



DESTINATION
IMAGINATION®



ALABAMA

2019-2020 REGISTRATION GUIDE



USING [REGISTRYOURTEAM.ORG](https://registryourteam.org)

INTRODUCTION

It is that time of the year – time to register your teams for the 2020 Regional Tournament!

The following is a guide to get your team, Team Managers, Team Members, and Appraisers registered online for your Regional Tournament. It can be completed by Team Managers or the School Coordinator, whichever is traditional for you.

We are happy to announce that we have use a made-for-DI system that puts everything online:

www.RegisterYourTeam.org

Thank you so much and we look forward to another great year of Destination Imagination!



INFORMATION CHECKLIST

You will need the following information to start your team's registration:

- A valid Team Number** | *purchased at ShopDI.org (e.g. 102-12345)*
- Team Challenge** | *the name or category of the Challenge your team is solving this season*
- Level** | *Elementary, Middle, Secondary, University Level, or Rising Stars!*
- Team Name** | *teams are encouraged to create one, but it is optional*
- School/Organization Information** | *school's or organization's name and county*
- School Coordinator Contact Information** | *name, email address and phone number*

STARTING THE REGISTRATION PROCESS

- 1** Go to RegisterYourTeam.org and sign-in using your DI Account.
- 2** From the Dashboard, click "Start a new registration..."
- 3** Fill in the Basic Team Information. Click "Save and Continue."
- 4** Select the appropriate Region Tournament you are registering for. See the Region Map to the right if you are unsure as to which Region you are located.



REGISTERING TEAM MANAGERS

Team Managers add themselves to the system by signing up at the following address:

www.registeryourteam.org/manager

If you are the Team Manager, you can fill out this form yourself and you'll be instantly added as Team Manager for your team.

Once all Team Managers and Assistant Team Managers appear on your Team's Registration page, click the button that says "Everyone here? Click to mark this section complete." Don't worry, you can always edit these later if you need to.

BACKGROUND CHECKS

Starting this season, we now require background checks for all Team Managers and Coordinators as these individuals have the most direct access to all our DI participants. We will be using Sterling Volunteers to process these checks.

As a registered Team Manager or Coordinator, you will get an invite to have a background check directly from Sterling Volunteers. Please complete their process and then answer "Yes" to the registration question when your check is complete.

If you are not a School Coordinator, skip the rest of this page and continue.

SCHOOL COORDINATORS

If you are handling the team registrations for your school, but would like your Team Managers to be able to edit their team's registration or add Appraisers, then you can add them as an administrator for their team to give them access.

▶ **Click "Edit Basic Information."**

Found at the bottom-right hand corner of the Basic Information box on a Team's Registration Page.

▶ **Add the Team Manager's DI Account email address as an Administrator, then, click "Save and Continue."**

Located at the bottom of the Basic Information editing page

For your convenience, we have provided a sample message that you can use to ask your Team Managers to register online:

Team Manager,

This year DI Alabama is using a new system to register our DI Teams for the Regional Tournament. In order to add yourself as a Team Manager in the system for your team, you must fill out the Team Manager Registration form found at <http://www.registeryourteam.org/manager>.

Your team's Team Number is 102-_____

When you have completed and submitted that form, please let me know and I'll make sure everything is set for you and your team!

If you have any questions about the Registration Process, send an email to register@di-alabama.org and they will be more than happy to help you.

Thanks so much!

REGISTERING TEAM MEMBERS

Team Members can be added to your team's registration in one of two ways.

1 ONLINE BY PARENT

You can ask parents to go to the website below to fill out the form online. They will need your child's Team Number.

<http://www.registeryourteam.org/participant>

For your convenience, we have supplied a letter you can send home with the team members or directly to the parent via email to explain the process. A standard version of that letter can be found at the back of this guide.

2 GATHER INFORMATION BY PAPER FORM AND INPUT IT YOURSELF

At the end of this guide, you'll find a Team Member Registration Form which you can send home with your team members. Parents complete, sign, and return it. Then, you can fill in the information for each team member via the website address below.

Note: At the bottom of the form is a checkbox to designate that you are filling in the information from a signed form. Please keep a copy of the original form on file.

<http://www.registeryourteam.org/participant>



APPRAISERS

In order to hold successful Tournaments, we need individuals who are trained and prepared to score your team! To make sure we have enough people available, all teams are required to provide a certain number of volunteers to be trained and serve as Appraisers at our Tournaments. This number can vary by Region and Tournament. *If you are unsure the number required from your team, please contact your Regional Director to find out.*

Once you have found people ready to be Appraisers, have them sign up at:

www.registeryourteam.org/appraiser

You will need to let them know:

- ▶ **The Team Number of the team they are representing, if they are representing a team.**
- ▶ **The Team Number(s) of the teams their children are on, if applicable.**

The Appraiser form is designed to help us give each and every volunteer the best experience on Tournament day. With the information they provide, we can more easily find a role for them that they will be comfortable doing and give them the best chance to have a great time!

If it would help you, we've created a sample message you can use in asking your Appraisers to fill out the form:

Hello,

Thank you so much for volunteering to be an Appraiser and represent us at this year's DI Tournaments! Without your willingness to give your time, our kids would not be gaining this amazing, creative experience and for that, we are truly grateful!

