



TOURNAMENT DETAILS

- TEAM ENTRY FEE IS \$865.00 MUST BE PAID IN FULL DURING REGISTRATION
- REGISTRATION OPENS JANUARY 1ST 2020
- ENTRY DEADLINE IS FRIDAY MARCH 13TH -THIS TOURNAMENT SELLS OUT EARLY EVERY YEAR SO DIVISION(S) COULD CLOSE EARLIER
- FULL PAYMENT IS REQUIRED WITH REGISTRATIONS, NO SPOTS WILL BE HELD, NO EXCEPTIONS

TOURNAMENT DETAILS

- ALL TEAMS WILL RECEIVE A FREE PIZZA AT OUR TOP SHELF PUB AFTER YOUR FRIDAY GAME
- ALL TEAMS RECEIVE A CASE OF BEER AFTER EACH REGULAR ROUND GAME
- CHAMPIONSHIP PRIZES, TEAM MANAGER PRIZES, RAFFLE PRIZES AND HOCKEY TRIVIA PRIZES
- 3 GAME GUARANTEE, 1 GAME FRIDAY, 2 SATURDAY, CHAMPIONSHIP GAMES SUNDAY MORNING.
- **GAMES START AT 3:00 ON FRIDAY**
- ALL PLAYERS MUST BE USA HOCKEY REGISTERED FOR THE 2019/20 SEASON
- ALL PLAYERS MUST BE 18 YEARS OF AGE OR OLDER BY THE START DATE OF THE TOURNAMENT
- GAMES WILL BE PLAYED AT KENSINGTON VALLEY ICE HOUSE AND HARTLAND ICE HOUSE
- BOTH ARENA'S HAVE A BAR ON SITE

NO FIGHTING NO CHECKING

DISCOUNTED HOTEL ROOM BLOCK

COURTYARD BY MARRIOTT
7799 CONFERENCE CENTER DRIVE

BRIGHTON, MI 48114

810-225-9200

\$119 FOR 2 QUEENS

RESERVATIONS MUST BE MADE BY MARCH 3RD, 2020



Click the info button to the left or copy & paste the link: https://www.marriott.com/event-reservations/reservation-link.mi?id=1575995903629&key=GRP&app=resvlink



FOLLOW US ON SOCIAL MEDIA





REGISTRATION INSTRUCTIONS

TOP SHELF SPRING CLASSIC



STEP #1: LOG IN/ CREATE AN ACCOUNT

CLICK ON THE STAR BELOW



The star should redirect you to the log in page pictured to the right. If not, the link is pasted below.

https://events.teamsnap.com/registrations/7F12oivgyd7 T3bQDOe6AymUcXyAZMQyflBoHTrGgWeqgThUg2G

The Team Snap tournament app is not the same as the Team Snap Team app * teamsnap

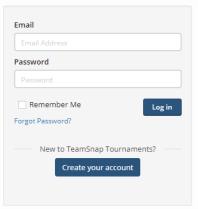


Top Shelf Spring Classic Adult Tournament by Game Time Mgt, LLC

Sign in to register for events, update roster information and manage your teams and athletes across events!

Advantages of your account

- Quicker Registrations
- ✓ View Payment History
- ✓ Track Your Season Points
- ✓ Manage Team's Roster
- ✓ Add Team Time Conflicts



STEP #2 READ CAREFULLY!



- If you did not have a log in already, you would need to create an account according to the previous step. Once you are logged in you will be directed to a page with information about the tournament on the left column
- READ THE INFORMATION BEFORE REGISTERING
 USING THE FORUM ON THE RIGHT (Same information is included in following slides)

TO REGISTER YOU WILL NEED:

- TEAM NAME
- DIVISION SELECTION: SELECTION GUIDELINES WILL BE LISTED, IF YOU HAVE QUESTIONS PLEASE CALL ME TO HELP!
- JERSEY COLOR: IF UNKNOWN PLEASE LIST TBD AND UPDATE LATER

