

PROCESSING PRE-REGISTRATION

Begin with some simple advice. DO NOT fill in any missing material on the pre-registration players' cards or forms.

1. They need to learn how to do it by themselves
2. It takes your pre-registration staff to long
3. If you make any mistakes on their cards, then it's your fault not theirs and believe me, IT WILL HAPPEN & THEY WILL COMPLAIN, and then you're obliged to give a refund.

Important Note: If you allow pre-registration without supplying cards in your brochure then you must supply them with cards and a place to fill them out at an information booth that the player MUST be forced to pass-by before getting to the registration tables at your tournament. (See *Registration Process*)

All the paper clipped or enveloped material pertaining to a pre-registered player that is sent-in, we are going to refer to as the "package".

When processing each pre-registration you must have a method of noting missing information or material (again - don't you supply information that they need to fill in). You can write down their missing material on post-it notes and attach to their package or you can use the form we've supplied (Registration Verification Form) that has a checklist of what's missing and then you keep that form with their package.

Each package should include:

- Registration Verification Form (or attached post-it notes)
- Their Registration Form
- Their player cards - (*Note - if their cards are fully completed and you are using a tournament system of collecting their cards at registration and bringing them by your staff to the rings in envelopes, then those completed cards can already be put into the ring envelopes. However any cards that are missing material or need a weight stamp must be held with their package.*)
- Wristbands

REGISTRATION VERIFICATION FORM

You can retype this form to better suit your event. Use this to process each pre-registration you receive.

1. Fill in player's name at top
2. Fill in processor's initials and date of execution
3. Check (√) in red per each item that is completed. Any item that is not complete do not check, but you must write an explanation on the blank line after the item that has the problem or at least put an (X) there, so that the registration staff at the tournament knows what to process that is missing
4. Division Numbers - Don't fill them in if any are missing. Make the player do it
5. Weigh-in must be done at the tournament for:
 - a. All adult point sparring divisions
 - b. All junior and adult continuous sparring divisions
 - c. All adult team members
 - d. All adult under blackbelt sparring with weight classes

If the player's sparring divisions don't require weigh-in, then check (√) it off on the Registration Verification Form.

PLAYER CARDS

Player cards MUST have the following filled in:

Front of Card:

1. Division Checked-off
2. Their Division Number
3. Their name legibly spelled out
4. Their state (2 letters) and country (3 letters) filled in

5. Their age (as of January 1 of the tournament year)
6. Their rank
7. Their sex
8. Their weight
9. Their school and instructor
10. Their team and coach (if any)

Back of Card

1. Their first card with their lowest division number must be entirely filled out on the back. If they are doing both an NBL and non-NBL or UBB division than they must fill out one card for their NBL division and one card for their non-NBL division.
2. The backside of additional cards must have their name spelled out legibly at the top and waiver must be signed at the bottom. In big letters they must write the division number of the card that has all the information filled in on it over the top of the rest of the boxes on the back of the card that they are not filling in.

If the player has paid the correct amount for registration of the division that the card is for, then you can stamp it paid with your special stamp.

WRISTBANDS

We suggest using white wristbands for spectators (which you can attach to the package of the player that submitted them). Stamp the wristbands with your paid stamp.

We suggest using red wristbands for players. Stamp with your paid stamp and write each division number that the player is entering on the wristband.

FILING THE PLAYER PACKAGES

You want to file your player packages alphabetically by last name. Put team entries (cards & wristbands) with the package of the person that sent in the team registration (*Note that all team members must be present to finalize team registration as they must each be given their wristband and for men's team they must be weighed so that the cards can be put in order and stapled by their weight. Staple junior team cards by age*)

You can keep player packages together with paper clips (use large size serrated edge clips) or put each in a cheap file folder or envelope. Use a set of alphabetically tabbed dividers to separate player packages by the first letter of last name.