



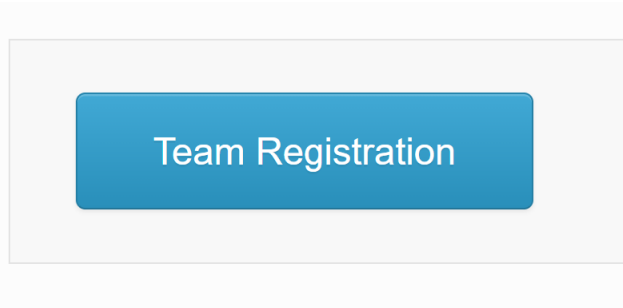
Tourney Machine Instructions

Here are detailed instructions on how to register for a tournament and team management.

1. Registering a Team
2. Registering for an Event
3. Entering a Team Roster
4. Sending Waivers
5. Completing Player Waivers
6. Managing Player Waivers

1) Registering a Team

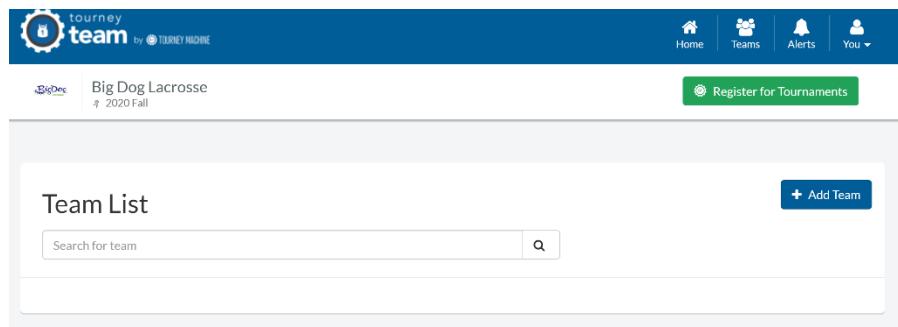
- Go to www.bigdoglacrosse.com and select the "Team Registration" webpage for the tournament you want to participate in.



- This will take you to the Tourney Team Sign-In page.
- Select "Create an Account" at the top right.



- Fill in all the information to create an account.
- Click create and it will populate the "Team List" page.
- Select the blue "+ Add Team" in right corner.



- Complete the form and select "Save Team" button.



2) Registering for an Event

- When you're on your team page, select the green "Register for Tournaments" button.



- It will provide a list of tournaments that you can register for.
- Select the tournament in which you are going to play and click the green "Register Now" button on the right.
- The standard team registration page populates.
- Click on "Team" and select your team from the drop down.
- Select Division, any special requests, check disclaimer, and click "Submit".

Team *

This field is required.

If you can't select a team, you need to [Create a New Team](#) in your account.

Division *

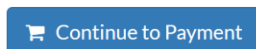
Special Requests

Does your team have a special request?

- Next you can select to edit, delete, "Register Another Team" or "Continue to Payment" to complete tournament registration.

NOTE: You aren't entered yet! You must complete payment to finalize registration.

Porch Dogs
2020 Graveyard Fall Tournament
Oct 23 - Nov 8, 2020 - BOYS V ~ \$600.00



- "Register Another Team" will take you through the same process again.
- Select "Continue to Payment" to finalize registration when all your teams are entered.
- It will provide the team name, tournament, and tournament fee.



- Select the blue “Submit for payment via check” button

[⏪ Back to Registration Summary](#)

Porch Dogs 2020 Graveyard Fall Tournament (Oct 23 - Nov 8, 2020) - BOYS V	\$600.00
Total	\$600.00

[✉ Submit for payment via check](#) ←

- It will provide a “Registration Receipt” for your records and payment instructions.
- Select “Back to Teams” to return to team page

Registration Receipt

(Please Print for your Records)

Payment Method: Cash/Check
Paid: No

PAYMENT SUMMARY

Porch Dogs 2020 Graveyard Fall Tournament (Oct 23 - Nov 8, 2020) - BOYS V	\$600.00
Total Fees	\$600.00

[< Back to Teams](#)

