

Best Practices for Registration for Tournaments

1. Tournament Hosts should invite all prior attendees to their meet that they have had a positive experience with.
2. Coaches, once the meet calendar is posted, should email tournament hosts well in advance that they would like to attend their meet.
3. Tournament Hosts should send out invitations to their meet and explain when their tournament will open for registration. Directors should establish a week prior registration to open their meet for former attendees or requested attendees to register for their tournament. This is where you can use a password to only allow certain teams to register first. Then after that period of time open it to rest of the membership and not have the meet password protected anymore.
4. Tournament Hosts should encourage new schools to the MLFA to come to their meets by inviting them to their meet, and encourage them to get involved.

Team Registration

1. Register your team for the meet. Please check to make sure you have filled all the correct information on the top of the form. Also double check that you have entered the correct numbers for each category and put how many students for categories that can have more than 1 participate.
2. Please remember the order you put group categories in because that is how the codes will be assigned.
3. Update your team frequently for each meet.
4. Have all corrections made by the deadline date stated by the Tournament Host. Hosts might have a waiting list and then at that point they can see if additional schools can be added.
5. If you have to drop, zero out your team and then e-mail the tournament host that you have dropped your team from their meet.
6. Payment for the meet: The number you have registered at the deadline for changes that is your fee for the meet.

Common Courtesies

1. Be aware of dates
2. Have the required trained judges ready for each meet
3. Bring payment with you to the meet. If mailed have it arrive before the day of the meet.