

2/11/2022

Team Rep –

Thank you for your interest in the 2022 NCVF Volleyball Championships!! The tournament is quickly reaching capacity and your registration is currently not completed.

These items are outstanding (see steps below for steps to complete these items):

- **INCOMPLETE: NO PAYMENT RECEIVED**

Teams will be accepted into the tournament on a first come, first serve basis for teams with completed entry registration (including payment and hotel reservations). Just because your entry is completed by the deadline does not necessarily mean you will be accepted into the tournament if we reach capacity ahead of the deadline so get your entry completed and Entry Fee paid ASAP. Once the tournament reaches capacity, teams will be placed on a waitlist in the order that the Registration is completed.

You are receiving this email because your team has begun the online registration process for the NCVF Volleyball Championship Tournament in Phoenix, AZ, April 14-16, 2022. The following items must be completed ASAP because the tournament is reaching capacity.

1. Payment must be completed online via credit card (**preferred method**) or check received in the NCVF office before the deadline date. **See below steps for making payment.**

If you no longer plan to attend the tournament, please contact me immediately to remove your team from the list and avoid any fees associated with failing to drop out of the event. The last day to withdraw from the tournament and receive a refund is 02/20/2022. After 02/20, withdrawal will include forfeiture of the full ENTRY FEE.

***The last day to ADD any players to the tournament roster is Feb 20, 2022. Please make sure all your players are on the "National Tournament Roster" before that date or they will not be allowed to be added. This includes any subs that may be brought in if one of your current players may get injured.**

Entry Fee Payment - Complete the payment - Payment Methods:

- **PREFERRED** - Credit Card Payments can be made online by clicking the Make Payment link under the Invoice Number (www.vbreg.com). There is a \$30 processing fee.
 - Login to your team account on www.vbreg.com
 - Nationals Registration link
 - Register team or Create invoice if already registered.
 - Click Make payment link
 - Complete payment.
- Checks are accepted but spots fill as payments are received. We have had issues with checks from universities being much delayed and teams missing deadlines. Make checks payable to:

NCVF, Inc. On the Memo line of your check, PRINT the team name and division. Staple the check to the entry form/invoice printed out from the website.

- Ship via UPS or FedEx with Delivery Confirmation (so you can track the status of your delivery), the completed Entry Form/Invoice with attached check to:

NCVF

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