



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. On the next screen, enter the **TEAM NAME** of the team that will be participating in this event. If you are entering 2 teams into this event, you can click on "Add Another Participant," which will allow you to type in an additional team name. You can pay for that individual tournament at this time by clicking "Save and Check Out," or you can add more tournaments to your cart by clicking "Save and Add Another Event" or going back to www.IowaRegionVolleyball.com.
6. If you choose to Add Another Event, you will have the option to click next to a previously entered team name, or add a new participant (enter a new **TEAM NAME**).
7. When you have all the tournaments you will to purchase at this time in your shopping cart, click on "Check out," and you will be asked to fill out your team contact information. Note that there is a separate "tab" across the top for each team that you have entered into tournaments; as you scroll down under each tab, you will see each tournament that you have entered that team into. Remember that **your Team 11 Digit Code is for the 2012-2013 season**, so if you have not set up teams for the new season and use codes from last year, they will not be accurate. Click the "Continue" button.
8. 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. Click the box to acknowledge that you have read the refund policy. Enter your payment information, and click the "Submit Payment" button. They accept Visa, Mastercard, and Discover. You will need to enter your three digit security code, found on the back of the credit card
9. 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 \$6--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 updated 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 part of your entry fee (the entry fee minus \$10). 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.