



How to Enter A Tournament Online

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1. Go to the online tournament registration system: www.IowaRegionVolleyball.com
2. Click on the age/grade category of the tournament you want to enter. Remember that your team can always play in an older age category. Tournaments are one of three levels: Power, Gold, or Silver.
3. Find a tournament that you would like more information about. If a tournament is full, you will not be able to enter it online. Click the blue "Register" button for that tournament.
4. Tournament information and site information will be displayed on the next page. If you would like to enter this tournament, once again click the blue "Register" button.
5. This will take you to your shopping cart. You can pay for that individual tournament at this time by clicking "Check Out," or you can add more tournaments to your cart by clicking "Continue Shopping" or going back to www.IowaRegionVolleyball.com. They accept Visa, Mastercard, and Discover. You will need to enter your three digit security code, found on the back of the credit card.
6. When you go to check out, you will be asked to fill out your team contact information. "Participant's Name" should be the name of the person who is going to receive all the tournament information from the tournament director—it does not have to be the name of the person registering the team or the same name that is on the credit card used to pay. Remember that **your Team 11 Digit Code is for the 2011-2012 season**, so if you have not set up teams for the new season and use codes from last year, they may not be accurate. Click the "Continue" button.
7. You will see a final confirmation page before you pay. Check to make sure your contact and team information is correct, and the tournaments you are entering are accurate. Enter your payment information, and click the "Register" button.
8. You will immediately receive a confirmation number on your screen, which confirms that your team is entered into that tournament. You will also receive an email shortly informing you that you have been entered into the tournament. If you do not make it into a tournament, your credit card will not be charged.

NOTES:

* There is a small processing fee for each tournament you enter, based on the amount of the tournament entry fee. For the regular entry fee (\$85), the processing fee is \$--more expensive tournaments will have a higher processing fee. This processing fee is non-refundable.

* After you enter a tournament, **you must send a current roster printed from Webpoint (the online membership system) to the tournament director.** Team from outside the Iowa Region playing in Iowa Region tournaments should send the roster they would use in their own region. Rosters should be sent to the tournament director 2 weeks before the tournament. If you make changes to your roster after that time, bring the update roster to the tournament.

* If you decide to drop a tournament after you have entered it online, you must directly contact the tournament director and the Iowa Region. If they can find a replacement team, they may return \$75 of your entry fee. Because sanction fees (\$10 per team) are being paid directly to the Iowa Region, you will have to contact the Iowa Region to receive the \$10 sanction fee. The processing fee is non-refundable.

* Invite Only Tournaments: To enter an Invite Only tournament, contact the tournament director to get a link directly to that registration page.

*Waiting List: If you would like to be on a waiting list for a tournament, you can fill in your contact information, and the tournament director will receive an email with your information. This does not automatically enter you into the

tournament should a spot open up, it merely gives your contact information to the tournament director and they can choose to contact you if there is an opening.