



Event Registration Guide

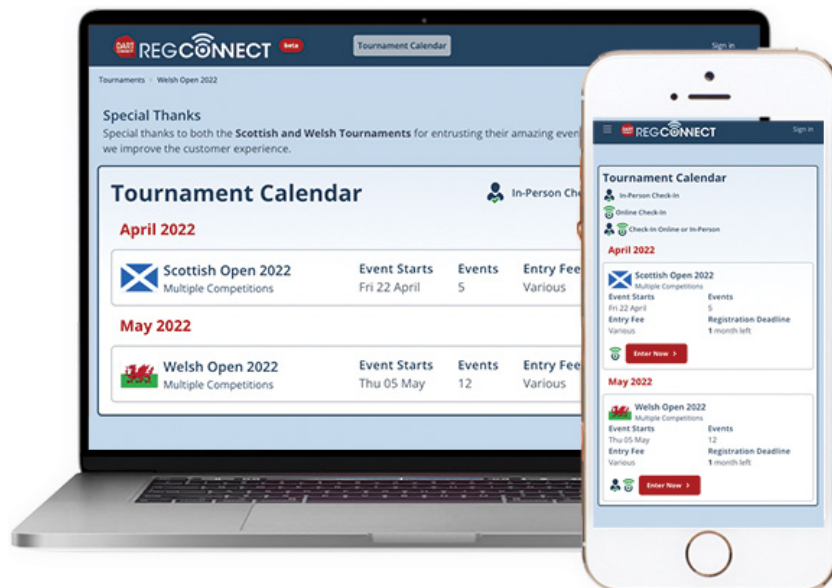
The most important part of any competition is the **player list**. Whether you use online pre-registration or onsite registration (or both), there are always 2 stages to accepting entries for DartConnect powered events:

- 1) Creating a master list of ALL players in attendance
- 2) Registering players for individual competitions

Player Registration Options:

1. RegConnect Online Entry and Payment
2. Onsite Player Self Registration Kiosks & Cashier Station
3. “Master Player Lists” for Tours & Series with Repeat Participants
4. Onsite “Desk Check-In”
5. CSV file upload
6. Reusable Player Lists

NEW! RegConnect - Online Registration & Payment
reg.dartconnect.com



RegConnect enables players to register and pay online for competitions. Players can enter multiple competitions, enter their doubles partner and even enter friends into other events, all in a single visit.

RegConnect can be used in conjunction with onsite registration as well, providing players with two options for enrolling in events, reducing player payment queues. Players can now register from their hotel room or venue lobby!

Currently, events using RegConnect must have a PayPal Merchant Account. Additional options are coming soon. If you are interested in exploring online registration, please indicate this when you submit the DartConnect Event Request Form.

For tournaments that offer pre-registration ONLY: the staff has the option of requiring onsite or check-in to confirm participation. If this option is used BEFORE the draw, it will avoid unnecessary BYES. If it is used AFTER the draw, floor officials will have to inform the remaining player and process a FORFEIT.

Onsite Event Registration Kiosk & Cashier Station

With a few tablets and a PC, you can set up an onsite registration system **that replaces traditional paper entry slips.**



How it works:

1. On dedicated tablets, players select an event and their name (plus a partner for team events).
2. Players then proceed to the cashier station for staff to confirm registration and payment on a PC.
3. Additional tablets and PCs can be used for larger events

Pro Tip: DartConnect recommends practicing this registration process in a "dress rehearsal" using the custom practice tournament. Familiarity with this system avoids the first potential bottleneck when there is a rush of entries.

“Master Player Lists” for Tours & Series

If you are conducting a series of competitions with repeat participants, DartConnect recommends creating a “Master Player List” that requires players to only register for the first event they attend.

How it works:

- A player list is created for your first event using standard registration, manual entry or csv file upload
- After the first event, this list becomes the “Master Player List”
- Each subsequent event will have this list automatically included with any new entries, or player edits carried forward
- This list will last indefinitely and can also be used for any event that has a large number of repeat players

Optional Onsite “Desk Check-In”

If required, you can confirm players for individual events using the optional “Desk Check-In” system.

How it works:

- First, add all eligible players to the player list for any individual event. This can be done with RegConnect, the Kiosk/Cashier system or manual selection
- Activate the “Check In” feature in the player list tool to display a checkbox for each player
- As players report to the desk, staff confirm their participation
- When the competition is created, only confirmed players will be included in the draw

ProTip 1: Large events should set up multiple check-in stations and divide players by surname groups (use signs such as “A-E”, “F-J” etc to direct players). Assign a “traffic director” to direct players and minimize queues.

ProTip 2: Assign someone to handle “special cases” such as missing entries, misspelled names, etc. to prevent delays.

“Reusable” Player Lists

You can request DartConnect to re-use a player list from any prior event. This can be a “Master List” used for a tour or series or any individual event player list.

This is ideal for events where repeat participants can be converted to a “Master Player List” if needed frequently.

This is **NOT** recommended for events with significant player fluctuation.

.CSV File Upload

If you have already compiled a player list or have your own pre-registration system, DartConnect will provide a custom spreadsheet template for you to provide your list for upload.

[Download .CSV Template](#)