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.

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 This will keep people from consulting a piece of paper you gave them yesterday when that piece of paper is no longer valid, and then coming to you and waving the paper at you as an excuse for their not having picked up their ballots.

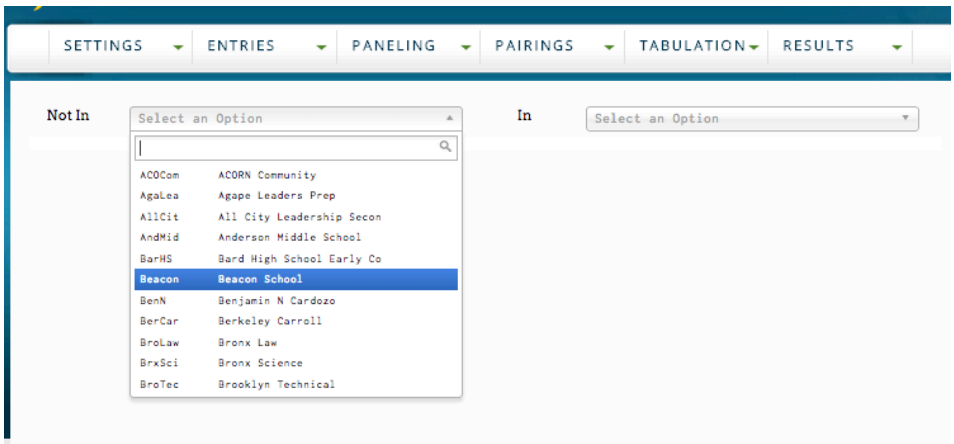
At registration, set up four stations:

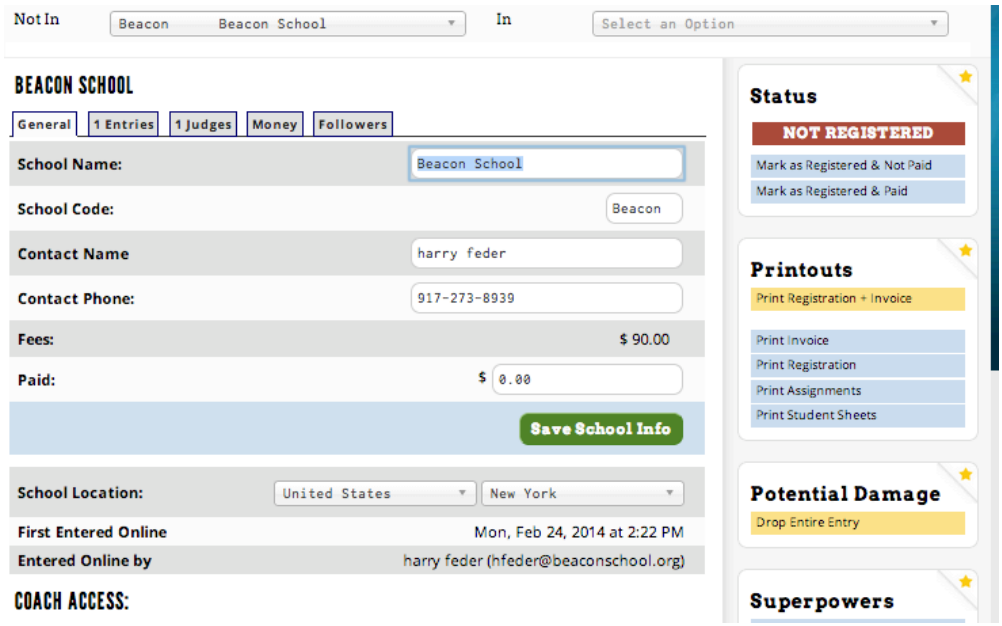
- Greeting (with physical packets)
- Changes/Verification (with tabroom.com up and running)
- Payment (with tabroom.com up and running on a computer attached to a printer)
- Judges, for check-in of hireds and entering late conflicts (with tabroom up and running)

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.





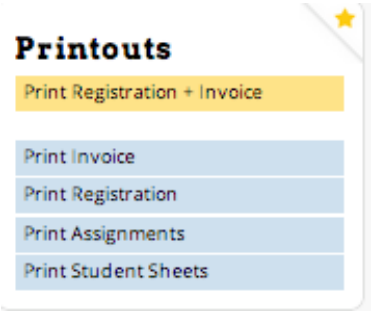
Verify—ask them specifically if the registration is correct. Make sure they really have looked and verified, especially if it's parent chaperones.

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

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.



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.

Once a school is registered, click under **Status** under Not Registered to mark them as either registered and paid or not paid. This will move them to the "in" category on the right side of the schools page.

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.