INSTRUCTIONS FOR REQUESTING A
JUNIOR TOURNAMENT ON THE SRVA ONLINE SYSTEM

Please follow the instructions below to enter a tournament, and contact Keith Weller or Steve Kenyon if you have questions or encounter any problems.

NOTE: There are also additional user tips at the end of this document.

1) Enter the online system by clicking on the "Club Directors" tab on the SRVA website homepage, then "SRVA Club Directors and Staff Access". Use your existing or past SRVA club director ID. If you are not a SRVA member (see #5 in Additional Information).

2) On the menu page, click on "Juniors" under Tournament management.

3) Click on "Add Event" to add a new event, or "Select Event" to edit a previously entered event that has not yet been approved by SRVA .
   a) Note: that the first field entry contains "indoor tournament", but you may click on the down arrow next to the first field to request a beach/outdoor event in the first available field.

4) Fill in the fields with your tournament info.
   a) Event Date field: hover over the blank field box to determine how to enter date (MM/DD/YYYY), or click in this box to obtain a calendar box in which to click on your date. Enter the FIRST DATE of the event.
   b) Note: if you plan to have different length of tournament days for certain divisions, that portion of the event must be entered as a separate tournament.
   c) Event or Club Name: (This is what will be displayed in the tournament list).
   d) Site: If you plan to offer multiple competition sites, enter the words "Multiple sites". If needed, you can enter each site in the comments box when it appears later.
   e) Registration Deadline: If you hover over the field, it will show you the indoor registration deadlines to enter. If you click on the box, a calendar box will appear.
   f) Entry fee: If you plan to have different entry fees for different divisions that portion of the event must be entered as a separate event in the system.
   g) In the second column, you must enter your name as tournament director in the "Contact" field, an email address, and a phone number. Note that you may enter your address if you wish, but this info is not required and will be published.
   h) Click on "Save" to save your information entered, and correct any errors noted. Additional questions and empty information boxes will appear. Answer the questions, and then click on "Save Changes".
5) Click on "Divisions", and add the info requested in those fields.
   a) Click on "Add level/division" to add more divisions.
   b) You can delete divisions entered by clicking on the left box, then "Delete".
   c) Remember to click "Update" to save the info you entered, then "Back to Edit Event" to return to the main tournament screen. The divisions you entered will now appear on the main screen.
   d) Note: please be sure to allow at least one court per division. If you want to host all age groups in both power and club divisions, this requires a minimum of 14 courts for a one-day event.

6) Click on "Comments" if you want to enter additional info that is not already covered by info you've already entered (for example; the competition gyms you will be using, any special hotel deals offered, awards that will be given, person other than the tournament director to contact for more info, etc.). When you are finished entering info, click on "Save Comments", and the info you entered will be saved and shown on the main tournament request screen in the Comments box. Click on "Back to Event" to return to the main tournament page.

7) You are finished with your request for this tournament. You can now either click on "logoff" or click on "Event Menu" if you want to request another junior tournament, then "Add Event", and a blank tournament request screen will appear.

8) REMINDER : When you are ready to request approval of any tournament you created in the online system you must, Submit the form "Request to Sanction a Tournament" located in the Forms / Tournaments - Hosting section of the SRVA website.

Additional Information:

1. To edit/change info in a previously entered tournament request that has not yet been approved by SRVA, you can select the Tournament Management option [see step 2], click on "Select Event", then click on the grey box to the left of the event you want to edit.

2. If you want to delete a pending tournament request, click on "Delete Event". This option is not available after the tournament is approved by SRVA.

3. Note that you can also enter or request that additional person(s) be entered into the tournament staff, in case you want them to enter results. These persons must be a user in the SRVA database who has an email address.

4. Multiple-day tournaments granted a waiver from using the SRVA central tournament registration system shall pay a $1,150 deposit in advance of the granting of the tournament sanction and waiver, and after the tournament will pay the same sanction fee as a non-waivered tournament.

   This payment should be sent to:
   Southern Region Volleyball Association
   1285 N Bayshore Drive
   Valparaiso, FL 32580

5. Note: a Non-SRVA member can contact Brenda McIntosh, Keith Weller or Steve Kenyon to request a User ID. You will need to be a current USAV member, possess a current background check and be SafeSport certified. When you get the message that the User ID was successfully created, click on "logon". Click on "Continue to Tournament Management Menu", then follow steps 2 through 8.

END OF INSTRUCTIONS   9/18/18 Version