

TOURNAMENT REGISTRATION GUIDE

For Regions and Affiliates Using
RegisterYourTeam.org



INTRODUCTION

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

The following is a guide to get your team, Team Managers, Team Members, and Appraisers registered online for your Regional Tournament. It may only be completed by Team Managers who have cleared a DI background check.

Your Affiliate has signed on to offer a streamlined tournament registration experience with our system—RegisterYourTeam.org. You'll find the new system at:

www.RegisterYourTeam.org

The system's features include:

- ▶ A step-by-step system that simply and easily guides you through the process
- ▶ A Dashboard where you can see your team's registration status at a glance
- ▶ Modify your registration information easily after submitting
- ▶ Photo/Media Release and Volunteer Code of Conduct are now paperless. No more handing in papers at Tournaments!
- ▶ Easy ways for your team's Appraiser and/or Support Volunteer to register.

We hope this new system makes the registration process clear and straightforward.

We understand that with any change that there will be bumps and hiccups along the way. We ask for your patience as we implement this change. If there's ever anything we can do for you to make this system better, let us know. We'll take every comment under advisement for future years. You can contact us at askdi@dihq.org.

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

IMPORTANT: BEFORE YOU BEGIN!

RegisterYourTeam.org is linked to the Destination Imagination Resource Area. The following steps are required before a Team Manager can begin their registration at RegisterYourTeam.org. Purchasers/Team Coordinators may also access RegisterYourTeam.org to assist in the registration process. **They do not need a background check to access the system.**

1. The purchaser (Team Coordinator) of the Team Number(s) must log in to **resources.destinationimagination.org** and assign the correct Team Manager(s) to each Team Number.
2. The assigned Team Managers must log in to **resource.destinationimagination.org** to verify or create a DI account and start their background check for this season.
3. Once a background check is complete, their status is automatically updated to ELIGIBLE and each of the teams they are assigned to will now be available on **RegisterYourTeam.org**.

- Each Team Manager then logs into **RegisterYourTeam.org** using the same email and password they use for the Resource Area.

INFORMATION CHECKLIST

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

- ☐ A valid Team Number | *Purchased at ShopDI.org (e.g. 000-12345)*
- ☐ 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*

WHAT IS DUE WHEN?

- ▶ Team's Basic Information & Team Managers | *[insert due date]*
- ▶ Team Members & Appraisers | *[insert due date]*
- ▶ Tournament Fee | *Paid online or postmarked by [insert due date]*

STARTING THE REGISTRATION PROCESS

- Go to RegisterYourTeam.org and log in with the same email address and password that you use to access the Destination Imagination Resource Area. If you do not have an account there yet, you may get one by going [HERE](#).
- Fill in the Basic Team Information. Click "Save and Continue." Fill in the Basic Team Information. Click "Save and Continue."

REGISTERING TEAM MEMBERS

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

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.

<https://ryt.destinationimagination.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.

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.

<https://ryt.destinationimagination.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 full-day volunteers to be trained and serve as Appraisers at our Tournaments. This number can vary by Region and Tournament. *Once you begin your registration, you will see how many Support Volunteers are required by your Affiliate/Region.*

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

<https://ryt.destinationimagination.org/appraiser>

You will need to let them know:

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

The Appraiser Form on RegisterYourTeam.org 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.

Your Affiliate and/or Region may charge a fee to teams that do not provide the required Appraiser. You will be made aware of this fee during your registration process.

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 Tournament! 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 **ryt.destinationimagination.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 Appraiser Training and the Tournament. 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 the tournament organizers see what time you are representing and if you are related to any other children on a DI team. They will make sure that you are not asked to score your own child's team.

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

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

Again, the website you need to go to is **ryt.destinationimagination.org/appraiser**.
Thanks again for helping us with this! You've made our year!

SUPPORT VOLUNTEERS

Your tournament may also need individuals to help throughout the day in non-Appraising roles. These people are normally scheduled in 2-3 hour shifts. We call these people Support Volunteers. *Once you begin your registration, you will see how many Support Volunteers are required by your Affiliate/Region.*

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

<https://ryt.destinationimagination.org/supportvolunteer>

You will need to let them know:

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

The Support Volunteer Form on RegisterYourTeam.org 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.

Your Affiliate and/or Region may charge a fee to teams that do not provide the required Support Volunteer. You will be made aware of this fee during your registration process.

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

Hello,

Thank you so much for volunteering to be an Support Volunteer and represent us at this year's DI Tournament! 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 Support Volunteer, please go to **ryt.destinationimagination.org/supportvolunteer** 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.

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

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

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

Again, the website you need to go to is
ryt.destinationimagination.org/supportvolunteer.
Thanks again for helping us with this! You've made our year!

TOURNAMENT FEE

The Tournament Fee for our Tournament is [fill in fee amount] per team.

