



# Guide to the Check-in Process at Tournaments

This guide has been developed to better assist students, coaches, and chaperones with the check-in process at the tournament.

## Prior to Arrival

Coaches will receive several documents via email to assist with the check-in process:

- Check-in Form: This form lists the registered players. Coaches must complete the form and submit it at the check-in area before the end of the designated check-in period for the tournament. **Late submissions may result in players not being paired for round 1.** Coaches should keep a duplicate copy of the form for their records.
- Site Location Guide: This guide provides details on drop-off and pick-up locations, as well as other important information about the event venue. Coaches should ensure that parents receive copies of this guide.

Onsite Entries As a reminder, there will be no onsite entries. We will not add students to the tournament beyond the number already assigned to a school.

## Onsite substitutions

- Onsite substitutions **are not** allowed at individual tournaments
- Onsite substitutions are allowed at team tournaments

## Arrival at the School

Upon arrival, students will be directed to the skittles rooms. Coaches and chaperones must individually check in at the designated check-in table. Please note that parents are not permitted to enter the building beyond the student drop-off point near the check-in tables. **Ensure that parents have the cellphone numbers of the school's designated chaperones for the event.**

## Check-in Process

There are multiple steps to checking-in:

1. Coach/chaperone must submit the completed check-in forms by the deadline. If needed, can request a copy of the check-in form.
2. Coaches and chaperones must complete the chaperone form
3. Coaches/chaperones will collect their badges and their students' badges