

Registration Process Index

Please follow Steps 1 through 6 listed below. To quickly jump to detailed instructions for a particular section, Ctrl+click to follow the link:

1. [Access the Tournament Registrations \(for Repeat Registrants from Previous Years\) and Create an Account \(for First Time Registrants\)](#)
2. [Verify Account Information \(for Repeat Registrants from Previous Years\)](#)
3. [Review Tournament Information \(Links found at the top of the Registration page\)](#)
 - **Invitation**—registration dates and tournament location information, etc.
 - **Information**—events offered, judging requirements, etc.
 - **Schedule**—tentative tournament schedule
 - **Judge Requirements**—specific instructions for registering parent judges
 - **Hotels**—suggested hotels with reserved rooms
 - **Meals**—food offered, if applicable, for this tournament
 - **Registration**—register for the tournament
 - **Logout**—when finished with the registration process, click here to exit registration
4. [Register Students, Entries/Events, Judges and Meals](#)
 - **Squad**
 - **Entries (aka Events)**
 - **Judges (Parent Judges only)**
 - **Meals (if applicable)**
5. [Complete the Registration Process](#)
 - **Fees**

1. Access the Tournament Registrations ([Back to Index](#))

- Go to www.ccadebate.org
- Click on the **Tournaments** button on the CCO homepage.
- On the Tournament Information page, under the Registration/Results column for the desired Tournament, click **Register**.
- The Joy of Tournaments webpage will appear. Click **Login**. All families need to be registered **individually**, rather than under a club registration.
- **IMPORTANT:** Please check your account for accuracy each time you register.

- **First time registrants** will need to follow the instructions below.
- **Repeat registrants** from a previous year need to go to [Repeat Registrants login instructions](#).

First Time Registrants:

- First time registrants: click on Create new account
- In the Name field, enter the Father's First and Last name. Please DO NOT enter student names or things such as Smith Family.
- In the **School** field, **enter your Club name**.
 - Please *DO NOT enter home or home school* in this field.
 - Enter the simplest version of your club name – i.e. In Truth, AOSDA, not a spelled out version
- All fields are required except Fax. Please complete all fields of the form. Verify and ensure the email address is correct and valid.
- All our communications are done via email. CHECK YOUR ENTRIES! Mistakes made here will show-up on all future correspondence, name tags, registration materials, and award certificates.
- Make note of your email address and password used for future reference.
- Click **create** to submit the information.
- After clicking on **create**, you will immediately receive an email at the address you entered during registration. **NOTE:** Leave the web site open as you retrieve the email so that you can easily return to the registration process.
- You can click on the link in the email to verify, **or** Copy and Paste the verification code from the email into the Joy of Tournaments Verification Code field and click **save**.

The Email Verified screen will then appear. Click on the **here** link to go to the login screen.

NOTE: If you are sent back to the Joy of Tournaments home page, simply go to www.ccadebate.org, click on **Tournaments**, then click on **Register**, then click on **Login**. To login, use the email address and password you entered to register.

2. Verify Account Information ([Back to Index](#))

Repeat Registrants:

- For repeat registrants (those with accounts from prior years/tournaments) enter Email address and Password on the Login screen and click the **login** button.
- Follow any instructions to verify your current club or information.

- Do an overall check of your account information by clicking the grey **MY ACCOUNT** button. Click 'Change Profile' if you have any changes. This is also a good time to **check to be sure you have put your Club name under School, not** the name of your homeschool.
- Be sure to click 'save' before leaving this screen.

3. Review Tournament Information ([Back to Index](#))

- Please read and/or print all information as listed on the links at the top of the registration page. These are live documents that relate to a specific tournament and so contain critical information for parents and students.
 - **Invitation**—registration dates and tournament location information, etc.
 - **Information**—events offered, judging requirements, etc.
 - **Schedule**—tentative tournament schedule
 - **Judge Requirements**—specific instructions for registering parent judges
 - **Hotels**—suggested hotels with reserved rooms
 - **Meals**—food offered, if applicable, for this tournament
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4. Register Students, Entries/Events, Judges and Meals ([Back to Index](#))

The following tabs are covered in this section: **Squad**, **Entries** (aka Events), **Judges** (Parent Judges only) and **Meals** (if applicable).