TO REGISTER YOU WILL NEED: PAYMENT

- CREDIT CARD: FULL PAYMENT MUST BE MADE TO COMPLETE YOUR REGISTRATION. TEAM SNAP ADDS A PROCESSING FEE ABOVE THE REGISTRATION COST (\$34)
- TO AVOID THE FEE YOU CAN PAY ME USING THE VENMO APP, CASH OR CHECK. YOU MUST CONTACT ME (810-499-4756) IF YOU WOULD LIKE TO MAKE AN OFFLINE PAYMENT (VENMO/CASH/CHECK). ONCE I HAVE RECEIVED YOUR PAYMENT IN FULL, I CAN CREATE A "TEAM CODE" FOR YOU TO USE ON THE TEAM SNAP TOURNAMENT REGISTRATION SITE TO COMPLETE YOUR REGISTRATION.
- ALL REGISTRATIONS MUST BE COMPLETED ON THE TEAM SNAP TOURNAMENT APP
- NO SPOTS CAN BE HELD A COMPLETE ONLINE REGISTRATION IS THE ONLY WAY TO GUARANTEE YOUR SPOT

TO REGISTER YOU WILL NEED: ROSTER

- YOU WILL BE REQUIRED TO ENTER AT LEAST ONE PLAYER TO YOUR ROSTER TO COMPLETE YOUR REGISTRATION. TEAM MANAGERS THAT ARE PLAYERS NEED TO ADD TO THE ROSTER AS WELL, SYSTEM DOES NOT ASSUME MANAGERS ARE PLAYERS.
- TEAM MANAGERS ARE RESPONSIBLE TO UPDATE THEIR TEAM ROSTER AS KNOWN. YOU WILL BE ABLE TO LOG BACK INTO YOUR ACCOUNT TO MAKE CHANGES.
- THE ROSTER SYSTEM WILL REQUIRE:
 - PLAYER'S VALID USA HOCKEY NUMBERS (READ NEXT SLIDE)
 - PLAYER'S FIRST AND LAST NAME
 - PLAYER'S PHONE NUMBER
 - PLAYER'S EMAIL

USA HOCKEY # REQUIREMENTS

- ALL PLAYERS ARE REQUIRED TO HAVE A VALID USA HOCKEY #
- CAN BE LOOKED UP WITH DOB AND ZIP @ USA HOCKEY REGISTRATION WEBSITE (AT BOTTOM OF SLIDE)
- THIS NUMBER IS A 9-DIGIT NUMBER FOLLOWED BY FIRST 5
 LETTERS OF NAME
- VALID #S WILL HAVE A "0" AS BOTH THE 4TH AND 5TH NUMBER.



DIVISION SELECTION GUIDELINES...

It is advised that you place your team based on the experience of your strongest players as opposed to your weaker players.



Tournament Director reserves the right to place teams in the proper division



ALL DIVISIONS ARE NON-CHECK DIVISIONS

DIVISION SELECTION GUIDELINES: WOMEN

<u>ADVANCED REC</u> – Team is comprised mainly of travel league players, comparable to MSWHL Division 0-2. Players that have 5 + years of experience, high school or college exp that are seeking competitive play. (4 TEAM SLOTS)

RECREATIONAL – Team is comprised of mostly recreational/ house league level players or MSWHL division 3-4. Although some players may have 5+ years of playing experience (either as an adult or a youth), this experience is not to have exceeded the adult novice, or beginner youth levels. These teams may be comparable to traditional low "C" or "D" level adult house league teams. This division may be split into two separate divisions dependent on stats of teams enrolled. (12 TEAM SLOTS - THIS DIVISION MAY BE SPLIT INTO 2 POOLS)

NOVICE/BEGINNER OVER 21 - Team is entirely comprised of entry level adult players Although a small number of players may have 5+ years of beginner adult experience, the majority of the team consists of adult players with 1-5 years of entry level playing experience. This division may be split into two separate divisions dependent on stats of teams enrolled. (6 TEAM SLOTS)

DIVISION SELECTION GUIDELINES: MEN OVER 21

RED DIVISION OVER 21 ADVANCED REC – Team is comprised of primarily advanced level players 21 years of age and older. Players may have Junior A, B, C, Non-Varsity College (ACHA), Midget Major, Prep or Varsity High School playing experience. Teams may be comparable to traditional high "B" or low "A" level adult house leagues. (4 TEAM SLOTS)

<u>WHITE DIVISION OVER 21 Rec</u> – Team is comprised primarily of experienced adult players 21 years of age and older with intermediate level skills. Some players may have high school, competitive midget or Junior C playing experience. These teams may be comparable to traditional high "C" or low "B" level adult house league teams. (8 TEAM SLOTS)

