

# Online Tournament Registration Fact Sheet:

**This will be the ONLY WAY YOU CAN REGISTER FOR A TOURNAMENT. NO EXCEPTIONS.**

## THE IMPORTANT STUFF:

- REGISTRATION WILL OPEN 30 DAYS IN ADVANCE OF THE TOURNAMENT DATE AND WILL CLOSE 48 HOURS BEFORE THE TOURNAMENT. IF IT IS A TRICUP EVENT, THE REGISTRATION WILL OPEN AS SOON AS THE TOURNAMENT IS CREATED.
- **THIS WILL BE THE ONLY WAY YOU CAN PARTICIPATE IN THE EVENT. NO EXCEPTIONS. YOU CAN NOT REGISTER THE DAY OF THE TOURNAMENT.** WE WILL NOT LET YOU PLAY IF YOU SHOW UP AND ARE NOT REGISTERED
- BOARDS WILL BE DRAWN AND POSTED THE NIGHT BEFORE THE EVENT
- THERE WILL BE A LIMITED NUMBER OF SPOTS AVAILABLE. ONCE THE TOURNAMENT IS FULL, REGISTRATION WILL BE CLOSED. IF YOU WANT TO GO ONTO THE WAITING LIST, YOU CAN REGISTER FOR THE "WAITING LIST FOR \_\_\_\_ EVENT" ON THE WEBSITE. **THIS IS THE ONLY WAY TO GET ONTO THE WAITING LIST.**
- ONCE YOU COMMIT TO THE REGISTRATION, YOU ARE RESPONSIBLE FOR ANY ENTRY FEES. IF YOU DO NOT SHOW UP, YOU WILL BE MARKED PAST DUE ON THE SCORESHEET. IF IT IS A TEAM EVENT, THE FEE WILL BE DIVIDED EVENLY. THE ONLY WAY TO NOT BE RESPONSIBLE FOR THE FEE IS:
  - ◆ IF YOU NOTIFY THE OFFICE 24 HOURS IN ADVANCE
  - ◆ IF YOU FIND A REPLACEMENT
  - ◆ IF SOMEONE ON THE WAITING LIST FILLS YOUR SPOT
  - ◆
- YOU MUST HAVE A MEMBER SERVICE ACCOUNT TO SIGN UP FOR THE TOURNAMENT. WE CAN GET YOU SET UP ON THE APP OR MEMBER SERVICES IF YOU NEED ASSISTANCE.

## THE HOW TO:

- GO TO OUR WEBSITE: <https://triad.apaleagues.com/Default.aspx>. **YOU CAN NOT REGISTER THROUGH THE APP!**
- SELECT "TOURNAMENT REGISTRATION" ON THE LEFT HAND SIDE
- SELECT "SINGLES", "DOUBLES" OR "TEAM" DEPENDING ON THE EVENT YOU ARE WANTING TO REGISTER FOR. REGISTER BOTH PARTNERS FOR DOUBLES AND ALL TEAM MEMBERS WILL NEED TO BE REGISTERED FOR THE TEAM EVENTS.
- THE REGISTRATION SCREEN WILL POPULATE: BELOW IS WHAT YOU WILL SEE

DATE	ENTRY	TOURNAMENT	ENTRANTS	ALLOWED	OPEN	TYPE	REGISTRATION
01/11/2020 10:00 AM		8 Ball Doubles Vegas Qualifier	1 <a href="#">View</a>	72		Modified Single Elimination	09/27/2019 - 01/04/2020 <a href="#">REGISTER</a>

- "DATE" IS THE DATE OF THE EVENT
- "TOURNAMENT" IS THE EVENT BEING HELD (BE SURE YOU ARE IN THE RIGHT TOURNAMENT THAT YOU WANT TO REGISTER FOR)
- "ENTRANTS" ARE HOW MANY ARE ENTERED - YOU CAN CLICK ON IT TO SEE WHO IS LISTED
- "ALLOWED" IS THE TOTAL NUMBER OF SPOTS IN THE TOURNAMENT
- "REGISTRATION" IS THE DATE RANGE IN WHICH YOU CAN REGISTER. REGISTRATION FOR THIS EVENT CLOSSES ON 1/4/2020.
- CLICK THE PURPLE "**REGISTER**" TO REGISTER FOR THE EVENT
- ENTER YOUR EMAIL AND PASSWORD FOR YOUR APP OR MEMBER SERVICE ACCOUNT
- COMPLETE THE INFORMATION ON THE SCREEN AND CLICK "NEXT"
- VERIFY THE INFORMATION AND CLICK SUBMIT. YOU WILL GET A CONFIRMATION CODE LETTING YOU KNOW REGISTRATION IS COMPLETE