



The Online Tournament Entry Process- How it works!!! and other important information

1. Tournament organizer mails in an “Agreement to Sanction Event” form with a deposit check to Executive Administrator (Laura Humphreys). This form can be found on the APA website in the “Forms and Documents Section” of the APA website under Tournament Organizer forms: <http://www.americanpolocrosse.org/wp-content/uploads/2016/01/Agreement-To-Sanction-Event.doc>
2. The Executive Administrator provides the Tournament Organizer with the information needed to access the Online Event Organizers Guest Administration form.
3. The Tournament Organizer fills in the form with required information (noted as * in the fields) about the event, including such things as: event name, date, place, divisions, cost, stabling, t-shirts, meals, how to submit Coggins etc. Once completed and the submit button is clicked, the information is automatically sent to the Online Entry Team: Executive Administrator, the APA Treasurer, and the Web administrator.
4. The Entry Form will be available online for players to enter on the “open Date” submitted by the Tournament Organizer.
5. The Online Entry team confirms to the Tournament Organizer that the online entry is ready and adds to the APA event Calendar that the Tournament has an Online entry.
6. Players input their information, submit their entry and complete payment via the APA PayPal account. This account will accept credit cards or check payments. Entrants do not need to have a PayPal account to use this system.
7. The APA Treasurer sets up a recording system for online payments through PayPal. PayPal sends an email to the APA Treasurer, APA Executive Administrator, APA Bookkeeper and Web administrator as verification for each payment that has been made. This payment WILL NOT BE RECORDED ON THE ENTRY REPORT (see #11).
8. An email for each submitted entry will be sent to the APA Executive Administrator as well as the Tournament organizer who lists their email address. At this time the PayPal payment cannot be emailed to the tournament organizers but a separate report will be sent showing payments. (see #11)

9. The Tournament Organizer may request an entry status report from the Executive Administrator by email which will show all information that is submitted. **Email addresses and entry information should be saved by the Tournament Organizer to send out last minute instructions, reminders, schedules, etc. to the players.**
10. Entry reports will include all the information requested on the entry form and will also include member status and rating if known. (Day members may not have a rating)
11. Tournament Organizer may request online payment status from the APA Treasurer by email which will show all payments that are completed.
12. The APA Treasurer will make up to 3 PayPal payments to the club within 3 days of the request. Final payment to the club will be made within 3 days after all paperwork (on site membership forms and fees, cap fees for players paying on site and tournament results) has been submitted to the Executive Administrator. **Fees for PayPal transactions and cap fees will be automatically subtracted before reimbursement to the club.** (With this system in place the club will only be responsible for cap fees and membership fees that were paid at the actual tournament.) Preferred payment of your tournament income will be by a transfer to your club's PayPal account. Please contact the APA Treasurer to set up the transfer information. If your club does not have a PayPal account, a check will be mailed to the Tournament Organizer.
13. Fees for PayPal transactions will be deducted. They are the standard fees any one would pay. (rate: 2.2% + \$0.30 of the total fee...so for a \$50 entry, the fee is \$1.25)
14. It is preferable to have ALL players join or renew memberships to the APA using the online membership form on the APA website prior to submitting their entry. Any person wishing to play as a DAY MEMEBER should indicate that on the entry and will be charged a that time for their day membership.
15. Any new or renewing Members who do not sign up for membership or Daymembership online prior to submitting their entry MUST sign up for the APA through the tournament organizer either prior to the tournament or at the tournament registration before play starts. The Tournament Organizer is then responsible for submitting all fees and paperwork to the Executive Administrator.
16. It is the Tournament Organizer's decision to require current members to pay their entry fee online or to allow current members to pay by check.
17. The Tournament Organizer is responsible for tournament results, membership forms and/or any fees to be turned in to the Executive Administrator within the required 14 days after the completion of the tournament. Final payment to the club including returning the \$100 deposit fee will not be made until all the required paperwork is complete and all forms acquired by the Tournament organizer either by mail or at the tournament registration have been sent to the Executive Administrator.