STUDENTS

- Click on the **Registration** link in the upper right area of the screen.
- Click on the **Squad** tab at the top of the page.
- Click on **Manage Squad** if your students do not appear in a table on the screen.
- Add student information in the fields.
- Click **Add Student**.
- Continue adding students until you have added all of your family's competitors.
- Registrants from prior years may copy last year's squad. See link at bottom of the screen.

- Even if the squad is copied from a prior year, before the 1st tournament of the year you ***must*** fill out student information on each student **by clicking on the student's name** to pull up the screen in which you complete this information.
- Fill in all the information on this page and then click the **save** button.
- When you are finished adding your family's students, click on **Registration** to return to the main page.

ENTRIES

- Click on the **Entries** tab. Please note that Entries can also be referred to as Events in this document.
- Click on the **student's name** to register for events. A new screen will appear.
- If you do not readily see a student's name, scroll down to the bottom of the page and you will see where students are listed as **not participating**. Click on the student name to add their entries.
- Check the boxes of the events they are entering.
- For Team Events, select the partner. The partner must be registered in order for their name to appear in the pull-down menu. If the partner is not registered yet, their name will not appear on the pull-down menu. Check back a little later after the partner is registered and then select the partner. A delay in choosing a partner will not keep you from continuing the registration process.
- Choose the class of the participants from the pull down menu next to the student last name. For those in lower levels (Junior and Jr. Varsity), do not enter the class.
- Click **Save** at the bottom of the screen.
- Repeat this process until all your students are registered for their events.

MEALS

If meals are offered, click on **Meals**.

- Enter the quantities of the meals you desire to order.
- **NOTE:** Meals ordered must be paid for along with the tournament registrations.
- **NO CHANGES can be made after registrations are closed.**
- Click **Save**.

JUDGES

NOTE: Only **Parent Judges** are to be entered on the **Judges** tab. **Parent Judge entries must be completed BEFORE the student registrations close.**

1. To fulfill your judge requirements, enter both parents as judges.
2. Each parent judge must be entered separately (not combined like Bob and Sue Smith). To add the second parent, repeat the procedure below.
3. Parents are expected to be available to judge the entire tournament. If this is not possible, additional guest judges must be recruited to cover this need.
4. Older siblings are not Parent Judges. **Siblings are entered as Guest Judges.**
5. There is a maximum of two judges required per family. Hosting clubs, however, have a separate requirement of Guest Judge recruiting to cover the additional judges needed. Hosting Club coaches provide this requirement to their clubs. Guest Judges used to fulfill these requirements are to be entered on the Guest Judges link.

- Click on the **Judges** tab. This tab is for **PARENT JUDGES** only!
- Click the **add** button.
- **Complete all fields.**
- Choose your club affiliation from the pull-down menu.
- Profession, Experience, and Background will be posted at the tournaments as the Judge Bio and will be seen by all tournament participants. This information also helps the tournament staff, so please fill it out. **Please check your entry for errors!**
- List as **Conflicts** those you should not judge:
 - **DO NOT list your own children** unless your last name is different than theirs.
 - **DO NOT list your own club members**—unless you directly coach them.
 - List students other than your own family and other than your own club that are too close for objective evaluation by you.
 - **This field cannot be left empty.** If you do not have conflicts, enter “NONE” in this field.
- Check the boxes indicating Days Available
- Check the boxes indicating Judging Pool
- Debate judges are expected to be available both days of the tournament
- Individual Events judges are expected to be available all day on Saturday
- Click the **Save** button when finished

5. Complete the Registration Process ([Back to Index](#))

- Click on the **Fees** tab
- Click **Submit Payment**
- **Affirmation Statement and Fee Payment** page will appear



Tournament Registration Procedures

- Read through the **Things You Need to Know** and **Fee Payment Instructions** and fill-in the blanks as required.
- After filling-in the blanks, read the **Affirmation Statement** and click on **Agree**.
- After clicking on **Pay Now**, be prepared to enter payment information through your personal PayPal account or via credit card.
- Fill in the **item price** (total amount is taken from the Fees tab).
- Pay using your **PayPal** account by using the **Log In**, or pay using a debit or credit card.

This final screen confirms your Affirmation Agreement and payment.

Your registration and payment for the tournament is now complete.