

Registration Procedures

Please follow steps 1 through 6 as listed below. For detailed instructions, see the corresponding numbers in the text.

1. Access the Tournament Registrations and Create an Account
2. Verify Correct Information
3. Review Tournament Information
4. Register Students, Entries (Events), Judges, Timers, and Meals (if available)
5. Complete the registration process
6. Enter Community Judges

1. Access the Tournament Registrations:

- Go to www.ccodebate.org
- Click on the “Tournaments” button on the CCO homepage.
- On the Tournament Information page, under the “Registration/Results” column for the desired Tournament, click the “REGISTER” button”

Christian Communicators of Ohio Tournament Information - Microsoft Internet Explorer

Address: <http://www.ccodebate.org/tournaments.php>

Home
CCO News
General Information
Individual Events
Policy Debate
Tournaments
CCA site

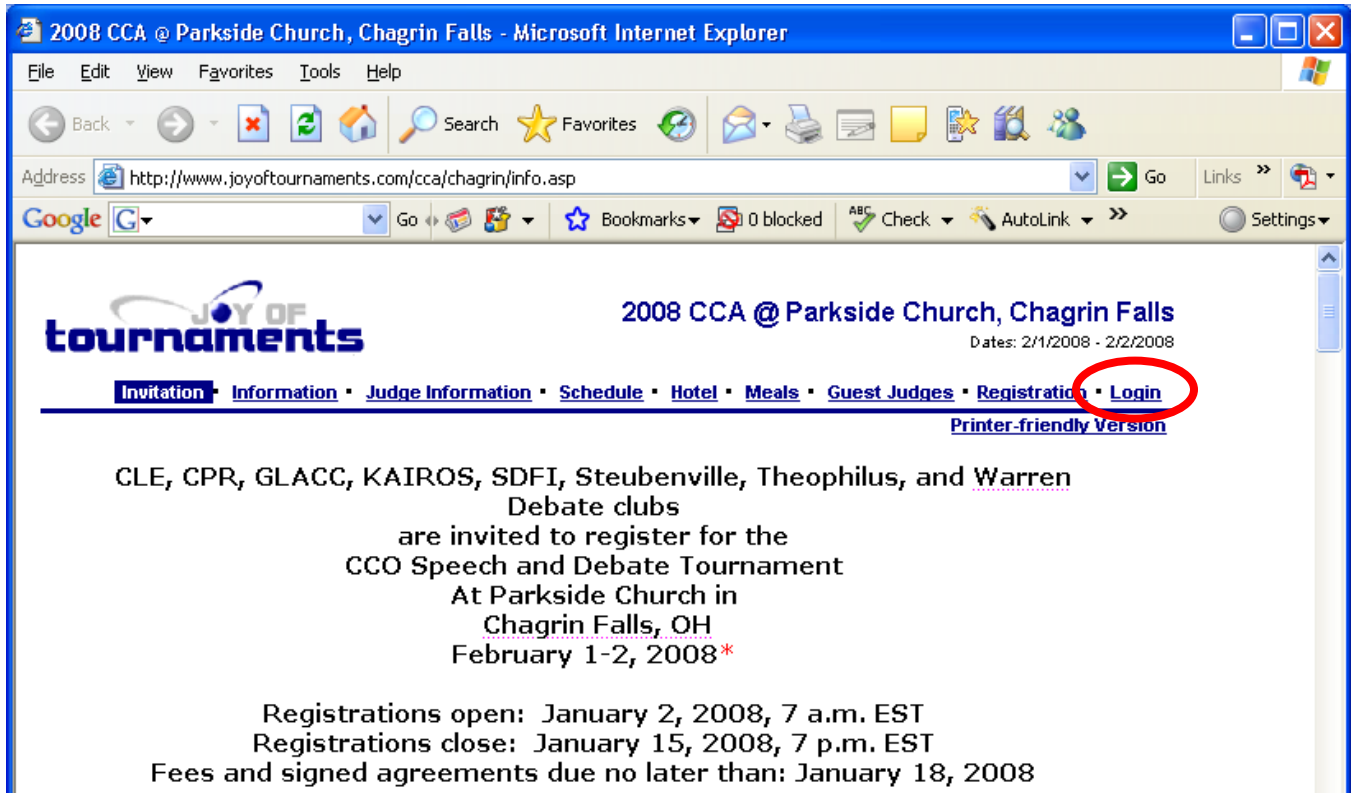
CCO
CHRISTIAN COMMUNICATORS OF OHIO

CCO Tournament Information

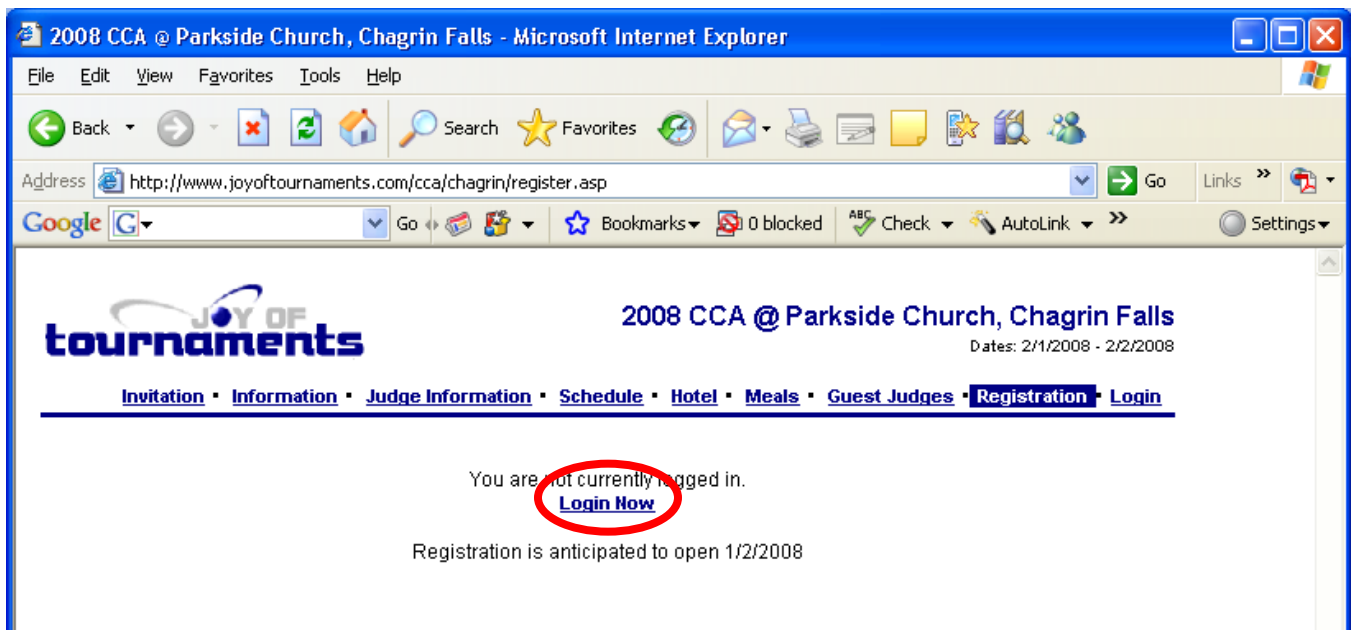
TENTATIVE 2008 Tournament Schedule:

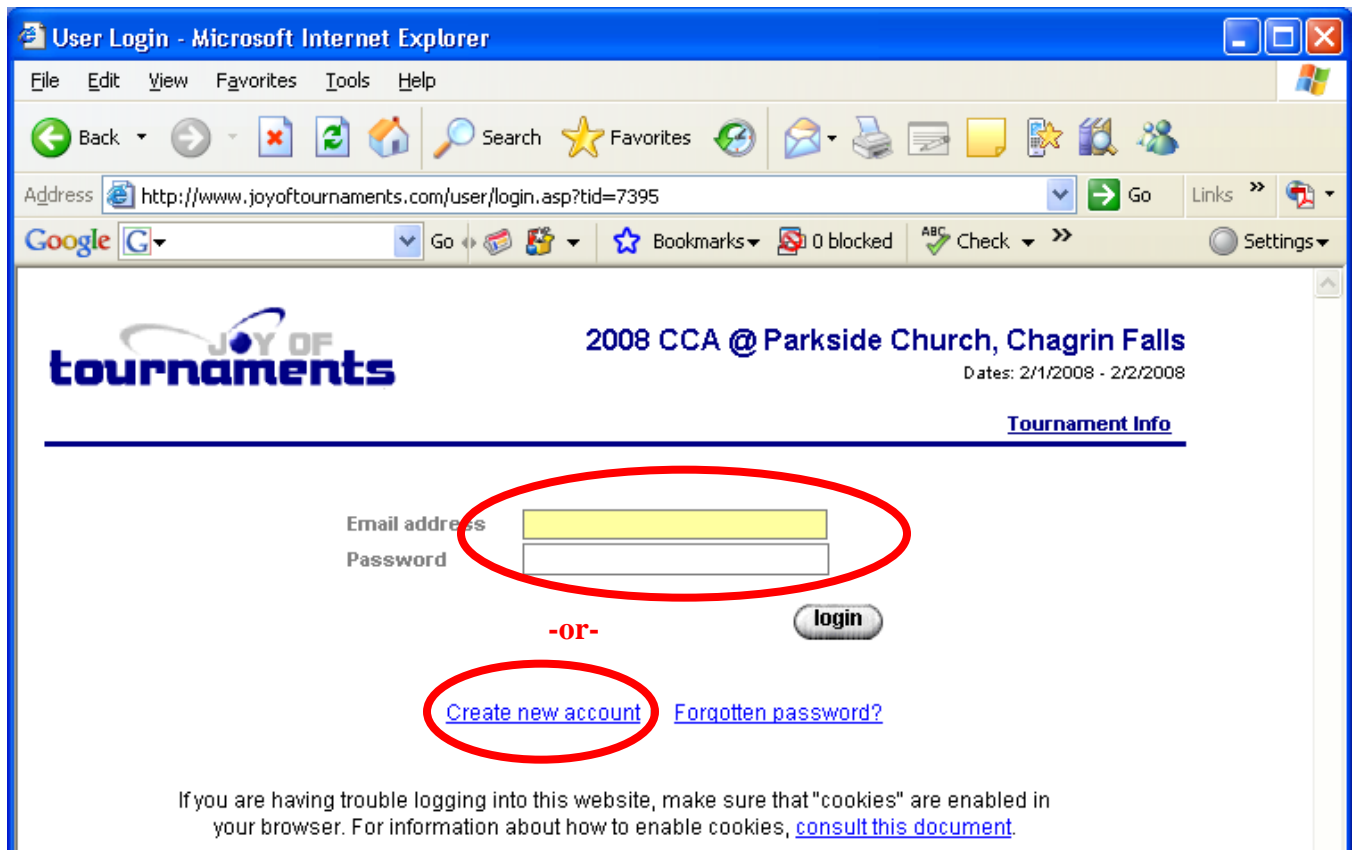
Tournament:	Club Invitations:	Registration Dates:	Tournament Dates:	Registration/Results:
Parkside Church 7100 Pettibone Road Chagrin Falls, OH 44023 (440) 543-1212	CLE, CPR, GLACC/AIROS, SDF, THEOPHILUS, STEBENVILLE, WARREN	Reg. Open: Jan 2 Reg. Close: Jan 15 Fees Due: Jan 18	Feb 1-2	Register
Upper Arlington Lutheran Church 3500 Mill Run Drive Hilliard, OH 43006 (614) 451-3736	ACE, AOSDA, IN TRUTH, QTO, SWAT, BROWN	Reg. Open: Jan 2 Reg. Close: Jan 8 Fees Due: Jan 11	Jan 25-26	Register

