

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. 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 515-727-1860 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.
 2. Starting in the 2017/18 season Tournament Directors will need to fill out a secure form from MyOnlineCamp to be paid. Included in this form will be the option to have the monies deposited directly into a bank account. The Tournament Director will need to submit a tax id for verification. (social security number or group Tax ID number, if using this for a school get the school’s Tax ID)
 3. To be guaranteed that your tournament is available for the signup weekend they must be submitted by Sunday, November 12th.
 4. The initial Tournament List will be posted on November 20th.
 5. All junior tournaments will be entered using the online tournament registration system, which is called My Online Camp.
 - You will receive a link from MyOnlineCamp once the tournaments have posted for any pre-registration entries. You will email this link out to ONLY those Coaches/Directors that contact you. Any entries over your allotment of spots will be refunded and taken out of your tournament. You will be responsible in refunding those teams their credit card processing fee. **These links will work ONLY FROM NOVEMBER 20TH – NOVEMBER 28TH**. After this time the links will be shut off and you will not be able to add teams to your events.
 - You may manually enter up to 50% of the spots in each age group/division for the Gold/Silver level tournaments before the sign-up date. For example, if your tournament division has 5 teams you may ONLY pre-register TWO. If your division has 8 teams you may pre-register FOUR.
 - Qualifying Series Tournaments and ANY Leagues may fill their tournament to 100% before the sign-up date.
4. 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.
 - Click on the button that says “Manage Camps.” This will take you to a screen listing all 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 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.