

## Checklist for turning in paperwork for your club/teams

1. Register each member on Sign Up To Play
2. Create all teams on Sign Up To Play
3. Place all players/coaches on their appropriate team rosters
4. Print off each team roster which includes the fee you owe for THAT team
  - a. Double check the amount and correct it if needed
5. Make sure all membership forms have all the appropriate signatures on page 1 AND 2.
  - a. If all signatures are not there, the form will be sent back and severely delay the registration process.
6. Group all membership forms together by team with the team roster and payment amount on top and paperclip them together
  - a. Repeat this for every team
7. Write a check made out to IVA including ALL fees (coaches, players, team fees, chaperones, club directors, team reps, etc..) in one check
  - a. Remember that individual checks are not accepted
  - b. Include a note which has the breakdown of the check
    - i. For example: 39 players, 6 coaches, 4 team fees, etc...
8. Send in to IVA office

### IF YOU WOULD LIKE TO REGISTER FOR YOUR TOURNAMENTS WHEN YOU SEND IN YOUR REGISTRATIONS:

1. Register each team for each tournament
2. Print off tournament entry form AFTER you have registered your teams
  - a. Be aware that you can print off one entry form per tournament that includes ALL teams so you don't have to print a form for each team, just each tournament.
3. Write one check PER TOURNAMENT to IVA.
  - a. It is much easier for us if you write a check for the tournament and NOT for each team for each tournament. The fewer the checks the better!
4. Attach your check to the appropriate tournament entry form
5. If you are registering for all tournaments throughout the year you can POST DATE your checks. We will hold those checks and not deposit them UNTIL the deadline date for that tournament arrives.

**MAKE SURE THAT YOU SEND IN ALL OF YOUR PAPERWORK FOUR WEEKS PRIOR TO THE FIRST TOURNAMENT YOU PLAN ON PARTICIPATING IN!**