In order to sign-up to be an Appraiser, please go to **www.registeryourteam.org/appraiser** and fill out the form and survey there. It shouldn't take too long and the information you provide will be crucial to helping find the best place for you on Tournament day.

Please make note that at the top of the form are the dates and times for Appraisal Training and the Tournaments. It is crucial that you attend the Training - you will not be allowed to appraise if you are not trained.

I've included below the Team Numbers you'll need when signing up. These will let DI Alabama see what team you are representing and if you are related to any children on a DI team. They will make sure you are not asked to score your own child.

Team Number of the team you are representing: 102-_____

Team Numbers of your children's team(s):

Again, the website you need to go to is: **<http://www.registeryourteam.org/appraiser>**

Thanks for helping us with this! You've made our year!

FINALIZING YOUR REGISTRATION

Your teams' registration is complete when:

- ▶ Your team's Basic Information is in the system and accurate
- ▶ All Team Managers and Assistant Team Managers are added to their teams, and you mark that section as complete.
- ▶ All Team Members have been added, and you've marked that section as complete.
- ▶ Enough Appraisers have been added for each of your teams.
If you are unsure how many Appraisers you need for your team, contact your Regional Director.
- ▶ Your Tournament Fee has been received by DI Alabama.

After all the above is done, the website will show you that everything is good to go!

We cannot wait to see what incredible things our DI teams will bring to show us this year!



**Questions or comments? Let us know at:
register@diAlabama.org**

APPENDIX:

FORMS & LETTERS

Resources:

- ▶ **Team Member Registration Form**

If you would like to enter your team members online yourself, send this form home to parents to gather the required information about the team members

- ▶ **Letter to Parents/Instructions for Online Form**

If you would like your parents to register their child online, send this form home to instruct parents on how to access the Registration site.

TEAM MEMBER REGISTRATION

PARTICIPANT INFORMATION

Name			
Age on June 15, 2020		Current Grade	
<i>Age and Grade are used to determine eligibility for each level of competition</i>			

YOUR INFORMATION

Name			
Email Address			
Street Address		Suite/Apt/Etc	
City	State	Zip	
Phone (Primary)	(____) ____ - ____ ext. ____		
Phone (Alternate)	(____) ____ - ____ ext. ____		
Shirt Size <i>circle one</i>	Youth-S	S	M L XL 2XL 3XL

EMERGENCY INFORMATION

This information is optional, but could help expedite care in the event we cannot contact you.

Health Concerns/Allergies Information we should have available in the event of an emergency, such as current prescription medications. You may also use this space to indicate over-the-counter medications you do not wish to be dispensed to your child.	
Emergency Contact Phone	(____) ____ - ____ ext. ____

INSURANCE INFORMATION

Provider	Policy Number
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PARTICIPATION AGREEMENT

Please read this agreement and sign below to indicate your acceptance.

Liability Release / Disclaimer

I understand that the participant listed on this form will be attending a Destination Imagination Tournament.

By participation in an event by an Affiliate or Region, or other gathering related to the Destination Imagination program, the participant or participants' parents or participating guardian understands and hereby voluntarily agrees to release, waive, forever discharge, hold harmless, defend and indemnify Destination Imagination Inc., and their agents, officers, boards, volunteers, and employees from any and all liability and all claims, actions, or losses for bodily injury, property damage, wrongful death, loss of services, or otherwise which may arise out of the participant's participation in activities related to the Destination Imagination event, including travel to and from the event.

Media Release

We (I) hereby grant permission for Destination Imagination, Inc. and their licensees to publish images of activities and of this participant for the purpose of promoting Destination Imagination®. We (I) grant this permission freely without reservation.

If the participant is under the age of 18:

Furthermore, we (I) are (am) the parent(s) or legal guardians(s) of this participant and hereby grant permission for him/her to participate fully in the tournament and hereby give permission to take him/her to a doctor or hospital and authorize medical treatment including, but not limited to, emergency surgery, tests, medications or x-rays. We (I) will assume all responsibility for all medical bills, if any. We (I) understand that if medical treatment is required we (I) will be contacted as soon as possible. Should it be necessary for my child to be sent home for medical reasons, disciplinary reasons, or otherwise, we (I) will hereby assume all costs.

If participant is under 18, a parent/guardian must sign below to accept the above Agreement.

If the participant is over 18, the participant can sign for themselves to accept the Agreement.

Signature: _____

Date: ____ / ____ / ____

TEAM MEMBER SIGN-UP

Hello DI Parent,

As part of registering your child's DI team for their Regional Tournament, you will need to register him/her online as a member of their team. It is a simple process that is handled 100% online to make things as easy for you as possible.

To register your child, simply go to the website below:

www.registeryourteam.org/participant

To access the form, you'll need your child's Team Number, which is _____ - _____.

The deadline to have this submitted is _____, so please fill out the form as soon as possible!

If you have any questions about the information being asked or, feel free to email me at the email address below.

Thanks so much for all your help!

Sincerely,

Email: _____

*If you experience any technical problems with the website,
contact register@alabama.org for help.*