**Using the Online Registration System for your tournaments:**

Doing chess tournament registrations manually without a registration system is a **lot of work and very error prone** – there are so many IDs and ratings to look up and payments to track that you will spend many hours and have many errors if you try to do this manually – and users can’t see who is signed up and if you have received payment – you would not believe the number of phone calls and emails I had to handle in the past before I created this system.

First, if you want your tournament setup for the online registration system, you just need to email me a flyer. The flyer should contain the tournament name, dates, sections, time controls, entry fees, rating system (USCF, FIDE, NWSRS), whether NWChess memberships are required, who is the tournament director, etc. I then make a few database entries and your tournament shows up in the list of tournaments. Players can then create a membership record for themselves (password protected) with their personal data like address, email, birthdate, etc, and then register and pay. The system knows about USCF and NWChess memberships, and requires players to renew if expired. The system checks that they are not registering down for a section below their rating or grade or age, and also restricts them from playing up too high if you want to restrict that. It also handles NWSRS ratings and IDs for scholastic players. The system can handle a 3-tierred entry fee (early fee, mid fee, and late fee), and allows everyone to see who is registered and when payment was received. It also shows ratings, IDs, expiration dates, and they can sort by name, ratings, registration dates, payment, etc.

We allow payment 2 ways: by Credit/Debit/PayPal or by check. I get an email message whenever anyone pays via Debit/Credit/Paypal, and I mark it paid on the website. Or they can mail in a check to the tournament director, and he should mark it paid on the website. Many times players request to withdraw and get a refund - I handle all those details for you. Online Registration usually closes the evening before the tournament, but that could be set to anytime of your choosing. At that point, I run a script that updates everyone’s rating and expiration dates to the latest data both NWSRS and USCF, and dumps out one file per section that I email to the tournament director which he can then import into Swiss Sys – these files contain all the players names, ratings, IDs, school codes, grades, etc, so you don’t have to type all that data in by hand.

The website has features built-in for tournament directors that allow them to see more financial detail – who paid what for entry fees, USCF memberships, NWChess memberships, sales tax, USCF commissions, etc. I can also handle extra items in case you want to sell lunches, commemorative boards, T-shirts, etc (we used that at the Elementary State Tournaments). Tournament directors can also generate a number of lists – email addresses and postal addresses for everyone registered that can be used to send out prize money or tournament emails. I can also create customized lists, like all players in SW Washington that are in the system, so you can email out tournament announcements.

Once registration closes, I look up on the website how much PayPal revenue I collected, subtract the PayPal fees (PayPal charges 3.49% + $.49 per transaction), subtract my processing fee ($1.10 per player with a $55 minimum per tournament), and transfer the balance to to the sponsoring organization. You would be responsible for processing any USCF memberships or renewals, and sending the money for the NWChess memberships to the NWChess Business Mgr. You get to keep the USCF commissions. Since we don’t charge an online convenience fee, you should adjust your entry fees to compensate.

That’s a quick and dirty explanation of how the system currently works – since I control all the software that runs this, changes are usually possible. If this doesn’t meet your needs, email me and maybe we can work out some other features/changes.

David Hendricks

Software Designer

WCF Registrar

425-868-3881 home

425-269-7949 cell