



Instructions for Tournament Directors

Updated: October 1, 2014

Instructions for Tournament Directors

The Iowa Region uses an online tournament registration system for all junior tournaments. It is managed by a company called My Online Camp. This system will make the tournament entry procedure easy and efficient! The company specializes in sport camp registrations, so some of the headings online will refer to “camps”—you may substitute the word “Tournament”. If you have any questions, please feel free to contact Brett Myres at 515-943-3070 or by email: brett@iavbreg.org

1. To get your tournament on the calendar, use the same process as in previous years: Fill out a Tournament Sanction Application online. The calendar will be updated as tournaments come in, and teams can begin entering tournaments on Saturday, December 7.
2. **All junior tournaments** will be entered using the online tournament registration system, which is called My Online Camp.
 - If you are running a tournament, and want to enter your own club teams into the tournament, you do not have register online to enter YOUR OWN teams. We will not be “saving spots” in advance, but you will be able to manually enter your own teams into your tournaments prior to the initial tournament sign-up day. You may manually enter up to 50% of the spots in each age group/division.
 - Only Qualifying Series Tournaments and Leagues may be Invite Only.
3. Tournament Directors can keep track of teams in their tournament using My Online Camp.
 - Go to: admin.myonlinecamp.com
 - Each TD will receive a username and password via email from My Online Camp. **It is case sensitive.** Enter your username and password to access your tournament information.
 - You will see a number of blue figures. Click on the one that says “Manage Camps.” This will take you to a screen listing all of your tournaments. If you are running a tournament with multiple age divisions, each division will be on a separate line.
 - For each tournament, you can click on some options to access features on the “Manage Camps” page:
 1. “Registrations”: This will give you a list of every team registered for that tournament. To see in depth contact information about an entry, click “View.” To update contact information about an entry, click “Update,” and be sure to hit the “Submit” button after you update the information.
 2. “Attendee List”: This will open an excel file of all the registered teams for that tournament.
 3. “E-mail List”: This will bring you to a screen with a comma delimited list and a semi-colon delimited list of email addresses. Click one time in the box of the list you need, and it will highlight all the email addresses in that box. Copy and paste email addresses to send out information. We suggest you use the Blind Carbon Copy (BCC) feature on your email, to respect people’s privacy.
 - If you do receive a mail-in entry, you can manually enter them into a tournament. On the “Manage Camps” page, click on “Registrations” for the tournament they wish to enter. Then click “Add Manual Registration” and enter their information. **You will need to send the \$10 sanction fee for any manual**

entry to the Iowa Region. We STRONGLY prefer that teams use the online system to register for tournaments.

4. Teams should send Official Rosters (from Webpoint, the online membership system) to Tournament Directors 2 weeks before the tournament, and bring any updated rosters to the tournaments.
5. Any entry changes after registration (teams dropping from a tournament they registered for) are dealt with directly between the team and the Tournament Director/Iowa Region.
6. My Online Camp will send entry fees (the entry fee minus \$10 sanction fee per team) directly to Tournament Directors twice a month. My Online camp will also send a \$10 sanction fee per team directly to the Iowa Region. **You do not need to send sanction fees to the Iowa Region, unless you manually your own teams into your tournament, not using the online system.** In that case, send \$10 per team to the Iowa Region.
7. After the tournament, Tournament Directors will enter the tournament results online, and send to the Iowa Region any sanction fees for teams that did not sign up online, and any paper membership forms and fees, incident reports, and team rosters collected at the tournament.