Schools
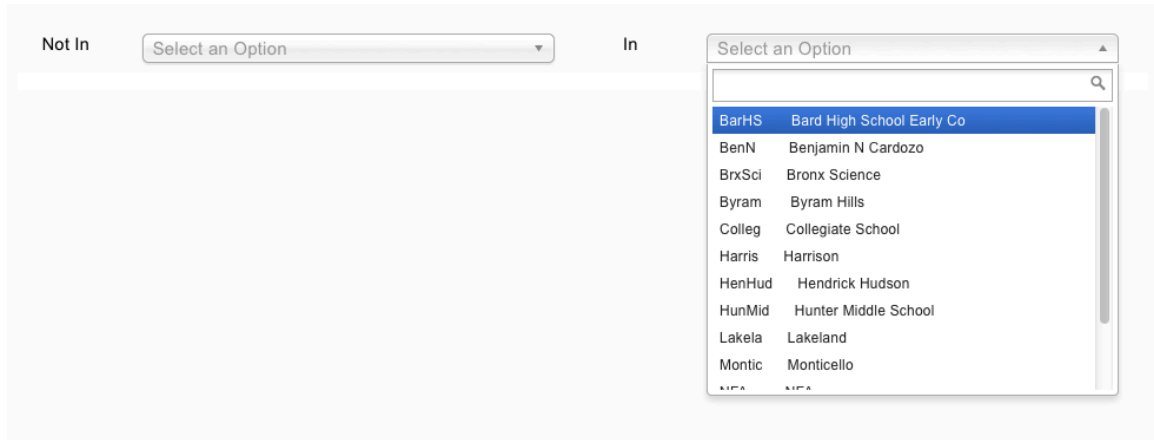
The schools page is relatively self-explanatory. On the left are the schools registered but not yet at the tournament. On the right are the schools that you've marked as In, assuming you're using tabroom to track actual registration at the tournament.

Here's some things you should think about.

Empty Schools

A lot of schools will look at your tournament on tabroom, and by so doing generate a registration for the tournament. There are no actual entries in this registration, unless they take the next step and put in some names. So when your online registration deadline is reached, there will be a bunch of empty schools that never intended to come, but were just curious. Also, there might be some schools that dropped their entry, but the school is still there. You can delete them thus:
Entries/Data Manipulation
On the right, **Entry Manipulation/Empty Schools**

Voila! Note that some schools might not be deleted even though they appear empty. Those you'll have to go into and delete at the school page level. Still, it's better to make these go away than to have them taking up mental space.

Registration at the tournament

One of the things tabroom was originally built for was tracking registrations, and it makes sense to take advantage of this functionality at your registration table.

First, print up all the registrations and invoices the morning of the tournament: **Entries/Reports/Complete Packets (on the right)/Reg & Invoice**

When people arrive at the desk, hand them their packets and bring up their school on the computer. If they have changes, enter them into tabroom. If the money changes and they need a new invoice, you can print it up for them on the spot (the function is on the right of the school page; see below). Finally, you can mark them in as Registered (either paid or not paid). That will move the school over to the "in" side and get rid of that big red NOT REGISTERED banner. You now know that they're here, whether or not they've paid, and that their registration is accurate.

NOTE: This is NOT the same as **Settings/Tournament/Settings/Enable Onsite Registration System**. That setting allows schools to mark themselves as in, and is only recommended for events such as where small local leagues simply show up with some kids and don't have to pay and the kids and judges are only pinned down at the last minute. You do not have to enable a normal invitational registration. It is there if you want it; if you don't want it, it's still there, you just aren't using it.

NOTE TWO: Marking a school as "in" versus "not in" has no effect on that actual entries. That is, if a school isn't marked as in, its teams and judges are still in the system and presumed active and will be paired. Onsite registration—moving entries from not in to in—is organizational, not functional.