BLUE DIVISION OVER 21 Novice – JUST EXPANDED TO 12 TEAMS -Team is comprised primarily of less experienced adult players 21 years of age and older. A few players may have up to high school playing experience, but most of the team has limited youth playing experience or several years playing as an adult. These teams may be comparable to traditional "C" level adult house league teams. (12 TEAM SLOTS - THIS DIVISION MAY BE SPLIT INTO 2 POOLS)

DIVISION SELECTION GUIDELINES: MEN OVER 30 & 40

OVER 30 ADVANCED REC – Team is comprised of players 30 years of age and older.. These teams may be comparable to traditional Tier 1 or 2/A or B adult house league teams. (4 TEAM SLOTS)

<u>OVER 30 REC</u> - Team is comprised of adult players 30 years of age and older. With a mixture of players that may have 5+ years of beginner adult experience and adult players with 1-5 years of entry level playing experience. For teams that play in Adult B C or D levels. (4 TEAM SLOTS)

<u>OVER 30 NOVICE</u> – Team is entirely comprised of entry level adult players 30 years of age and older. Players should be beginners and novice skill level. Players would be suitable for a Rec house C or D teams, especially teams with a median age of over 40 players. (4 TEAM SLOTS)

<u>OVER 40 REC</u> - NEW DIVISION THIS YEAR - Team is comprised of adult players 40 years of age and older. No age exceptions will be made. With a mixture of players that may have 5+ years of beginner adult experience and adult players with 1-5 years of entry level playing experience. For teams that play in Adult B C or D levels. (4 TEAM SLOTS)

