3/28 - NCVF Championships: Player Forms, Enrollment Verification, and Updates

NCVF Championships Team Reps:

We are getting close to the tournament and have updates on several things below.

Late Roster Additions

- We have received a huge number of requests to add players more than a month after the deadline. The deadline to add players was February 20th. This was clearly communicated to all tournament teams in the February 14th reminder emails and all tournament instructions:
  - **"PLAYERS CANNOT BE ADDED TO YOUR NATIONAL TOURNAMENT ROSTER AFTER FEBRUARY 20TH!! (you can remove players at any time between now and the end of the tournament, but PLAYERS CANNOT BE ADDED AFTER THE DEADLINE)."**

Team Contact Info

- You can now update the two reps who will be receiving all tournament communications and insert your rep who should be receiving any All Tournament information.
- In VBReg, Nationals Registration > Rosters and Forms > Onsite Team Tournament Contact Information
- If you are not receiving tournament update emails, it is probably because you had a typo in the email address (we have A LOT of these this year). Please check the contact information and add the all tournament team contact information as well.

Player Forms

- We apologize for the delay on these going out; we were building out a new system for signatures and it took a bit longer than expected.
- These forms have now gone out to all rostered individuals. The email will be from vbregadmin@vbreg.com and the subject will be "2024 NCVF National Tournament Waiver Signature Required." All the players will have to do is open the link in the email and accept/approve it at the bottom.
- **These are due April 8th**.
- Team reps can review the status of all outstanding forms for the players on their roster from their team account in www.vbreg.com
  - From the Team Rep Menu > Nationals Registration > Click on "Incomplete" showing under Forms Received Date (if it showing a date/time that means your team forms are complete).
  - This will list all players on your team roster and the email address from the system where the forms were sent to be signed. If the status is COMPLETE, the player has completed the signing process. If the status is SENT or any other error/bounced status, the player must still complete the form.
  - Since there were MANY, MANY that bounced because of typos in the email addresses, the team rep has the ability to update/correct the email address and hit the resend button. Common bad email mistakes:

- ▪ ".com" instead of ".edu"
- ▪ Lots of typos
- ▪ ",edu" – accidentally hitting "comma" instead of "period"
  - o If you are doing resends, it will invalidate the original request so make sure the player is opening up the newest request that was sent. Make sure the player checks thoroughly for the email before resending. The longer you wait to enforce your players to completed, the less likely they are going to find in their inboxes, so get on them right away.
- If you have players on the roster that are no longer attending, you need to remove them from the National Tournament Roster by clicking the " Remove X" on the far right column. Any players still active on the roster that are not attending will keep you from moving to "COMPLETED" status for the team. IF you have additional players on your roster that are a substitute for potential injuries, they must also complete the forms until you drop them from your roster.

Enrollment Verification Forms

- The Enrollment Verification Form status can be checked [here](#) (this is fully updated as of 10am EDT this morning). This will be updated as we work through the forms we have received. "Approved" means your team's enrollment form is good to go, "Review in Process" means we have received the form and will follow up once it has been reviewed.
- Once approved, you DO NOT need to bring the original to the tournament.
- **The deadline for the Enrollment Verification is April 3rd.**

Best,