



QUESTIONNAIRE FOR TOURNAMENT CONFIGURATION

Thank you for using our services to set up your tournament on the STRONGVON Tournament Management System. We need to obtain registration details for your event before we can begin the configuration process. Use separate sheets as required. Please send the answers to the following questions to tournaments@strongvon.com, or fax to +1-408-715-1771.

Contact for obtaining tournament details	
Name: _____	Telephone: _____
Organization: _____	
Email Address: _____	Event ID: _____ (if any)

#	Question	Answer or Where to find answer
1	What is the name of your tournament?	
2	What is the first date of your event?	
3	What is the last date of your event?	
4	What is the close date and time of the online registration form?	
5	What is your preferred directory name off the strongvon.com domain? (for example, http://strongvon.com/mydirectoryname)	
6	What is the email address where email notifications of registrations should go?	
7	What is the telephone number where competitors can contact someone for assistance?	
8	What is the exact address of the location of the competition?	
9	List all divisions and the criteria that creates the brackets. Include age groups, skill levels, weight classes, and gender for each division.	
10	List all prices and end date and time for each division. Include schedules for early pricing, regular, and late pricing.	
11	List all combination pricing (if any) and their schedules for early, regular, and late pricing.	
12	List all invalid combinations (if any).	
13	What are the fields you want to collect for the competitor's personal details? (for example address, DOB, weight, academy name, emergency contacts, etc.)	
14	Do you wish to collect online registrations for offline payments such as cash and check?	
15	If you are collecting online registrations for offline payments, what message do you want to appear on the payment reminder email that the registrant receives?	

16	Do you wish to collect online registration fees using your PayPal account or using the STRONGVON credit card processing service?	
17	What message would you like competitors to see when the online registration form closes?	
18	Do you want a contact form where competitors could send a message regarding your event? The message from this form will be sent to the email address where email notifications for registrations are sent.	
19	If using the Contact Form, what message on the website would you like the visitor to see after he completes and submits the Contact Form?	
20	Do you have general directions to the event?	
21	Do you have a schedule you wish to publish for the event?	
22	Do you have any other pages of information you want to include on the registration website? (for example, official hotel details, rules, etc.)	
23	What wording do you want for the online waiver form to which the registrant must agree before submitting his registration? If none, then a generic waiver will be provided, which you can later change.	
24	Do you want the wording for the online Waiver to appear on the email confirmation of the registration? If yes, is there any modification to this wording before being included in the email confirmation?	
25	Are there special instructions or important details you want to convey to the registrant in email confirmation?	
26	Do you have a list of academy (or gym, club, team, etc.) names you wish to load into the online form so that registrants can select their academy from a list rather than type in the academy name? If yes, please send us the list of academy names.	
27	List all types of discounts you wish to offer to registrants. You can have an unlimited number of discount codes for your event.	
28	Do you wish to have restrictions configured to the divisions on your online form based on date of birth, gender, and weight? If not, the form will allow anyone to register for any division.	
29	Do you have any survey questions you wish to ask the competitor when he selects his division? Survey questions are intended to help you determine if you can move him or her to another division if there are no other competitors in the registered division.	
30	List all other links, if any, to other URLs on the main navigation? (for example, link to a main website)	
31	Do you have any special instructions you wish to convey to registrant while the registrant is completing the online registration form?	

Customer Service: Call 1-800-313-5970 (+1-408-213-9545 Outside USA) , or email sales@strongvon.com for questions about your account.