3) Entering a Team Roster

- On the team page, select the team to enter players

Team List

Search for team

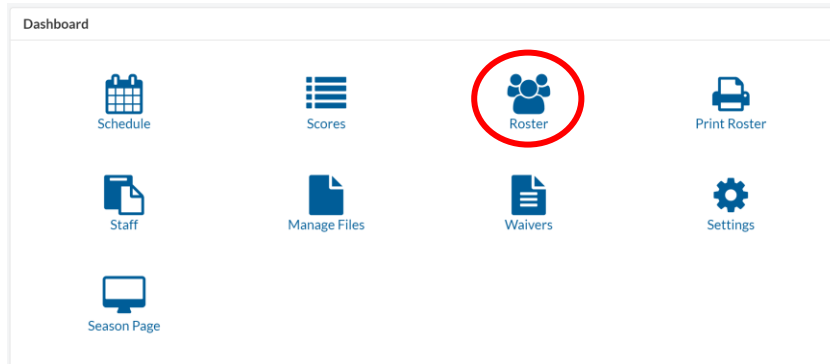
2020 Fall

Team	Group	Tournaments
Porch Dogs	Boys V	1

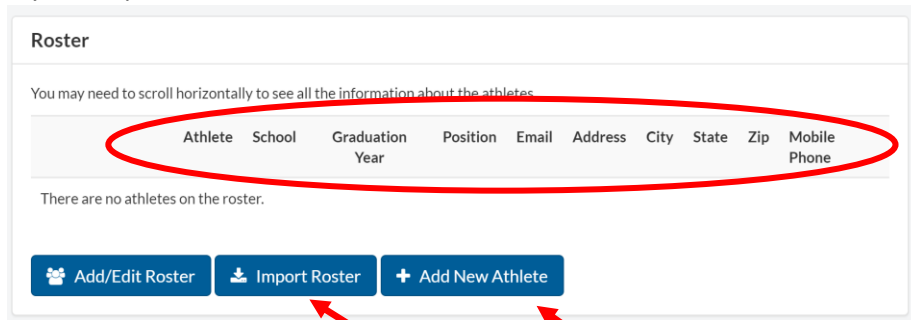
- The Team Dashboard will appear.



- Select “Roster”.



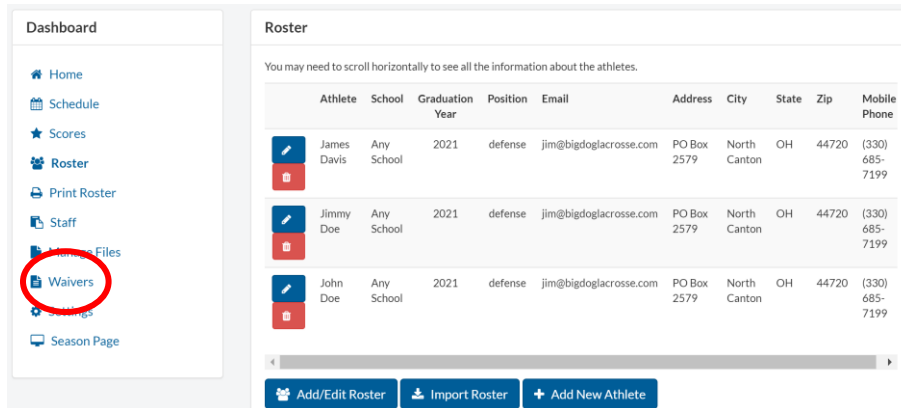
- Here you will be able to Add/Edit Roster, Import Roster, or Add New Athlete one at a time.
- You will need all the information in the “Athlete Information” bar.
- If you “Import Roster”, it will need to be “comma or Tab” format



- You can add athletes by the Add/Edit Roster or Add New Athlete button.

4) Sending Player Waivers

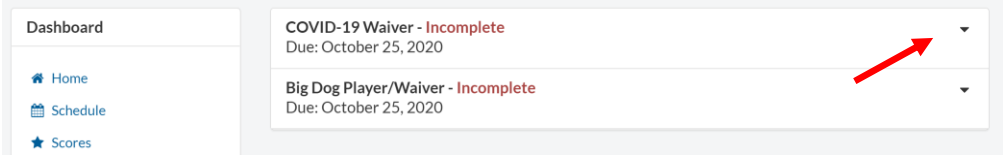
- At the “Home Dashboard” or any location, select “Waivers” on left sidebar.



