

# Instructions for Registering for a Tournament on the MLFA Site

## Logging into the MLFA Tournament Site

To login to the MLFA Tournament Site:

- 1) Go to <http://www.mlfawisconsin.org>.
- 2) Click on the Tournament Scheduling link in the Coaches Utilities section near the bottom of the page.
- 3) Select your team from the School list and enter your team's password.
- 4) Click the Login button.

If you can't remember your password, there are two ways to retrieve it.

- 1) The recommended way is by clicking on the "I don't remember my password" link on the login page.
- 2) You'll be taken to the password recovery page. Select your team from the team list.
- 3) You'll be displayed your team's current email address. If this is the correct address, hit the Send button. You'll be emailed with your team's password. If this is not the correct email address (for example because you are the new coach for this team and the email address is for the old coach), contact a MLFA Board Member.
- 4) The other way you can recover your password is by contacting a member of the MLFA Executive Board. They all have access to recover your team's password and provide it to you.

## Finding Open Tournaments

From the home page of the MLFA Tournament site you can easily find any open tournaments that are currently accepting registrations.

### **Important!**

Most tournaments are setup on a first-come, first-serve basis with registrations. Once the tournament has enough registrations to fill their desired size, teams will close registrations, so it's important to check the site often to ensure you can register your team for as many tournaments as you'd like.

To find tournaments currently accepting registrations:

- 1) From the home page, click on the View Open Tournaments button near the bottom of the page.
- 2) You'll be taken to a page which will show you the Name, Date, and Host Team of any open tournament.

Once a tournament host closes registrations to a tournament, it will no longer appear on this page.

## Registering for a Tournament

To register for an open tournament:

- 1) From the View Open Tournaments page, select the Register hyperlink for the tournament you want to register for.
- 2) You'll be taken to the registration page. Your team's name and coach's name will default on to the page.

- 3) Enter the other information about your team. Especially important is an email address that the tournament host can contact you at.
- 4) Enter the number of judges your team will be bringing to the tournament.
- 5) Enter the number of speakers your team will bring for each category. For group events such as Group Acting, enter the number of speakers within each group that are competing.
- 6) If the tournament host has contacted you with a registration password (see below), enter the password in the Registration Password field. Not all tournaments require a password, so if there is not a box for one with the words Registration Password in red next to it on the top of the page, you can skip this step.
- 7) Hit the Save button to finalize your registration or the Cancel button if you decide not to complete your registration.

Tournament hosts have the option to password protect the registration process for their tournament. The most common reason for this is that teams will guarantee spots to a select group of other teams due to a prearranged relationship with them, but passwords can also be used to deny registrations from teams that you don't want to allow in your tournament.

### **Editing your Registration**

You can change your registration later if you have changes to the number of students or speakers that you'll be bringing. Changes are allowed until the tournament host schedules the tournament. If you change your registration, it is usually recommended that you contact the host either through email or by phone to notify them.

To edit your registration:

- 1) From the home page, select the tournament for the registration you want to change from the Tournaments I'm In list by clicking on the Select link.
- 2) From here, you'll be taken to a page showing the details of the tournament itself, including its name, date, host team and number of rounds. Additionally you'll be shown a summary of the number of speakers you're bringing, the number of coaches you're bringing and your registration fee.

#### **Important!**

Tournament hosts have the option to charge whatever they wish for their tournaments. What you will pay is based on the number of speakers you're bringing, the number of judges you're bringing, the cost per speaker and the number of judges that the tournament host decides you should provide. If you have any questions about your registration fee, contact the tournament host.

### **Editing your Site User Profile**

If you wish to change any information about your team's user on the MLFA Tournament site, including your password, you can do so by:

- 1) From the home page, select the View User Settings link at the top of the page.
- 2) You'll be taken to a page which displays your user information. This includes team name, coach's name, email address and address.
- 3) Change which ever values you want, and hit the Save button to apply them.
- 4) If you wish to change your password, click on the Change Password button.
- 5) You'll be taken to a page where you should enter your new password, confirm it, and then hit the Save button to apply the change. The next time you login to the MLFA Tournament Site, you'll need to use the new password.

## **Viewing Tournament Results**

Normally tournament results are not posted on the MLFA Tournament site. Instead, the tournament host will provide you with a report at the tournament containing your team's results with a breakdown for each of your speakers.

## **Questions?**

If you have any questions about the registration process, a training class is usually provided at the MLFA Fall Meeting. Additionally, all members of the MLFA Board of Directors and most senior coaches have extensive experience using the site and can answer your questions.