- The JOY of Tournaments webpage will appear, click "**Login**"



- Next, click "**Login Now**"





- All families need to be registered **individually**, rather than under a “club” registration. A coach may register all the families himself, but **must** create a **distinct** email/password/log-in for each family.
- Please edit your account for accuracy each time you register.
- **First time** registrants: click on “Create new account.”
 - In the “**Name**” field, enter the **Father’s First and Last name**. *Do not enter student names or things such as “Smith Family.”*
 - In the “**School**” field, enter your **Club name** [or your *last name* if you have no club]. **You must not enter “home” or “home school” in this field.**
 - Complete *all* fields of the form. Ensure that the email address is a valid address. Most communications are done via email. (See next page for illustration)

Microsoft Internet Explorer window: Create New Account - Microsoft Internet Explorer

Address: http://www.joyoftournaments.com/user/editacct.asp?tid=7395

JOY OF tournaments

2008 CCA @ Parkside Church, Chagrin Falls
Dates: 2/1/2008 - 2/2/2008

[Tournament Info](#)

Email address

Password **Verify password**

Name

School

Address

City, State, Zip

Phone (School)

Phone (Home)

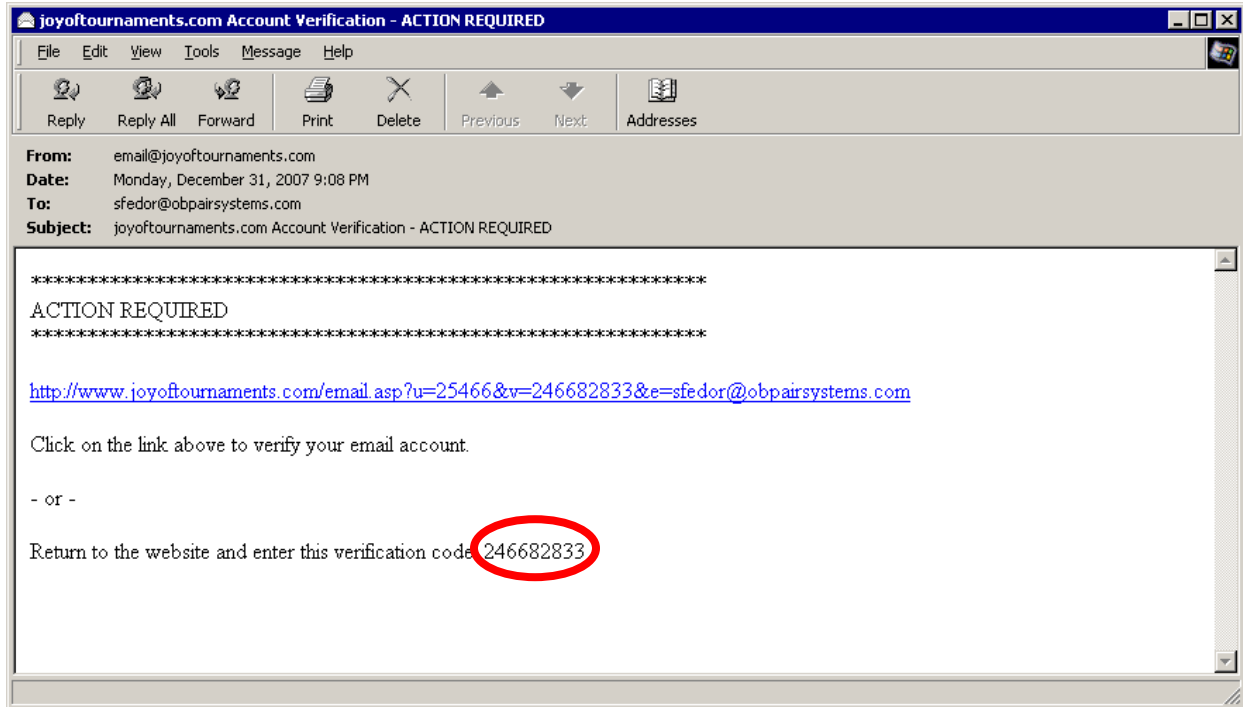
Phone (Cell)