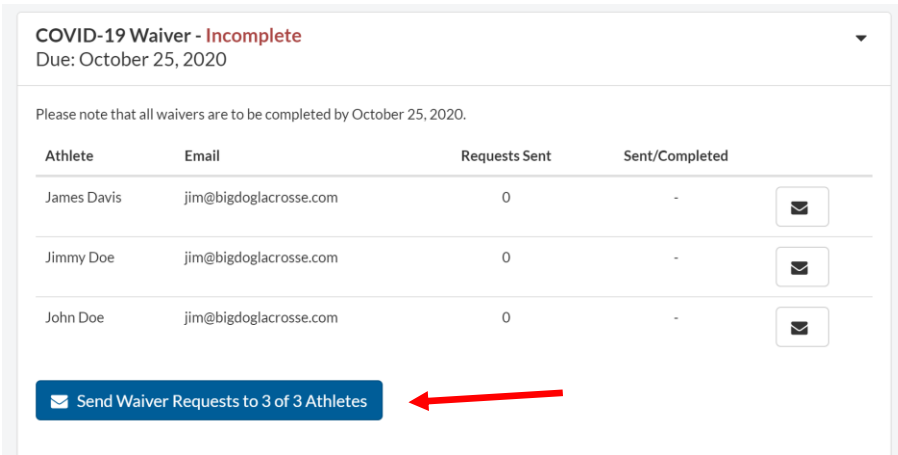
- It will provide all the waivers required for the event.



- Select the drop-down arrow on the right of each waiver to view waiver information.



- You can send waivers to each athlete automatically.
- Each waiver will have a “Send Waiver” button so make sure you send each one to your athletes.



- An email will be sent to the email entered for the player.

5) Completing Player Waivers

- Please check spam/junk folders if it’s not in your regular inbox.
- In email, select “Complete Waiver”.
- You will also need the “Verification Code” for the waiver.
- You can copy/past the verification code.

Please complete this waiver for your athlete.

Waiver Name: COVID-19 Waiver

Athlete Name: James Davis

Team: Porch Dogs

Coach: James Davis

Verification Code: JVJZSY

Complete Waiver

- Read the waiver then complete the bottom portion of the waiver.
- Once completed, select the green “Agree to this Document”.



6) Managing Team Waivers

- The top of the team page will provide how many waivers have been completed

There are waivers due.

COVID-19 Waiver: 1 of 3 Completed
Due October 25, 2020

Big Dog Player/Waiver: 0 of 3 Completed
Due October 25, 2020

Team List / Porch Dogs

- The red boxes will disappear when all athletes have completed the waivers.
- You can also see each athlete individually by selecting the particular waiver drop-down.

COVID-19 Waiver - **Incomplete**
Due: October 25, 2020

Please note that all waivers are to be completed by October 25, 2020.

Athlete	Email	Requests Sent	Sent/Completed	
James Davis	jim@bigdoglacrosse.com	1	October 9, 2020	
Jimmy Doe	jim@bigdoglacrosse.com	1	October 9, 2020	
John Doe	jim@bigdoglacrosse.com	1	October 9, 2020	

Send Waiver Requests to 2 of 3 Athletes Print All Completed Waivers

- Completed waivers will highlight green.
- Team progress is provided at the top of the page as well as the waiver.
- Once all athletes have completed the waiver, a “Completed” indicator will show by the waiver.

There are waivers due.

Big Dog Player/Waiver: 0 of 3 Completed
Due October 25, 2020

Team List / Porch Dogs

Porch Dogs north canton, OH
0-0 (0-0) | Boys V

Dashboard

- Home
- Schedule
- Scores

COVID-19 Waiver - **Completed** Print All
Due: October 25, 2020

Big Dog Player/Waiver - **Incomplete**
Due: October 25, 2020

- ALL PLAYERS ARE REQUIRED TO HAVE COMPLETED WAIVERS IN ORDER TO PARTICIPATE, NO EXCEPTIONS. THIS IS A REQUIREMENT OF THE STATE OF OHIO HEALTH DEPARTMENT.