



How to Set Up an Event or Tournament in Trackie for Registration

Ready for use December 10, 2019

Reminders:

- The Trackie registration system with sanction approval will be ready for use December 10, 2019. All 2020 events must be set up in Trackie
- The Trackie system will automatically check that anyone registering for a tournament is a member of Racquetball Canada (and, in some cases, their province). If someone is not a member, they will be prompted to purchase or renew their membership. For an overview of the fees and structure for membership, please click here: <https://racquetballcanada.ca/membership/>
- In order to become a member, each person is required to sign off on a waiver or acceptance of risk (it depends on the age of the participant). These documents cover both Racquetball Canada and its member provinces as well as all events that are sanctioned by Racquetball Canada or its member provinces.

How to Videos:

- This document is designed to supplement the video instruction provided by Trackie, please watch the video link below and then review the notes within this document
- Event set up specific to Racquetball:
- General overviews of the system: From the Trackie page <https://www.trackie.com/online-registration/>, click on the “how we can help” 90 second video to get an overview of the system, there are also short videos underneath this video that provide information on how to add an event, how to manage an event and several other videos to help you get oriented. These are generic in nature but will help you get a sense of how the system works.

1. How to find Trackie online

- www.trackie.com is the general site, once there click on TrackieReg for event registration OR to go directly to event registration go to <https://www.trackie.com/online-registration/>
- The link to create and find events is also accessible on the Racquetball Canada website: <https://racquetballcanada.ca/hosting-events/>



2. How to create an event in Trackie

- Once here <https://www.trackie.com/online-registration/> you will need to either login (top right) or create an account if you don't have one already
- Once you are logged in, click on Add Event and be sure to select Racquetball from the drop-down menu under type
- Trackie will automatically check to make sure that the tournament director (the person whose name is associated with the tournament) is a Racquetball Canada member. If not, they will be prompted to renew and purchase their membership before being able to continue with the tournament set up. For insurance to be valid for the event, the tournament director must be a member of Racquetball Canada.
- This information sheet is specifically for tournaments, but the event system is also set up to support the sale of tickets (for awards banquets for example), registration for coaching clinics and other events
- Once your event is set up, there are several functions you will be able to use including:
 - Create customized online registration form.
 - Communicate with your registrants.
 - Export your data at anytime.
 - Create matches/brackets for your tournament.
 - And much more . . .
- Work through the required questions and fields to set up your event. Once it is approved as a sanctioned event, it will be public, and registrations will be accepted. The sanction section is explained below

3. How to complete the sanction section

- This section has been added to ensure that every tournament has insurance coverage and an emergency action plan as well as to limit date conflicts between events. The completion of this section provides the documentation required by our insurer if an accident or incident occurs.
- Before your tournament/event goes public (i.e., is added to the list of tournaments on the Racquetball Canada website and can accept registrations), it must be first approved by Racquetball Canada. This approval is all done online and should not take more than 3 business days (likely much faster, but this depends on staff availability).
- In the future, there will be an opportunity to set up leagues and lessons through Trackie and have them sanctioned; however, for the 2020 season, the only events that will be sanctioned are tournaments
- There are two additional documents needed for sanction approval 1) proof of insurance and 2) completion of an Emergency Action Plan (EAP)
 - i. Proof of insurance is selected from a drop-down menu from the options provided by PSO or provided by NSO. If you are from BC, ON, NS, NL, PEI select provided by NSO, if you are from AB, SK, MB, QC or NB select provided by PSO