Fax

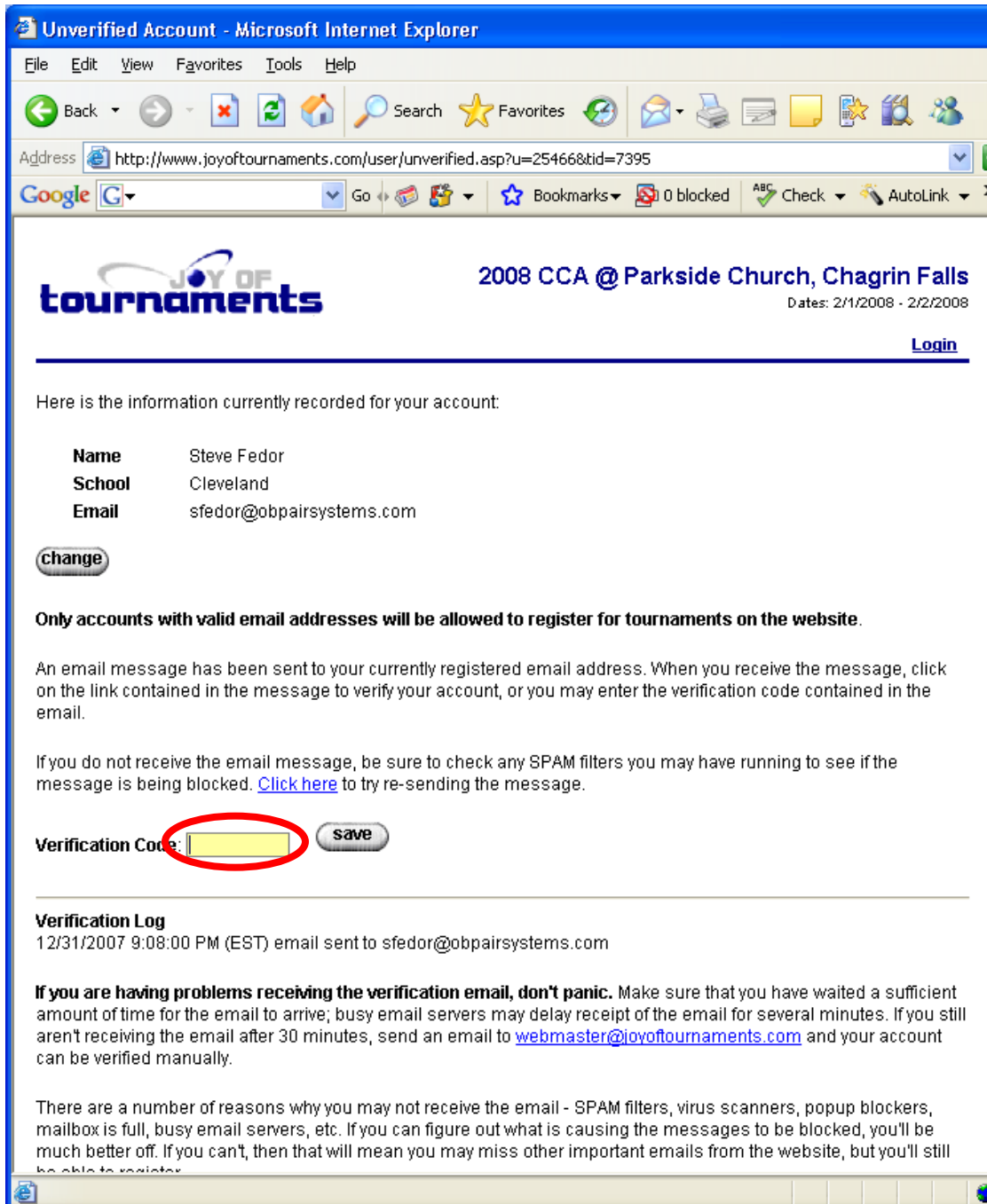
- This website is intended for use by forensic *coaches*.
- Bogus accounts will be blocked upon discovery.
- Student accounts will be blocked if complaints are received regarding the account.
- Use of an account to register for a tournament indicates consent to pay for all fees incurred and abide by tournament rules and policies.

