

## 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 via your own email. AES emails will be DISABLED and NOT sent you need to notify them **DURING THIS TIMEFRAME**. If a team is **IN** your tournament, set their status to **ACCEPTED**. If a team is **WAITLISTED** in your tournament, set their status to **WAITLIST**, and if you are **FULL** with a waitlist, set their status to **NOT ACCEPTED**. When you receive their payment, you will be able to enter that info. to show they paid. **PENDING** is when they have just registered and you have yet to set their status. This process is outlined below.

Teams																
Club Name	Div. Code	Team Code	Team Name	Reg. Date	Amt Due	Amt Paid	Unpaid	Distance	Acc.	Check #	Rcvd Date	Notes	Hotel Rooms	Order #	Finish	Delete
1	Cutting Edge	14 Girls	fj4cedge1ev	Cutting Edge 14 Mizuno	11/12/2013 3:59:10 PM			150.00	-1	Pending						

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Once you have marked their status in AES, you need to e-mail or call the team to let them know their status. If you call please also send a confirmation email of the status discussed...ACCEPTED, WAITLISTED, NOT ACCEPTED. 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 10 days of entry, the tournament director has the right to move the team to the waitlist.

**Please see the example emails below. These types of emails will help with communication between teams registering for your tournament and allows for clear documentation of communication**

### Accepted Email

Thank you for registering for the (tournament name). Your team (enter team name) has been **ACCEPTED** into the tournament. Please print off the entry form from AES and remit payment within 10 days. If payment is **NOT** received within 10 days your team will be **DROPPED** and we will move on to our **WAITLIST**. Thank You.

### Waitlisted Email

Thank you for registering for the (tournament name). Your team (enter team name) has been place on our **WAITLIST**. You will receive an email offering you a position in our tournament if a spot opens up. Thank You

### Waitlisted-Offer Email

Thank You for registering for the (tournament name). Your team (enter team name) is currently on our **WAITLIST**. We have an opening in our (tournament name) if your team is still interested in participating. Please notify me within 48 hours if you are **ACCEPTING** this offer to attend (tournament name). Thank You.

### **Dropped Email**

Your team (enter team name) has been DROPPED from our (tournament name) because we have not received payment within the 10 day allotted time frame. We will now move to our WAITLISTED teams to offer them a spot. Your team will now be placed on our WAITLIST. Thank You.

### **Payment Received**

We have received and applied (enter team name) payment for our (tournament name). Thank You.

### **General Information**

Prior to Saturday, December 12, 2015 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 will need to enter in the address you want the entry form and entry fees sent to.**

**PLEASE DOUBLE CHECK ALL TOURNAMENT INFORMATION...we input all the information and errors can occur. i.e., location, divisions, cost etc.**

### **Saturday – Right before sign-up**

All tournaments have been set so that the registration open date is 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.\*\***

**Here is the hour break-down of when you will open your tournament- VERY IMPORTANT to follow this schedule.**

**8:00-9:00- U12 Tournaments**

**9:00-10:30- U14 Tournaments**

**10:30-12:00- U16 Tournaments**

**12:00-1:00- U18 Tournaments**

To do this, follow these steps:

1. Log in to your AES account.
2. On the top banner select Tournament Director- then Events.
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 December 13th.
6. Scroll all the way down and click the **Update** button.
7. Your tournament is now open.

## Dates

\*\*\*\*\* All dates and times are in Eastern Standard Time (EST)\*\*\*\*\*

Event Start Date: 1/1/2014

Event End Date: 1/1/2014

Registration Open Date: 11/12/2013

Late Registration Date: 12/10/2013

Late Registration Fee: \$

Registration Close Date: 12/11/2013

Roster Required to Enter Event:

Roster Required for Acceptance:

Roster Deadline: 12/12/2013

Late Roster Deadline: 12/13/2013

Late Roster Fee: \$



### 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 (W), or not accepted (N).

1. Log in to your AES account.
2. On the top banner select Tournament Director- then Events
3. To the left of your tournament name, you’ll see some symbols. Click on the picture of the “person.”

Current Events											
		Name	Type	Date	Rstr Cutoff	Location	St	# Tms	Housing	Results	CMS
1		11/12 ERVA Test Tournament #1	Full Day Format	1/1/2014	12/13/2013	ERVA	WA	1			

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.

Teams																
	Club Name	Div. Code	Reg. #	Reg. Date	Amt Due	Amt Paid	Unpaid	Distance	Acc.	Check #	Rcvd Date	Notes	Hotel Rooms	Order #	Finish	Delete
1	Cutting Edge	14 Girls	fj4cedge1ev	Cutting Edge 14 Mizuno	11/12/2013 3:59:10 PM		150.00	-1	Pending				--			

5. **You must accept the first times that sign up for your tournament.** It is your choice whether or not to accept more than 2 teams per club into one age group.
6. As the teams enter, you will mark their status. You do this in the column marked **Acc.**

- a. From the drop-down menu, choose **ACCEPTED** if the team is **ACCEPTED**, **WAITLIST** if they are **WAITLISTED**, and **NOT ACCEPTED** if they are **NOT ACCEPTED**
  - b. A reminder that no more than 6 teams above your tournament allotment can be on your waiting list.
  - c. Those teams will not be able to register. Close your tournament immediately so that they can find other tournaments (see below).
7. Confirm a team's status by calling or e-mailing them. See email examples above. If you call please send a confirmation email of the status discussed...ACCEPTED, WAITLISTED, or NOT ACCEPTED.
  8. **\*\*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 enter it.

**IF YOU ARE HAVING TROUBLE, PLEASE CONTACT  
THE OFFICE ASAP SO WE CAN HELP YOU!!!  
(509) 290-5552**

The ERVA Office Staff will be monitoring sign-up during the morning of December 12<sup>th</sup>. If you have any questions please call us immediately. Also, we will be watching to make sure you accept teams in the correct order and that you do not open your tournament until the appropriate time for that age group!

AES will be slow because of everyone who is logged in. Unless you receive an email from us stating the system is down be patient.