



Instructions for Tournament Directors

Updated: August 9, 2012

Instructions for Tournament Directors

The Iowa Region is switching to an online tournament registration system for all junior tournaments. It is managed by a company called My Online Camp. This system will make the tournament entry procedure easy and efficient! The company specializes in sport camp registrations, so some of the headings online will refer to “camps”—you may substitute the word “Tournament”. If you have any questions, please feel free to contact Colleen Platt at 515-240-0821 or by email: colleen@iavbreg.org

1. To get your tournament on the calendar, use the same process as in previous years: Fill out a Tournament Sanction Application (the NEW updated form can be found on the Iowa Region website: www.iavbreg.org), and email it to colleen@iavbreg.org, fax it to 515-727-1861, or mail it to the Iowa Region office. The calendar will be updated as tournaments come in, and teams can begin entering tournaments on Saturday, December 1.
2. **All junior tournaments** will be entered using the online tournament registration system, which is called My Online Camp.
 - If you are running a tournament, and want to enter your own club teams into the tournament, you do not have to use the online system to enter YOUR OWN teams. We will only list the remaining openings (so, if you are running a 10 team tournament, and 2 are your own teams, we will post openings for 8 teams).
 - If you want to select certain teams for your tournament, you can run an INVITE ONLY tournament. It will be posted online as an Invite Only tournament, and teams will not be able to register in the normal manner. My Online Camp will send an email to the Tournament Director with a link to a private registration page. Teams wanting to enter an Invite Only tournament will contact the Tournament Director to receive a link to the registration page. For Invite Only tournaments, the Iowa Region will allow you to invite teams to enter that tournament prior to the Dec. 1 date; this way, if you still have openings left, you can open your tournament up to all teams on Dec. 1 to fill it.
 - If you want to select certain teams from those that register for your tournament, that information **MUST** be declared in your tournament information. If you do this, be aware that you will have to return the entry fee (minus the \$10 sanction fee) to each team that you do not select for your tournament, and you will be responsible to tell the Iowa Region to return the \$10 sanction fee to those teams.
3. Tournament Directors can keep track of teams in their tournament using My Online Camp.
 - Go to: admin.myonlinecamp.com
 - Each TD will receive a username and password via email from My Online Camp. **It is case sensitive.** Enter your username and password to access your tournament information.
 - You will see a number of blue figures. Click on the one that says “Manage Camps.” This will take you to a screen listing all of your tournaments. If you are running a tournament with multiple age divisions, each division will be on a separate line.
 - For each tournament, you can click on some options to access features on the “Manage Camps” page:

1. "Registrations": This will give you a list of every team registered for that tournament. To see in depth contact information about an entry, click "View." To update contact information about an entry, click "Update," and be sure to hit the "Submit" button after you update the information.
2. "Camper List": This will open an excel file of all the registered teams for that tournament.
3. "E-mail List": This will bring you to a screen with a comma delimited list and a semi-colon delimited list of email addresses. Click one time in the box of the list you need, and it will highlight all the email addresses in that box. Copy and paste email addresses to send out information. We suggest you use the Blind Carbon Copy (BCC) feature on your email, to respect people's privacy.
 - If you do receive a mail-in entry, you can manually enter them into a tournament. On the "Manage Camps" page, click on "Registrations" for the tournament they wish to enter. Then click "Add Manual Registration" and enter their information. **You will need to send the \$10 sanction fee for any mail-in entry to the Iowa Region.** We STRONGLY prefer that teams do not enter tournaments through the mail.
4. Teams should send Official Rosters (from Webpoint, the online membership system) to Tournament Directors 2 weeks before the tournament, and bring any updated rosters to the tournaments.
5. Any entry changes after registration (teams dropping from a tournament they registered for) are dealt with directly between the team and the Tournament Director.
6. My Online Camp will send entry fees (the entry fee minus \$10 sanction fee per team) directly to Tournament Directors twice a month. My Online camp will also send a \$10 sanction fee per team directly to the Iowa Region. **You do not need to send sanction fees to the Iowa Region, unless you entered your own teams into your tournament, not using the online system.** In that case, send \$10 per your own team to the Iowa Region.
7. After the tournament, Tournament Directors will enter the tournament results online, and send to the Iowa Region any sanction fees for teams that did not sign up online, and any paper membership forms and fees, incident reports, and team rosters collected at the tournament.