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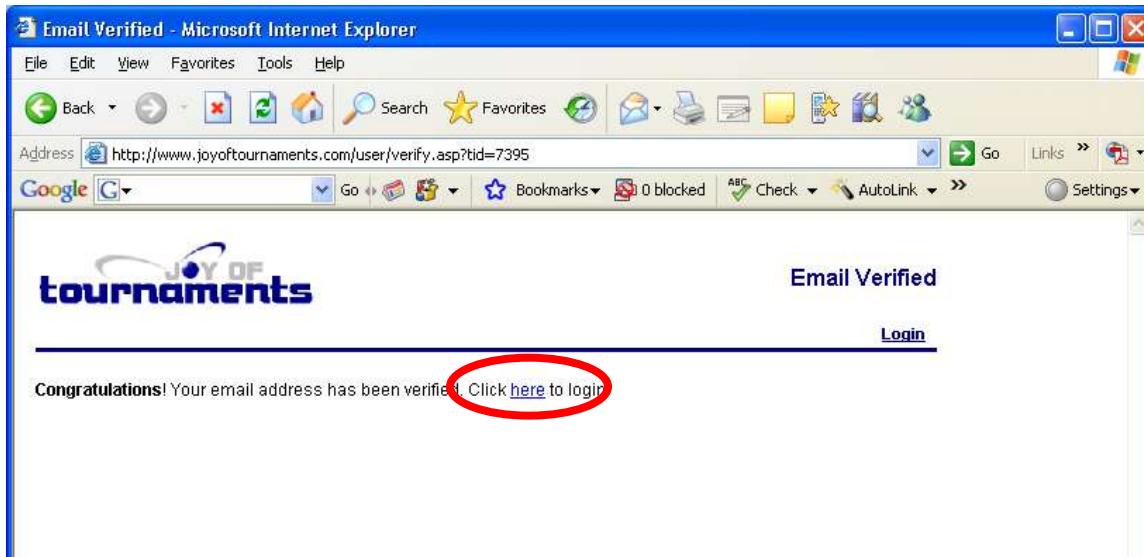
- You will receive an email at the address you entered in creating your registration. It will look like the following screen. NOTE: Leave the web site open as you retrieve the email so that you can return to it.



- Make a note of the verification code in the email and enter it into the Joy of Tournaments "Verification Code" field in the screen pictured below and click the "save" button.



- The following “Email Verified” screen will then appear. Click on the “here” link to go to the login screen.
- NOTE: If you are sent to the Joy of Tournaments home page, simply go back to the www.ccodebate.org web site and follow the above procedure from the beginning to get to the login screen. You will not have to repeat the create a new account process nor the verification process. Simply log in using you email address and the password you entered.



- **Repeat** registrants (those with accounts from prior years/tournaments): enter your email address and password on the "Login" screen and click the "login" button.

2. Verify Account Information.

Note: Everyone must verify their account information! Failure to do so may cancel your registrations.

- Click "**Manage My Account.**" (see box highlighted below)

Invitation • Information • Judge Requirements • Schedule • Hotels • Meals • Guest Judges • **Registration** • Logout



Manage My Account

On the screen that appears, click on Change Profile.

Account Home • **Change Profile** • Change Password • Change Email • Users • Registration Logout

When you click on **Change Profile**, the screen below will appear. Edit your account by the following criteria:

- In the "**Name**" field, enter the **Father's First and Last name**. *Do not enter student names or things such as "Smith Family."*
- In the "**School**" field enter your **Club name** [or your *last name* if you have no club]. **You must not enter "home" or "home school" in this field. The "school" name entered here should be the same as the one listed as your "Club Affiliation."**
- When you have verified your account entry, click "**Save.**"

□

Name

School

Address

City, State, Zip

OH ▼

Phone (School)

Phone (Home)

Phone (Cell)

Fax

cancel

- Check that your club affiliation is accurate. Each club should have one name that is used by all club members.
- Click on "[Click here to change club affiliation](#)" (see highlighted below)

[Invitation](#) • [Information](#) • [Judge Requirements](#) • [Schedule](#) • [Hotels](#) • [Meals](#) • [Guest Judges](#) • [Registration](#) • [Logout](#)



Manage My Account

Your club affiliation is: **CLEV**.

