How to Run Registration at Invitationals with tabroom.com

Registration of teams at an invitational accomplishes a few things. Most importantly, the



tournament gets to find out who is actually there and who isn't. Secondly, a tournament can distribute packets of important information, including not just invoices but maps and other ephemera. Your registration can be as smooth as butter on hot toast, a quick way to get teams' checks out of their hot little hands and into yours, or a totally disorganized snafu that sets the tone for the rest of your tournament. Setting things up correctly in advance is your

best bet for getting through registration with the least amount of damage.

	1		
Onsite Re	gistration		
Onsite Status by	Onsite Status by Event		
Reg List	Labels		
Individual Dar	Individual Dance Cards		
Students	Judges		
Complete Packets			
Reg & Invoice	w/Room Ass'ts		
Reg Only	w/Room Ass'ts		
Individual Parts			
Entry Regist'ns	Entry Assig'ts.		
Judge Regtins	Judge Assig'ts.		
Invoices			
CSV: All Entries	CSV: All Judges		
	Onsite Status by Reg List Individual Dan Students Complete Pack Reg & Invoice Reg Only Individual Pari Entry Registins Judge Regtins Invoices		

Before registration, go to Entries/Reports in tabroom.

Under **Onsite Registration** go to **Complete Packets**.

Print up Reg and Invoice.

This gives you packets for each school to hand out at registration. Best to put them in folders with any other info you're handing out (maps, etc). Include any information for judges (conflict data, expectations, etc.). It is recommended that you do NOT include a schedule. Given that schedules can (and usually will) change, publishing one schedule online, and changing it there as

necessary, is highly recommended. This will keep people from consulting a piece of paper you gave them yesterday when that piece of paper is no longer valid, and then coming to you and waving the paper at you as an excuse for their not having picked up their ballots.

At registration, set up four stations:

- Greeting (with physical packets)
- Changes/Verification (with tabroom.com up and running)
- Payment (with tabroom.com up and running on a computer attached to a printer)
- Judges, for check-in of hireds and entering late conflicts (with tabroom up and running)

At the Greeting station, give schools their physical packets to check and update. If it's a really big tournament and you have the staff, divvy up the packets into a couple of alphabetical piles. After people get their packets, tell them to look at them carefully. Pass the registrants along to the next station.

The folks at the second station, Changes/Verification, are logged into tabroom. (You can have more than one person/computer at a big event.)

For each entrant, go to **Entries/Schools/not in** (the box on the left), and click on the appropriate school as they stand in front of you with their reg sheet.

SETTINGS	✓ ENTRIES	ELING - PAIRINGS	- TABULATION	N∓ RESULTS ∓
Not In s	elect an Option	. In s	Select an Option	*
1		9		
<u>'</u>	ACORN Community			
	Agalea Agape Leaders Prep			
	All City Leadership Secon			
	AndMid Anderson Middle School			
	Bard High School Early Co			
B	Beacon Beacon School			
B	Benjamin N Cardozo			
B	BerCar Berkeley Carroll			
B	BroLaw Bronx Law			
B	BrxSci Bronx Science			
B	BroTec Brooklyn Technical			
Not In Bea	con Beacon School	• In	Select an Option	*
BEACON SCHOOL General 1 Entrie	25 1 Judges Money Followers]		Status NOT REGISTERED
School Name:		Beacon School		Mark as Registered & Not Paid
School Code:			Beacon	Mark as Registered & Paid
Contact Name		harry feder		Printouts
Contact Phone:		917-273-8939		Print Registration + Invoice
Fees:			\$ 90.00	Print Invoice
Paid:		\$ 0.00		Print Registration
				Print Assignments
		Save Sci	hool Info	Print Student Sheets
School Location:	United States	• New York	Ŧ	Potential Damage
First Entered Onl	ine	Mon, Feb 24, 2014	4 at 2:22 PM	Drop Entire Entry
Entered Online by		harry feder (hfeder@beaconschool.org)		
COACH ACCESS:	-			Superpowers

Verify—ask them specifically if the registration is correct. Make sure they really have looked and verified, especially if it's parent chaperones.

Make any necessary changes from the reg sheet into tabroom. <u>Remember: Drop people,</u> <u>don't delete them.</u>

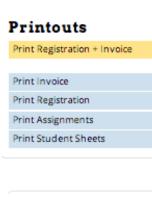
Pass the registrations along to next station after any changes are input.

At third station, Payment, bring up the appropriate school in tabroom at **Entries/Schools/not in.**

The fee is shown on the front page.

BEACON SCHOOL

General 1 Entries 1 Judges Money Followers	
School Name:	Beacon School
School Code:	Beacon
Contact Name	harry feder
Contact Phone:	917-273-8939
Fees:	\$ 90.00
Paid:	\$ 0.00



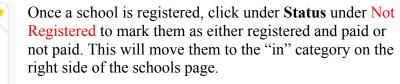
NOT REGISTERED

Mark as Registered & Not Paid Mark as Registered & Paid

Status

Collect the money.

If you need to print an updated invoice, you can do it on the right under **Printouts**. Assignments and Student Sheets are for Speech events.



Thank them profusely for their support and send them to the Judge station.

The fourth station may or may not be necessary, depending on the size and nature of your tournament. If you have a lot of hired judges, this is where they come to check in. Give them the conflict data even if you've already done so online, to make sure that they get any conflicts in before the assignments are made. For the schools attending, this is their reminder to get their judging straight, and to get their conflict sheets to their judges (who may be hireds for them) to assure that everything is correct before the tournament starts.