



# Early-bird Registration FAQ

## Overview

In regions where there is a high density of teams, it can be difficult for teams to register for events. Some events fill within minutes after the event opens for registration. Teams then wait by their computer when the next event is scheduled to open and register the second the event opens. This compounds the problem. The Early-bird and standard registration periods will help reduce this problem.

- The Early-bird registration period is from when registration opens, until **6-weeks** prior to the event. It provides preferential registration to teams that have registered for events subject to the conditions in the table below.
- The Standard registration period begins immediately after the Early-bird registration period. It allows any team to register and fill the remaining capacity of the event.

## Registered Users System Flow

| ID  | Condition                           | Banner Message   | User  | Able to Register |
|-----|-------------------------------------|--|---|------------------|
| 1.1 | Prior to Event Registration Opening | "This event will open for registration on [Early-bird Registration Date] for Early-bird Registration, and [Standard Registration Date] for all other teams."                                 | All Teams, including Event Partner Teams  | No               |
| 2.1 | During Early-bird Registration      | "Early-bird Registration Now Open for EP teams and teams who have not yet registered for multiple events this season. All other teams may register starting on [Standard registration date]" | Event Partner Teams   | Yes              |
| 2.2 |                                     |  | Teams that registered for 1 other event or no other events                                      | Yes              |
| 2.3 |                                     |  | Teams that are on the wait list for other events, but have not registered for more than 1 event | Yes              |
| 2.4 |                                     |  | Teams that registered for multiple workshops, and 1 other event or no other events              | Yes              |
| 2.5 |                                     |  | Teams that registered for a league and 1 other event or no other events                         | Yes              |

| ID  | Condition                                | Banner Message  | User  | Able to Register |
|-----|--|---|---|------------------|
| 2.6 |  |   | Teams that registered for an invitational only event and 1 other event or no other events | Yes              |
| 2.7 |  |   | Teams that have registered for 2 or more events   | No               |
| 3.1 | During Standard Registration             | "Registration now open until [Registration Closed Date]"  | All Teams   | Yes              |
| 4.1 | After Registration Closed Date           | "Registration is now closed because today is past the registration deadline date."                              | All Teams, including Event Partner Teams  | No               |
| 5.1 | Once Event Registration reaches capacity | "Registration is now closed because this event is filled to capacity; you may add your teams to the Wait List." | All Teams, including Event Partner Teams  | No               |

## FAQ

**Q: When does the Early-bird registration period start?**

A: As soon as the event is open for registration, given that it is more than six weeks prior to the event.

**Q: When does the standard registration period start?**

A: Six weeks prior to the first day of the event.

**Q: Who can register during the Early-bird registration period?**

A: There are two groups that are eligible for Early-bird registration:

1. The Event Partner's teams
2. Teams that have registered for no more than one other event.

**Q: Can the Event Partner register their teams during the Early-bird registration period, even if they have previously registered for 2 other events?**

A: Yes, the Event Partner is able to register their own teams to their event during the Early-bird registration period, no matter how many other events they are already registered for.

**Q: Who can register during the standard registration period?**

A: All teams can register during the standard registration period until the capacity of the event is met, or if the number of teams per organization set by the Event Partner is reached.

**Q: Does putting your team on the wait list of another event count as one of your events?**

A: No, Early-bird eligibility will only look for teams who have registered for another event.

**Q: Does an invitational only event, league, workshop or scrimmage count as one of your events?**

A: No, invitational only events, leagues, workshops and scrimmages do not count to your limit of 1 other event.

**Q: What is an invitational only event?**

A: Each event partner is allowed to host a closed event, if they host another equal or larger event that is open to all teams. The open events will follow the Early-bird registration rules, but the closed event will not.

**Q: If a team has not paid the event fee, will that event count as one of the events?**

A: Yes, you will not be able to register during the Early-bird period if you have registered for two other events, even if you have not paid for one or both of those events.

**Q: Do you have to pay the REC Foundation Team Registration before registering during the Early-bird registration period?**

A: Yes, all teams must have officially registered and paid for their REC Foundation team registration before registering for events, even during the Early-bird period.

**Q: Can the Event Partner manually add teams other than his/her own during the Early-bird period?**

A: Yes, but for only eligible teams. The Event Partner will get an error message if trying to add a team that has already registered for two or more events.

**Q: Can the Event Partner register all of their own teams?**

A: The Event Partner must still follow the Qualifying Criteria registration rules and abide by the organization and team percentage rules.

**Q: If the event fills to capacity during the Early-bird registration period, what happens next?**

A: As soon as the event fills to capacity, no other team will be able to register for the event, whether it is during the Early-bird registration period or the Standard registration period.

**Q: Can a team put themselves on the wait list during the Early-bird registration period?**

A: The wait list should only be used once the event has filled to capacity. It does not give priority to teams that put themselves on the wait list during the Early-bird registration period for Standard registration.

**Q: Can you swap with another team who has registered during the Early-bird registration period?**

A: Swapping with another team in your organization can only be done during the Early-bird registration period if the team that is swapping in is eligible for Early-bird registration.

**Q: Is Early-bird for one team per organization or for all teams in each organization?**

A: Each team is considered a unique team for Early Bird and each team is counted separately. This means if team 0000A has registered for two events, it is no longer eligible for Early-bird Registration, but if team 0000B has only registered for 1 event, it is still eligible for Early-bird Registration.

**Q: Can I shop around for events that have entered the standard registration time frame?**

A: Yes, you can register additional teams in any event that has moved from Early Bird to Standard registration.

**Q: As an event partner is there anything special I need to do relating to the Early Bird Program?**

A: The EP has nothing special except to have an event approved by their Regional Support Manager.

**Q: What do I do if I have questions regarding the Early Bird registration program?**

A: Please contact your Regional Support Manager.

**Q: Can I opt-out of the Early Bird Program?**

A: No. This is a requirement for the 2018-2019 season.

**Q: Can I eliminate the Early Bird program by setting the registration open period to 6-weeks before the event?**

A: No, as that would violate the requirement that all events must be open for registration 8 weeks prior to the event.

**Q: What happens if my event does not fill to capacity?**

A: As with all events, you can reach out to any eligible team to fill the event spots during Standard registration.

**Q: Do completed events (past events) that my team has registered for count toward Early-bird registration count?**

A: Yes, all events in the current season count, even events that have completed.

**Q: Can Event Partners still “pre-register” their own teams for their own event before the registration period opens?**

A: No, however, Event Partners can register their own teams during the Early-bird registration period.