROM ENTERING YOUR TOURNAMENT ONCE IT’S FULL AND YOU HAVE A WAIT LIST** - Go back to the Registration Open date, and change it to say Jan. 1. This will close your tournament and teams will not be allowed to try to enter it.

IF YOU ARE HAVING TROUBLE, PLEASE CONTACT THE OFFICE ASAP SO WE CAN HELP YOU!!!