[Click here to change club affiliation](#)

- Choose your club from the pull-down menu or create a new club. Do not choose "CCO" as your club.
- Click "[Select Club](#)"

Please indicate your club affiliation on this page. If your club does not appear in the list, please use the **Create New Club** button below.

Club:

3. Review Tournament Information:

Read all information as listed on the links at the top of the registration page:

- **Invitation**—registration dates and tournament location information, etc...
- **Information**—events offered, judging requirements, etc...
- **Judge Requirements**—specific instructions for registering judges
- **Schedule**—tentative tournament schedule
- **Hotels**—suggested hotels with reserved rooms
- **Meals**—food offered for this particular tournament
- **Guest Judges**—registration site to enter recruited community judges

4. Register Students, Entries (Events), Judges, Timers and Meals (if available):

Click on the [Registration](#) link.



- Click on the “**Students**” tab at the top of the page.
- Click on “**Manage Squad**”.



[Manage Squad](#)

Add student information in the fields as seen below.

First Name	Last Name	Class
<input type="text"/>	<input type="text"/>	-- select grade level -- <input type="button" value="v"/>
<input type="button" value="Add Student"/>		
Instructions: Enter the name of a student, then press the <i>Add Student</i> button. The table below lists the current entries. To edit (or delete) an existing student, click on a student's name.		

Sort names by First Name Last Name Class

Inactive Students Show Hide

- Click “**Add Student**”.
- Continue adding students until you have added all of your family's competitors.
- Registrants from prior years may copy last year's squad. See link at bottom of the screen.
- Click on “**Registration**” to return to the main page.

[Registration](#) [Logout](#)

First Name	Last Name	Class
<input type="text"/>	<input type="text"/>	-- select grade level -- <input type="button" value="v"/>
<input type="button" value="Add Student"/>		
Instructions: Enter the name of a student, then press the <i>Add</i>		

Student button. The table below lists the current entries. To edit (or delete) an existing student, click on a student's name.

- Click on the “**Entries**” tab.



Entry

Judges • Fees

Account Details

The top of this page lists the students you have entered in the tournament. You may change the list of events in which a student is competing by clicking on the student's name with your mouse.

Sort names by: First Name Last Name

Student	VTD	NTD	EXT	IA	IM	PER	POI	PR	JV	INF	JV	PR	JR	PR
Mary Doe														

Signup Sheet

[Click here to signup for meals](#)

The bottom portion of this page lists students that are not currently signed up for the tournament. To enter a student in the tournament, click on the student's name with your mouse. When a student is signed up for one or more events, their name will appear in the table above.

Non-participating squad members

John Doe

HINT: If you want to enter a student in one of the events and their name does not appear on this page, press the **Squad** tab at the top of this page to add their name. Then you can return to this page and assign them to an event.

- Click on each **student's name**. A new screen will appear.
- If you do not readily see a student's name, scroll down to the bottom of the page and you will see where the students are listed as “**not participating.**” Click on the student name to add their entries.

First Name	Last Name	Class
John	Doe	Sophomore

TEAM DEBATE

VARSITY TEAM DEBATE with

NOVICE TEAM DEBATE with

INDIVIDUAL EVENTS

- EXTEMPORANEOUS
- IMPROMPTU APOLOGETICS
- IMPROMPTU
- PERSUASIVE
- PROGRAMMED ORAL INTERP
- PROSE
- JV INFORMATIVE
- JV PROSE
- JR PROSE

cancel

- Check the boxes of the events they are entering.
 - Select the partner (for team events). The partner must be registered already for their name to appear in the pull-down menu.
 - Choose the "class" of the participants. For those in lower levels, do not enter the "class".
 - Click "Save."
 - Continue this process until all students are entered in their events.
- **If Meals are offered, click on "Click here to signup for meals."**
- Enter the quantities of the meals you desire to order.
 - **Meals ordered must be paid for along with the tournament registrations.**
 - **No changes may be made after registrations are closed.**
 - Click "Save."

Meals

Description	Day	Each	Quantity
Turkey Club Sandwich (Lunch)	Friday	\$5.00	<input type="text" value="0"/>
Chicken Wrap (Lunch)	Saturday	\$5.00	<input type="text" value="0"/>

- Click on the "**Judges**" tab.



