**AGQBA Tournament Registration**

On tournament day, each team needs to sign in & receive necessary information. Assign one or two workers to greet the teams & distribute the needed information.

*They should have the following items at the registration table:*

* + Supplies: pens, folders, paperclips, markers & construction paper for team name signs, name tags (if you choose to use them), etc.
	+ “Job Assignment Sheet” listing where judges & scorekeepers work
	+ List of which buzzers go to which room, check off as they arrive. Runners to get the buzzers to the right room. *If a team forgets their buzzers, tell the tournament*

*director* ***immediately*** *so they can make necessary adjustments*

* + Teams & Playing Schedule sheet. Check off each team as they arrive.
	+ Team registration sheets. One for each team with the team name written in ahead of time. Have coaches, players, judges & scorekeepers sign in. (Typed registration form). **Each team should bring these with them names typed in.**

*As team coaches sign in****, ask*** *them if they remembered these items:*

* + name signs for school & players ( if not, direct them to supplies for making signs)
	+ AGQBA handbook with rules & clarifications including updates
	+ reference materials – reminder, these must be in the room with team
	+ judge & scorekeeper – look at “Job Assignment Sheet” to see where they go.  *If a team does not have a judge & scorekeeper with them, tell the tournament director* ***immediately***
	+ **score sheets and challenge forms for the coach(es), and pencils for players**

*As the team signs in,* ***collect*** *the following items:*

* + AAA certification form
	+ buzzers
	+ typed reg. form (additional items required by AGQBA)

*Clip all forms for the team together & place in a folder. When registration is complete, give the folder to the tournament director or adult in charge of paperwork for the day.*

***Give*** *the team a packet (folder or envelope) containing the following items:*

* + Teams & Playing Schedule
	+ Job Assignment Sheet
	+ Map of tournament site – if needed
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Other items as instructed at AGQBA host meeting)