

## Instructions for Using Reser's TOC Online Entrant Registration

1. To begin using the online entrant registration process, please connect to the following URL using your Web browser: <http://www.reserstoc.com>.
2. What you will see on the Reser's TOC Home page and each item's purpose:
  - a. Coaches' list: Coaches information sheet that is to be faxed to the number shown on the sheet. **All faxes must be received by 10 AM on 12/19/11.**
  - b. Scholarship list: Sheet for scholar-athlete awards. Sheet is to be faxed to the number shown on the sheet. **All faxes must be received by 10 AM on 12/19/yy11**
  - c. Tournament Invoice: Downloadable invoice that may be presented for payment of the Reser's TOC entry fee. **Payment must be received by 1/9/12 at the address shown on the invoice.**
  - d. Volunteer List: Sheet providing names of student volunteers who will attend both days of the tournament and who are volunteering to be mat escorts, scorers, timers and tappers. List is to be faxed to the number shown on the sheet. **All faxes must be received by 10 AM on 1/10/12.**
  - e. Instructions for Online Entry: This is the document you are presently reading.
  - f. Download Online Entry Form: Download a copy of the Microsoft Excel worksheet that will be the focus of the remainder of this document. **Please note: If you do not have access to Microsoft Excel, please contact Kevin Martin ([martinkev@comcast.net](mailto:martinkev@comcast.net); ((360)882-3333) to make other arrangements.**
3. The remainder of this document focuses on completion of the entry submission process.
4. The first step is to download your copy of the Roster Entry form and personalize it for your team.
  - a. To do this, pick the "Download Online Entry Form" link from the Reser's TOC home page. This form is a Microsoft Excel worksheet.
  - b. Select a location on your computer to save the form.
  - c. Open Microsoft Excel with the document.
  - d. At the top of the form in large, bold, red font is the following text, "Enter Team Name Here". Please put your team name in this cell.
  - e. Also, please take the time to read the notes at the bottom of the form.
5. Adding an Entrant
  - a. Enter the entrant's **first and last name** in the appropriate division (varsity or junior varsity). Please use the cells as shown. Do not type the entrant's full name, first and last together, in the form.
  - b. When entering a varsity wrestler, please provide seeding information: 2011-12 **varsity** wins and losses, 2011 State place finish (please note if not OSAA) and 2011 Reser's TOC place finish (**varsity ONLY**).
  - c. When entering either the 2011 State place finish or the 2011 Reser's TOC place finish, please use the following format: Place-Classification-Weight class; e.g., 1<sup>st</sup>-4A-119, 2<sup>nd</sup>-6A-135, 6<sup>th</sup>-5A-275, etc.
  - d. **Note: If you do not have an entrant in a weight class, please do not add an entrant for that weight (e.g., do not add an entrant of Forfeit) or enter any other text in that line. Simply leave that line blank.**

## 6. Changing an Entrant

- a. To change an entrant, simply edit the cells of the worksheet.
- b. If you are changing a varsity entrant, don't forget to change or remove all of the information from the prior entrant. For example, if I had entered Fred Flintstone as my varsity 119-pounder with a record of 21-3 and he was 2<sup>nd</sup>-2A/1A-119 last year in State and 1<sup>st</sup>-2A/1A-119 last year at the TOC, and I am now changing to Barney Rubble, I need to remove all of the old info for Fred and replace it with new info for Barney.
- c. You can change your roster at any time by editing the information in the form.
  - i. **Important Note:** Please ensure that no entrants are duplicated within a division (i.e., you don't have the same entrant in two different weight classes within the same division), and that you haven't entered the same entrant in both the varsity and junior varsity levels. **Above all, verify your roster for completion and accuracy each time you are ready to save it.**
  - ii. **Very Important Note: Do not wait until Wednesday, January 25, 2012, to enter your roster!** With the ability to easily update your roster, it will be in your best interest to enter a working roster early and update as the need arises.
- d. When you have made your changes, resave the worksheet.

## 7. Deleting an Entrant

- a. To delete an entrant, clear the contents of the First Name and Last Name cell for the appropriate entrant, and then remove all other information, such as season record and seeding information.
- b. When you have made your changes, resave the worksheet.

## 8. Completing the Entry Process

- a. **This is the most important part of this process! The deadline for submission of entries is 10 AM on Wednesday, January 25, 2012. We cannot stress enough the importance of this deadline. Its purpose is to allow us to properly seed the brackets at the varsity level, draw brackets for both the varsity and junior varsity tournaments, prepare tournament program, including all brackets, for distribution on Thursday evening and the tournament itself.**
- b. To submit your official entries:
  - i. E-Mail your completed Microsoft Excel worksheet as a document attachment to a note addressed to Kevin Martin. My e-mail address is [martinkevj@comcast.net](mailto:martinkevj@comcast.net).
  - ii. I will send you confirmation of receipt of your entry form as soon as I receive it.
  - iii. If you have not received a confirmation from me by noon on Wednesday, January 25, 2012, you and/or your athletic director are likely to receive a phone call from Marty Reser at that time!

9. If you need any assistance with this process, including form completion, you may send an e-mail to Kevin Martin at [martinkevj@comcast.net](mailto:martinkevj@comcast.net).

10. If you would like to test the roster submission process by sending a test roster prior to 10 AM on Wednesday, January 25, 2012, please send an e-mail to Kevin Martin at [martinkevj@comcast.net](mailto:martinkevj@comcast.net) to arrange for the test. We strongly encourage everyone to take advantage of this opportunity.