- ▶ You can pay this fee online easily and securely with RegisterYourTeam.org.
- ▶ You can also write a check or pay with a School Purchase Order. Checks should be made payable to **[Affiliate Name]**. [Affiliates should edit this line based on what they accept]
- ▶ If you would like to pay with a check or purchase order, the **Tournament Fee Form** is available at the end of this guide for your use. Please fill it out and send it in with your check to the address on the form.
- ▶ All Tournament fees should be postmarked by [insert due date].
- ▶ After that date, a [insert late fee] late-fee is added, so the Tournament Fee increases to [insert total fee] per team.

Once we have received your check, we will update your team's registration to show that it has been paid and that you are set!

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 and/or Support Volunteers 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 your Affiliate.

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: [\[affiliate contact email address\]](#)

APPENDIX:

FORMS & LETTERS

- ▶ **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.

- ▶ **Participant 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.

- ▶ **Tournament Fee Form**

To send in with your check. Useful for your and your school's financial records.



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:

<https://ryt.destinationimagination.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,

My Email: _____

If you experience any technical problems with the website,
contact askdi@dihq.org for help.



REGISTRO DE PARTICIPANTE

NÚMERO DE EQUIPO: _____ (Se rellena el Facilitador de Equipo.)

Puede enviar esta información en línea en www.RegisterYourTeam.org/participant utilizando el Número de Equipo anterior. Si no puede enviarlo en línea, rellene este formulario y devuélvalo al Facilitador de Equipo.

INFORMACIÓN DE PARTICIPANTE

Nombre	Apellido
Género: ☐ Mujer ☐ Male ☐ Otro	
/ /	
Fecha de Nacimiento (mm/dd/yyyy)	Grado Actual

INFORMACIÓN DEL PADRE/GUÁRDIAN

Nombre	Apellido	
Dirección de correo electrónico		
Dirección ()	Ciudad/Estado ()	Código postal
Teléfono (primario)	Teléfono (alternativo)	

INFORMACIÓN DE EMERGENCIA

Preocupaciones de salud / Alergias
Información que debemos tener disponible en caso de una emergencia, como medicamentos recetados actuales. También puede usar este espacio para indicar los medicamentos de venta libre que no desea que se le dispensen a su hijo.

Teléfono de contacto de emergencia : ()

El número de teléfono de la persona con la que debemos contactar en caso de una emergencia si no podemos comunicarnos con usted a los números anteriores. Incluya el código de área y las extensiones (si es necesario).

ACUERDO DE PARTICIPACIÓN

Liberación de responsabilidad / Exención de responsabilidad

Entiendo que el participante que aparece en este formulario asistirá a un Torneo de Destination Imagination.

Al participar en un evento por parte de un Afiliado o Región, u otra reunión relacionada con el programa Destination Imagination, los padres o guardianes del participante o participantes entienden y por la presente aceptan voluntariamente liberar, renunciar, dar de baja para siempre, eximir de responsabilidad, defender e indemnizar a Destination Imagination Inc., y sus agentes, oficiales, juntas, voluntarios y empleados de cualquier responsabilidad y todas las reclamaciones, acciones o pérdidas por lesiones corporales, daños a la propiedad, muerte injusta, pérdida de servicios, o de otra manera que puedan surgir de la participación del participante en actividades relacionadas con el evento de Destination Imagination, incluyendo viajes hacia y desde el evento.

Exención General de Medios

Nosotros (yo) otorgamos permiso para que Destination Imagination, Inc. y sus licenciarios publiquen imágenes de actividades y de este participante con el propósito de promover Destination Imagination®. Nosotros (yo) concedemos permiso libremente sin reserva.

Si el participante no ha cumplido 18 años:

Además, nosotros (yo) somos (soy) los padres o guardianes legales de este participante y por la presente le otorgamos permiso para que participe plenamente en el torneo y por la presente damos permiso para llevarlo a un médico u hospital y autorizar tratamiento médico incluyendo, pero no limitado a, cirugía de emergencia, pruebas, medicamentos o radiografías. Nosotros (yo) asumiremos toda la responsabilidad por todas las facturas médicas, si las hubiera. Nosotros (yo) entendemos que si se requiere tratamiento médico, se nos contactará lo antes posible. En caso de que sea necesario que mi hijo sea enviado a casa por razones médicas, disciplinarias o de otra manera, nosotros (yo) asumiremos todos los costos.

Guía para la creación de Pins

En el caso de que deseemos crear pins, aceptamos adherirnos a todas las pautas establecidas por Destination Imagination, Inc. y mi (nuestro) Afiliado con respecto a la creación de pins. Estos incluyen, por ejemplo, evitar la infracción de los derechos de autor y utilizar proveedores con licencia. Se puede encontrar un resumen de estos requisitos en www.destinationimagination.org/pin-vendors.

TOURNAMENT FEE FORM

TM/Coordinator Name	
School/Organization	
Region	[insert Region or Affiliate Name]

TEAM NUMBER(S)

MAILING ADDRESS
<i>Send this form and payment to:</i> Enter Region/Affiliate mailing address

CHECKS PAYABLE TO:
<i>Destination Imagination</i> <i>[Affiliate]</i> or Region Name Here

List all team numbers below for the teams' fees that are being paid at this time.

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Total # of Teams: _____	x \$X	= \$ _____
	x \$X (if postmarked after due date)	= \$ _____
TOTAL:		