

TM2Sign Tip for TD's & Info

Hello TD's,

I hope you are all doing well and figuring out how to navigate the new event system! I am in the same boat, just a few months ahead of you all. 😊

In this email I have one helpful tip I have recently found on TM2 and a reminder of the cancellation process for events with low registrations.

TM2 HELPFUL TIP – HOW TO VIEW DIVISION NUMBERS EASILY:

- Login to an event to see your team registrations
- Click on "Reports" (between the "registrations" and "edit" buttons)
- Click on "Division Summary"

On the Division Summary you can see a lot of information. On the right of the table, you see Total Teams Registered, Accepted, and Maximum Number of Teams.... Much easier than going to the divisions page!

CANCELLING EVENTS WITH LOW REGISTRATION

On page 7 of the TD manual, this process is laid out. Here is an excerpt from page 7:

Girls

The Event coordinator will monitor events for participation numbers. Tournaments with fewer than 6 teams, representing a minimum of 3 clubs, four weeks prior to the event will be cancelled unless all teams remaining have agreed to attend. Confirmation from all participating teams must be cc'd to events@krva.org by 4 the week deadline. It is recommended that TDs begin the confirmation process one week prior (or 5 weeks before the tournament is scheduled to run).

Please keep the 4-week deadline in mind when deciding to cancel or to run and confirm attending teams.

If you choose to cancel your event with fewer than 6 teams, here are your steps:

- 1 – email events@krva.org to let us know which event you are cancelling and why
- 2 – email the teams registered in the event to let them know the event is being cancelled
- 3 – cancel the team registrations in TM2Sign
- 4 – email events@krva.org to let us know the teams have been notified and registrations cancelled. We will then go in and cancel out the event entirely.
- 5 – Issue refunds within 2 weeks of the event cancellation

If you have an event in January with low division numbers, **I have already sent you a message.** Please remain in communication with me about those.

If you are looking ahead, you have the option of marketing your events to get more registrations or cancelling those with less than 6 registrations now.

Please remember to check the TM2Sign TD Event Management Manual AND the Tournament Director Manual for answers. Both are available here:

Just about everything you need to know is in one of those! The office will be close from 12/22/18 until 1/2/19, so these will be helpful resources.

I hope this information was helpful, and I hope you all have a wonderful Holiday!