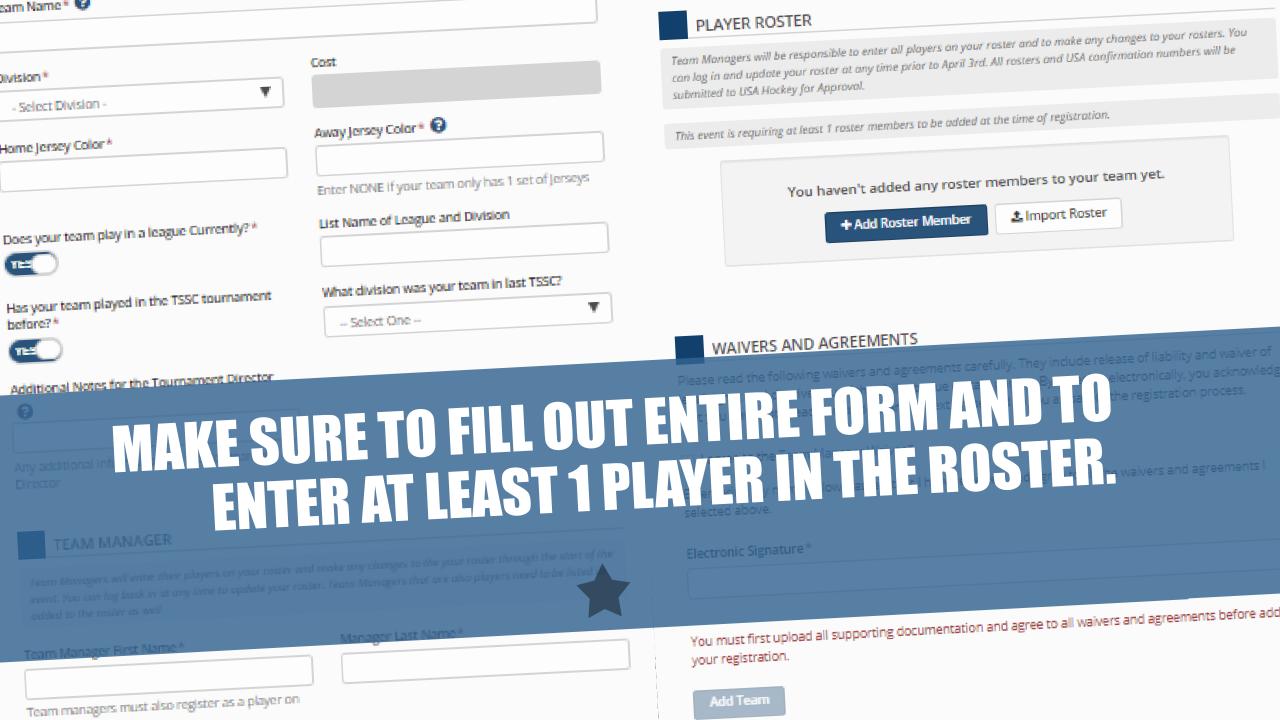
STEP #3 REGISTRATION FORM

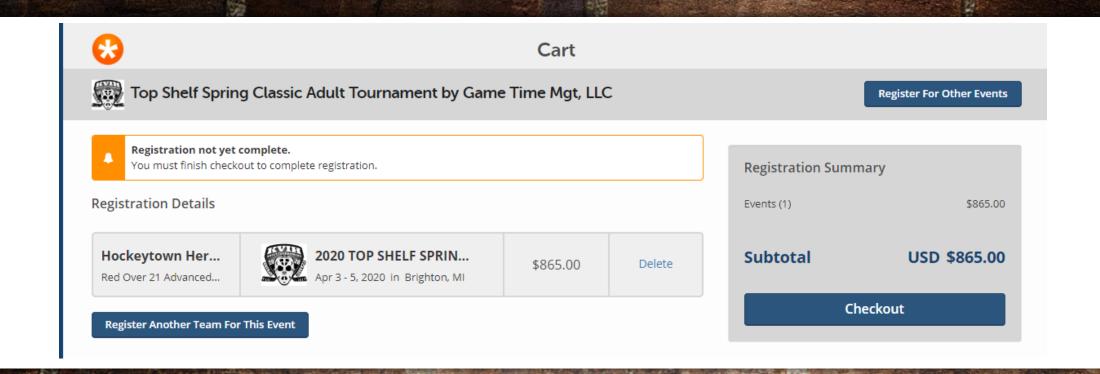


FILL OUT THE FORM



- ONCE YOU SUCCESSFULLY LOG IN YOU WILL HAVE BEEN DIRECTED TO THIS PAGE. WE THEN ASKED YOU TO READ ALL THE INFORMATION ON THE LEFT (THE PREVIOUS SLIDES).
- NOW IT IS TIME TO FILL OUT THE FORM ON THE RIGHT
- IT IS REQUIRED TO SUBMIT AT LEAST 1 PLAYER (WE RECOMMEND THAT MANAGERS WHO ARE ALSO PLAYERS USE THIS FORUM TO ADD THEMSELVES AS PLAYERS FIRST)

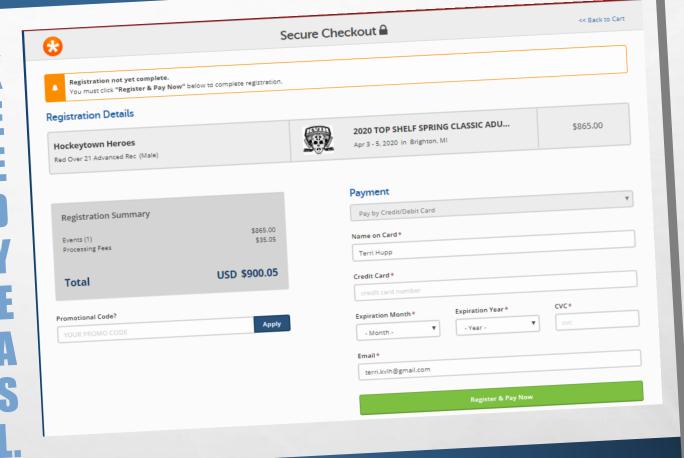




ONCE YOU CLICK "ADD TEAM" YOU SHOULD SEE THIS PAGE (YOUR REGISTRATION DETAILS WILL BE DIFFERENT, THIS IS AN EXAMPLE TEAM) NEXT: CLICK "CHECKOUT" UNDER THE SUBTOTAL



ONCE YOU CLICK "CHECKOUT", YOU WILL BE **DIRECTED HERE. FILL OUT THE CLICK "REGISTER & PAY**





REGISTRATION IS COMPLETE, BUT WAIT!

