

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 (although a lot of schools lately are putting virtually all their formerly printed packet, aside from registration lists and invoices, online on tabroom; it's up to you). And a station can be set up to make sure your guests are linked to your wireless.

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

ENTRIES
Schools
Events
Judges
Reports
Change Log
Data Manipulation
Emails

Onsite Registration

Onsite Status by Event	
Reg List	Labels
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 Reg't'ns	Judge Assig'ts.
Invoices	
CSV: All Entries	CSV: All Judges

to hand out at registration. Best to put them in folders with any other info you're handing out (maps, 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people from consulting a piece of paper you gave them yesterday when that piece of paper is no longer valid, and then coming to you and waving the paper at you as an excuse for their not having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 five stations:

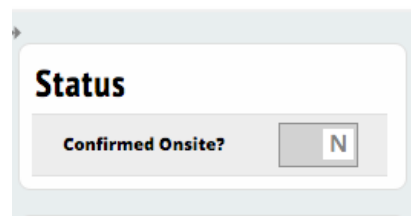
- **Greeting** (with physical packets)
- **Changes/Verification** (with tabroom.com up and running)
- **Payment** (with tabroom.com up and running on a computer attached to a printer)
- **Judges**, for check-in of hires and entering late conflicts (with tabroom up and running)
- **Tech help desk**, for getting people signed up for tabroom, if necessary, and logged into your wireless, if they're having trouble

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 checked 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. (If it's a kid, tell them to send an adult.)
- Make any necessary changes from the reg sheet into tabroom. Remember: **Drop** people, don't delete them.
- Check in the school. Move the status button on the top right

from **N** to **Y**.



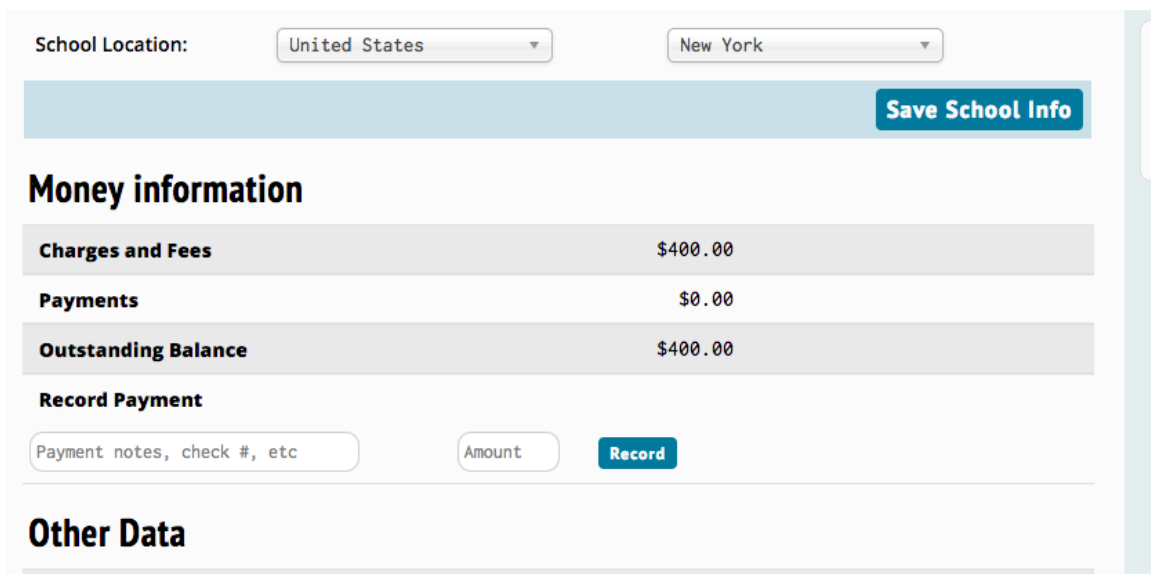
Status

Confirmed Onsite?

- Pass the registrations along to next station after any changes are input and the school is marked as onsite.

At third station, **Payment**, bring up the appropriate school in tabroom at **Entries/Schools/Checked in**.

- The fee is shown on the front page.



School Location:

[Save School Info](#)

Money information

Charges and Fees	\$400.00
Payments	\$0.00
Outstanding Balance	\$400.00

Record Payment

[Record](#)

Other Data

- Collect the money, then click on the **Record** button to enter the payment into the system.
- If you need to print an updated invoice, you can do it on the screen right under **Printouts**.
- Once a school is registered, thank them profusely for their support and send them to the next station.

The fourth **Judges** 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 conflict sheets to their judges (who may be hires for them) to assure that everything is correct before the tournament starts.

Finally, there's the **Tech Help Desk**. First of all, have a printout of how to access your wifi. That should answer 90% of your tech queries. After that, you need students here who understand how to get a person signed up for tabroom, how to link a signed up person to a judge account, and how to attach people to the wireless. You'll probably need to keep this help desk going throughout the first day of the tournament (or attach it to your concierge desk).