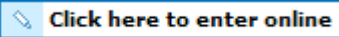


ACTIVE ONLINE REGISTRATION VIA TOURNAMENT PLANNER

STEP BY STEP SET UP GUIDE

Who	Where	Online Registration set up steps
Tournament Director	Active	<p style="text-align: center;"><u>Step 1 – Create an Active User Account</u></p> <p style="text-align: center;">Create an Active user account at https://regonline.activenetwork.com/marketing/event/getstarted.aspx?parentid=272326&subaccountwithuser=1</p> <p>Go to the Account Tab > Account Information and click Edit to complete all 3 sections (* Note, in Billing Contact Information you will be asked to enter a valid credit card to verify your account. This credit card is a security measure and will in no way be ever charged. If you have any concerns in regards to this please contact the Active Network on 03 8862 6358 or email au-support@activenetwork.com **Please also note that the next section you will complete, Account Defaults, is where you will enter your bank account details that will ensure your registration fees are paid on time each month)</p> <p style="text-align: center;">*** The above steps only needs to be completed the first time you publish a tournament from TP</p>
Tournament Director	Tourn Planner	<p style="text-align: center;"><u>Step 2 – Publish and View your Tournament</u></p> <p style="text-align: center;">Open TP and create your tournament by going Tournament>New</p> <p style="text-align: center;">Publish your tournament from TP by going Internet>Publish</p> <p>When you get to the ‘Payment’ tab enter your Active account Username and Password, in addition to listing your preferred credit card descriptor (CC descriptor) This is important as it will dictate what players see on their credit card statement after they register and pay for your tournament. (*Note, please only enter 18 characters in this field as this is all that banks display on credit card statements)</p> <p>Check that your tournament published correctly to the TP site by clicking ‘View this tournament on the web’ in the left hand menu of TP</p>
Tournament Director	Active	<p style="text-align: center;"><u>Step 3 – Market/Promote your Event!!</u></p> <p style="text-align: center;">Log in to your Active Account by going to www.activenetwork.com.au and clicking on client log in (Once logged in to your account you will see the various tournaments that you have published)</p> <p>Go to the Email Invitations tab at the top and follow the prompts to create an email contact list and an actual email to promote your tournament. ** Note you can send unlimited emails from your Active account at no charge.</p> <p style="text-align: center;">** Full instructions on how to use the Email Invitations tool (including instructional videos) can be found at http://forums.regonline.com/forums/post/4040.aspx Alternatively, contact the Active Melbourne Office on 03 8862 6358.</p>

Players	Tourn Planner	<p style="text-align: center;"><u>Step 4 – Player’s Entering online</u></p> <p style="text-align: center;">Players access your tournament home page and click on the Enter online button  (Players complete the entry process and their payment is processed)</p> <p style="text-align: center;">Players receive 2 confirmation emails: Confirmation Email 1 comes from Active and confirms the player’s payment Confirmation Email 2 comes from TP and confirms the player’s overall registration</p> <p style="text-align: center;">(** Note, as a Tournament Director you should always pretend you are a player and go through the online registration process once your tournament is published, just like you would closely check a hard copy entry form before you sent it to the printers!)</p>
Tourn Director	Tourn Planner	<p style="text-align: center;"><u>Step 5 – Tourn Director Imports Players to TP</u></p> <p style="text-align: center;">Tourn Directors goes to Internet>Entries in TP and follows the quick and easy steps to import all online entries (Each player receives a further email advising them that the Tourn Director has imported their entry)</p>
Tourn Director	Active	<p style="text-align: center;"><u>Step 6 – Accessing Reports</u></p> <p style="text-align: center;">Tournament Directors can access reports directly from TP, but can also access many additional reports from their Active Account. To log back into your Active account go to www.activenetwork.com.au > Client log in > Enter username and password.</p> <p style="text-align: center;">Once you are in your Active Account you can click on any of your tournaments and access many different reports. If you have any trouble finding the information you need you should contact the Active office at au-support@activenetwork.com of 03 8862 6358.</p>
Tourn Director	Active	<p style="text-align: center;"><u>Step 7 – Submit Refunds (if required)</u></p> <p style="text-align: center;">Tourn Directors have the ability to refund players directly to their nominated credit card via the Active system. Instructions on how this can be done will be provided on request. Please note that a processing fee of 6.5% applies to refunds so you should take this into account when you set your tournament refund policy</p>

KEY FEATURES/COSTS

- Easy to use for both Tournament Directors and Players!
- Online registration enabled automatically when your tournament is published
- Only cost is a per registration processing fee of 6.5% plus \$1 (minimum \$4)
- Processing fee includes all credit card charges, in addition to full access to Active system for reporting, emarketing and web site tool
- Support available from Active Melbourne office