NID YOU ENTER YOUR ENTIRE ROSTER AT REGISTRATION:

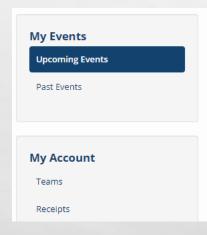


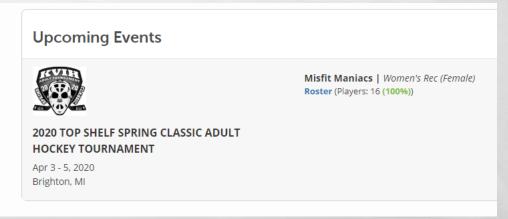


ENTERING ROSTER POST REGISTRATION: STEP #1



- THE SYSTEM DOES NOT REQUIRE YOU TO ENTER YOUR ENTIRE ROSTER AT REGISTRATION/ENTRY, BUT YOU NEED TO HAVE THE ROSTER UPLOADED BY MARCH 13TH
- IF YOU DID NOT ENTER THE ENTIRE ROSTER WHEN REGISTERING, FIRST STEP IS TO LOG BACK INTO YOUR ACCOUNT (CLICK ON THE STAR FOR A LINK SHORTCUT)
 - THE PAGE YOU SHOULD BE DIRECTED TO SHOULD LOOK LIKE BELOW





Upcoming Events



2020 TOP SHELF SPRING CLASSIC ADULT HOCKEY TOURNAMENT

Apr 3 - 5, 2020 Brighton, MI Misfit Maniacs | Women's Rec (Female)
Roster (Players: 16 (100%))

STEP #2

CLICK ON THE ROSTER LINK UNDER THE TEAM NAME







2020 TOP SHELF SPRING CLASSIC ADULT HOCKEY TOURNAMENT

Apr 3 - 5, 2020 Brighton, MI



Print Roster

Non-Players (1)

Name

 Name
 Email
 Mobile Phone

 Terri Hupp
 Team Manager
 terri.kvih@gmail.com
 (248) 917-8088

Email

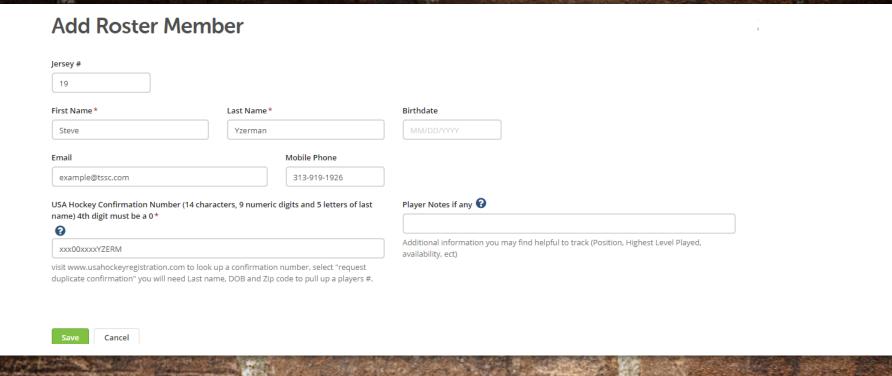
Players (16) 100% of required players for this event

 28
 Terri Hupp
 terri.kvih@gmail.com
 (248) 917-8088
 Edit
 Delete

Mobile Phone

STEP #3: CLICK ON "ADD PLAYER"





STEP #4: FILL OUT THE PLAYER FORM

Make sure to click "save" once all information is filled out. Also do this for every player on your roster.



YOU'RE DONE!

- ONCE YOU ENTERED YOUR ENTIRE ROSTER, YOU CAN CHOOSE TO PRINT THE ROSTER, BUT THIS IS NOT REQUIRED.
- THERE IS NO SUBMISSION BUTTON SO WHEN YOU HAVE ENTERED THE ROSTER YOU CAN JUST SIGN OUT.
- PLAYER'S WILL BE REQUIRED TO WRITE THEIR JERSEY NUMBER ON THE SCORESHEET BEFORE EVERY GAME DURING SIGN IN AS WELL
- MANAGERS: IF YOU ARE A PLAYER AS WELL, MAKE SURE YOU ADD YOURSELF ON AS A PLAYER TO THE ROSTER AS WELL!!

SEE YOU IN APRIL!

ANY QUESTIONS, CONCERNS, OR PROBLEMS PLEASE CONTACT
THE LEAGUE DIRECTOR ASAP!

(CLICK THE INFO ICON FOR HER CONTACT)