- Only *parent* judges are to be entered on the Tournament Registration "Judges" Tab.
- **Community** Judges are to be entered on the "Guest Judges" link located at the top of the registration page. (see instructions for entering Community Judges)
- To fulfill your judge requirements, enter both parents as judges. Community Judges used to fulfill your judge requirements are to be entered on the "Guest Judges" link (see #6 below). [If you have only one student participating, then only one parent must be entered to judge.]
- Each parent must be entered separately. [*not* Bob and Sue Smith] To add the second parent, repeat the procedure above.
- **Parent judge entries must be completed before the student registrations close.**
- Parents are expected to be available to judge the entire tournament. If this is not possible, additional judges must be recruited to cover this need.
- There is a maximum of two judges required per family. Hosting clubs, however, have a separate requirement of Community Judge recruiting to cover the additional judges needed. (see the Judge Coordinator)

Judge

Club: CLEV

Entry • Timers • Fees

add

Judge	Notes	TD	IE	Fri	Sat
John Doe	IA judge	X	X	X	X
Totals		1	1	1	1

Judging Requirements

Category	Students	Required	Provided	Uncovered
Team Debate			1	
Individual Events			1	

Event	Entries
VARSITY TEAM DEBATE	0
NOVICE TEAM DEBATE	0
EXTEMPORANEOUS	0
IMPROMPTU APOLOGETICS	0
IMPROMPTU	0
PERSUASIVE	0
PROGRAMMED ORAL INTERP	0
PROSE	0
JV INFORMATIVE	0
JV PROSE	0
JR PROSE	0

- Click “add.” The screen below will appear.
 - **Complete all fields.**
 - Choose your club affiliation from the pull-down menu.
 - "Profession, Experience, and Background" will be posted at the tournaments as the judge bios.
 - List as "Conflicts" those you should not judge. (i.e.: list students other than your own family that are too close for objective evaluation by you)
 - Check the boxes indicating "Days Available"
 - Check the boxes indicating "Judging Pools"
 - Debate judges are expected to be available both days of the tournament
 - IE judges are expected to be available all day on Saturday
- Click "Save."

	First Name	Last Name
	<input type="text"/>	<input type="text"/>
Street Address	<input type="text"/>	
City, State, Zip	<input type="text"/>	<input type="text"/>
Phone (day)	<input type="text"/>	
Phone (evening)	<input type="text"/>	
Email	<input type="text"/>	
Club Affiliation	No affiliation <input type="button" value="v"/>	
Profession, Experience, Background	<input type="text"/>	
Conflicts	<input type="text"/>	
Is this the judge's 1st tournament?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Will the judge attend the judge's orientation?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Notes	The orientation is designed to further the understanding of parents and others in Debate and/or Individual Events. The orientation is required for first time judges. <input type="text"/>	

Days Available

- Friday
- Saturday

Judging Pool

- Team Debate
- Individual Events

- **Click on "Timers" tab**
- **Click on "add" button**



On this page, list each of the timers that you will be bringing. To change the information for a timer, click on the timer's name with your mouse.



- *If your student is participating in a Limited Prep Event, you are expected to enter a timer who is available to time at least one round of IEs.*
- **Timers should be 12 years of age or older.**
- A parent may be entered as both a timer and a judge.

Name

Street Address

City, State, Zip

Phone

Email

Age (If timer is not an adult)

5. Complete the registration process.

- Click on "**Fees**" tab.



- **Print the Fee page.**
- **Sign the agreements (both students and parents), and send it along with your fees to the address on the fee page. (Note the deadline)**
- **Registration fees and meal payments may be submitted in the same check.**
- **Registrations are not completed until the fees and signed agreements have been received by the treasurer.**

Fees

[Entry](#) • [Judges](#) • [Student Fee Worksheet](#)

Event	Entries	Each	Total
	Entry Fees		\$0.00

Other Fees	Quantity	Each	Amount
	Other Fees		\$0.00

Total Fees Due			* \$0.00
-----------------------	--	--	-----------------

* **NOTE:** The fees shown on this page are preliminary totals and are subject to change. The totals here may not reflect drop fees and/or judging fees for which you may also be responsible. An official receipt

may be obtained at registration.

On-line registration does not complete the registration process. Registrations are not completed until fees and signed agreements are received.
Fees and signed agreements must be received by January 13, 2006.
Drops after registrations are closed are not eligible for refund.

Please print this fee statement, sign it (signifying your agreement) and send it with your fees (made payable to CCO) to:

CCO Treasurer, P.O. Box, Your City, Your State, Your Zip

In order to participate in the Tournament, the following statement must be affirmed in writing.

Affirmation

I, the undersigned, have read the Christian Communicators of Ohio (CCO) Mission Statement, Statement of Faith, and Code of Conduct. (http://www.ccodebate.com/cco_general.htm).

I affirm general agreement with these documents and agree to comply with the CCO Code of Conduct. If I disagree with or fail to abide by the Code of Conduct, my family agrees to withdraw from CCO and CCO events.

I also affirm that: The participating student(s) are home educated and meet the age requirements as specified in the CCO Debate Standards and IE Divisions and Eligibility.

By signing below, I further agree to release CCO (the organization) and CCO leaders (and their families) from all liability.

Parents:

PrintName _____ Signature _____

PrintName _____ Signature _____

Participant(s):

PrintName _____ Signature _____

PrintName _____ Signature _____

PrintName _____ Signature _____

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- For registration questions, please email the tournament registrar (email address is on the fee page.)
- Click "**Finish**" tab.



