All of us at JOOLA and at North American Table Tennis are looking forward to seeing you at the Gaylord National Resort. We're always striving to provide our attendees an enjoyable tournament. To help with that this document contains important information to ensure a smooth experience for you and your team. Please read it thoroughly.

What this document covers:
- Rooms at the tournament hotel
- Phone use for registration and score entry
- Paying for registration fees and memberships ahead of time
- Creating a captain login for score entry
- Completing your team roster
- Video showing tie check-in and score entry **(MUST WATCH)**

Hotel Registration
Information about reservations at the Gaylord can be found at http://joolateams.com/gaylord.php. Click on the "Book Now" button or link to make reservations in our official room block. Note that if the block fills up the link will change so if you're having trouble go back to the joolateams site for the updated link. The block will expire on October 24th so book your rooms soon, or else risk losing out on our special tournament rate.

Registration and Score Entry via Smart Phone
Four years ago we made several changes to improve the accuracy of results and to speed check-in at the tournament. Many of these changes involved using a smart phone to pay outstanding registration fees, renew memberships, and enter results. The new procedures definitely resulted in less time wasted standing in line. With these procedures in mind, it will be **important to have a fully charged device** to use throughout the day, so it might be a good idea to have a power bank for supplementary charging. Watch the video describing tie check-in and score entry at least once before the tournament.

Registration Fees and Memberships
To speed up check-in on Thursday afternoon and Friday morning captains and team members should pay any outstanding registration fees and renew memberships ahead of time by going directly to the NATT entry listing page and clicking on their team name.

Note that that membership purchases will not be sent to USATT until after the tournament, when results are sent, so if you want to play in another tournament between now and Thanksgiving, you'll need to renew at that tournament or with USATT online beforehand (and let us know that you've renewed, please).

As always, it is the responsibility of the team captain to ensure that all team members have up to date USATT memberships. Team captains will not be permitted to check in if some team

members lack active USATT memberships. Players with active memberships in other national associations (e.g., TT Canada) must nevertheless purchase or renew a USATT membership.

Captain Login

Although taking care of fees and memberships doesn't require logging in, it's a good idea for team captains to create a login on NATT as this will be necessary for scorekeeping. (No need to create a login if you already have one from a previous year.)

Once you've created an account a confirmation email will be sent. This email should not go into your spam/junk folder (still worth a look there if you can't find it). Following the link in the confirmation email should activate your account. If your login email agrees with the one we have on file as associated with a team, then when you login you should see your team information. If not, please let us know so we can note the correct email for your team. At the tournament this information will include your schedule and results as well.

If you created a login at a previous year's Teams it should still work this year. You can try that by going to http://natabletennis.com/tourn25/login.php . If it works you should be presented with your team information summary once you login. Something like this:

Customer Index

Welcome back, Captain John

Team	Three Hour Tie
Role	Cpt
Memberships	3 needed
Reg Fees	$100 due
Schedule	Matches not scheduled
Entries	

Results (old format)

NATT Privacy and Data Sharing Policy

Tap on your team name (Three Hour Tie in the example above) to view a list of team members with membership status.

Three Hour Tie

Player	Purchase/Unpurchase
Grumby, Jonas 'Skipper'	**Reg Fees ($100)** / **Change**
Grant, Ginger	**Basic Membership** / **Pro Membership** / **Change** / **Captainize**
Howell III, Thurston	**Basic Membership** / **Pro Membership** / **Change** / **Captainize**
Krebs, Maynard G.	**Basic Membership** / **Pro Membership** / **Change** / **Captainize**
Summers, Mary Ann	**Change** / **Captainize**

+ Add member

This is where you'd pay any outstanding registration fees and renew or purchase memberships. The example team above registered with only three team members, as most do, but now has five members, so at $50 per person they owe $100 in registration fees. In addition several members have no active USATT membership (these are shown in a rather sickly beige highlight). Note that the "**Change"** and "**Captainize"** buttons are for changing (or deleting) a team member or changing who is the team's captain. **They aren't used for paying registration fees or memberships**. Tap on the fees you want to pay (remember, anyone can pay these, but someone will have to take care of them before the tournament) and they'll appear above the team information, like this:

Three Hour Tie

team/player	purchase	amount	action
Three Hour Tie	reg fee payment	100	**Remove from cart**
Grant, Ginger	Basic Membership	25	**Remove from cart**
	Total	125	

Checkout

Once you've picked everything you're purchasing, tap on the "Checkout" button, which will take you to the payment page. Fill in your payment information and tap on the "Purchase" button at the bottom.

Completing your roster
Most teams register with the full roster unknown. Now is the time to start filling in the missing team members. The online system supports making these changes yourself via the "Change", "Captainize", and "Add member" buttons. You're still welcome to email info@natabletennis.com to let us make the changes or additions. Please send requests from the email associated with the team purchase (as is shown in the receipt). Of course the sooner we know the complete team the better, as that will help us check for proper balance and, eventually, seed the teams.

Note also that we'll be submitting the artwork for the shirts soon, so if you want your team name to be correct on the tournament shirts, communicate any team name changes to us right away.

If you want to make the changes yourself it's best to simply tap on "Change" or "Add member" and enter the player's USATT membership number in the first field and then tap on the "Update" button. <u>Please do not enter a player's information without their USATT membership number when they in fact have a membership</u>. If the information in the USATT membership database is inaccurate, go ahead and enter their membership number and send us an email indicating what is incorrect.

Video Demo
We've prepared a video demonstrating the use of the web app to check-in for a tie and enter scores. It's viewable on YouTube.

It's important that you view this video so you'll be familiar with the procedure as it will be used throughout the tournament.

Naturally, please email us at info@natabletennis.com to let us know of any problems.