You may return to this website after you logout and make changes to your entry up until the time the registration. You will need your email address and password to access your entry again.

6. Enter Community Judges

- Click on "**Guest Judges**" link.



2006 CCO @ Cleveland, OH

Invitation • Information • Judge Requirements • Schedule • Hotels • Meals • **Guest Judges** • **Registration** • Logout



- Enter the guest judge email address in the required field.
- The same password may be used for all of one's community judge entries, if the recruiter is entering the community judge registration.

Use this page to sign up as a **Guest Judge**. The steps to this process are as follows:

1. You will be asked to provide contact information.
2. You will be asked to indicate what times you can be available to judge.
3. You will be asked to indicate the events you would prefer to judge.

To begin this process, please provide your email address in the box below.

Email address:

-
- List restrictions (those students not to be judged) in the **restrictions** field.
 - List your name (as the recruiter) and email address in the **recruited by** field.
 - List experience and background of the Community Judge in the **notes** field.
 - List Apologetics/Christian training of the Community Judge in the **notes** field.
 - Click "**Next.**"

Judge Registration

Step 1: Provide Contact Information

Email address

Alternate Email address

Name

Address

Address (line 2)

City, State, Zip

Daytime Phone

Alternate Phone

Best Time to Contact

Type

Restrictions

Notes:

Profession/ Experience/ Background:

Alabama

Volunteer

*Please indicate if you are a pastor/elder/deacon/church leader

-
- Select times the community judge is available.

- **Click Next Step.**

Judge Registration

Step 2: Select Available Times

Below is a list of the times when judges are needed.
Please indicate the times you can be available to judge.

Time	Events
Friday	
<input type="checkbox"/> 8:00AM - 10:45AM	Debate Round 1
<input type="checkbox"/> 9:45AM - 12:15PM	Debate Round 2
<input type="checkbox"/> 12:15PM - 3:30PM	Debate Round 3
<input type="checkbox"/> 2:30PM - 5:45PM	Debate Round 4
<input type="checkbox"/> 4:45PM - 7:30PM	Debate Round 5
Saturday	
<input type="checkbox"/> 8:00AM - 10:45AM	Debate Round 6
<input type="checkbox"/> 9:45AM - 12:15PM	IE Round 1
<input type="checkbox"/> 11:15AM - 1:30PM	IE Round 2
<input type="checkbox"/> 1:30PM - 4:15PM	Debate Round 7
<input type="checkbox"/> 3:15PM - 6:00PM	IE Round 3
<input type="checkbox"/> 5:00PM - 7:30PM	Debate Finals

Next Step

- **Select Preferred Events by checking the boxes for the events desired to judge.**
- **Click "Next Step."**

Judge Registration

Step 3: Select Preferred Events

The following events will be offered at the tournament. Please indicate which events you would *prefer* to judge by checking the appropriate boxes below.

Note: we will accommodate your event preferences where possible; however, we reserve the right to place you in other events if we have needs in other events or your availabilities are not appropriate for your selections.

I *prefer* to judge the following events:

VARSITY TEAM DEBATE

- NOVICE TEAM DEBATE
- EXTEMPORANEOUS
- IMPROMPTU APOLOGETICS
- IMPROMPTU
- PERSUASIVE
- PROGRAMMED ORAL INTERP
- PROSE
- JV INFORMATIVE
- JV PROSE
- JR PROSE

Next Step

- **Review the confirmation of what you have entered.**
- **Change any details by clicking the "Change Details" button.**
- **Press the "Finish" button.**

Thank you for agreeing to judge.

You have indicated that you prefer to judge the following event(s):

VARSDITY TEAM DEBATE
IMPROMPTU APOLOGETICS

Please note that these preferences will be accommodated when possible; however, we reserve the right to assign you to other events.

You have indicated that you can be available to judge at the following times:

Friday 9:45AM - 12:15PM
Saturday 9:45AM - 12:15PM
Saturday 5:00PM - 7:30PM

If you need to make changes to either the events you prefer to judge or the times you can be available, you may do so by pressing the **Change Details** button.

If this information is correct, please press the **Finish** button below.

Finish

- **Click** the bullet showing agreement to abide by CCO Tournament Rules.
- **Click** **Submit Application**.

Statement of acceptance

I agree to abide by the decisions and conditions of the tournament host.

I agree

I disagree

Submit Application

- **Review the information page.**
- **Thank you for recruiting and entering a Community Judge for the Tournament!**

Thank you for agreeing to judge.

What happens next?

Your application will be reviewed and a tournament official will email you prior to the tournament regarding the status of your application.

Can I get additional information about the tournament?

Use the links at the top of this page for details about the tournament. Most of the information provided here is geared toward participants, but some of the information may be useful to you as well.

Need to make changes to your information?

If your availability should change or you need to make other adjustments to the information you have provided, you may come back to this website and update your information. Use this judge page to enter your email address and password and you will be able to make changes to your registration. Click here to make changes to your information.