

Using Online Registration to Manage Events

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I. Introduction

This document is intended to show how the MCC (MetroWest Chess Club) uses our Online registration provider, NAChessHub, to manage our events.

A weeknight chess club has specific features that it needs that one or multi-day events do not. These needs are because a week transpires between each round or set of rounds. These needed features are:

- The ability to Auto close and re-open registration for each round.
- The ability to identify new entries easily.
- The ability to easily track Bye requests, new, removed and changed.

When we were searching for an online registration vendor in early 2023, we could find no vendor had these necessary features. We discussed our needs with NAChessHub and they worked with us to provide all the features we needed to make running our weeknight events on their site work smoothly.

As a result of having a system that accommodates weeknight chess clubs, when registration for a round closes, it takes us longer to print out the pairings than it does to update SwissSys.

A key point to remember is that most Online systems are designed to:

- Get players registered and get Round 1 paired.

Once you pair round 1, SwissSys “has the truth” as people walk up to the organizer/TD and request Byes, register, drops, etc. Assuming that there is only that one event and not another event at the physical site, trying to use the online registration after the first round doesn’t really make sense.

After the first round, you can upload the results from SwissSys for all to see on the registration site.

II. Moving from what you do now to Online

You can continue to register people the way you do now as you start to accept registration online. You don’t have to go fully online only. You can gently nudge people to register online. You can make it cheaper to incentivize them as well.

Ultimately, all registrations find their way into SwissSys.

- Registration at the site or “not online” has you enter players directly into SwissSys
- When you use Online registration, a SwissSys file is created for you to use.

If you do this then all you have to do is merge your manually entered event into the downloaded online event using SwissSys. But, not the other way around as it’s more work later to be able to upload.

So, you don’t have to go “cold turkey” into online registration.

III. The Benefits of doing registration online.

A. The Players

- Club Membership can be purchased or renewed.
- Bye requests and registration are all done on-line.
 - They can register or manage Bye requests on their phone wherever they are.
- Standings, Wallcharts and Pairings are always updated on the registration site
 - We post up Projected Pairings which is our players really like as a feature of the club

B. The Organizer

- Club Membership renewal done by the players.
 - We don't have to manage membership, players join or not and pay without our help.
- Only players whose USCF membership is valid through the end of the event can register.
 - No more hunting down people to renew before the end of the event.
- Any TD can step in and take over from week to week.
 - All they need is to look at the registration site and Update SwissSys.
- No email or phone is necessary for running an event.
- No handling of cash
 - Paid by PayPal or by Credit card which will end up in the Club's PayPal account.
- Automatic event accounting provided by the registration site.
- Email notifications can be sent to all players at once from the registration site.
- Pairings can be done quickly after registration for the round closes.
- Updating SwissSys with new players and Bye changes is quick and easy.
- Multiple membership types and entry fees can be configured for each event.
- Cloning a past event to create a new event makes setting up a similar new event easy.
- Automatic play up rules and seat limitations available.
- Automatic cut-off of registration if site capacity is reached.

IV. What happens?

A. The Player

- Finds the club's listing of events on NAChessHub.
 - Your website if you have one should have a link to this page.
- Selects the Name of the event to play in.
- Selects the Section and steps through the process to register.
- Pay for registration.
- Goes to the Roster page to see all the players registered in the event.
 - From the Roster page the player can request or change their Byes.

B. The Organizer – for Round 1

- Watches the Roster page for the event on NAChessHub for registration to close
- Downloads the SwissSys file.
- Opens the SwissSys file on their computer.
- Pairs the sections.
- Prints out the Pairings.
- During or after the round, with a simple press of a button in SwissSys, the pairings and standing can be uploaded up to NAChessHub website for viewing.

C. The Organizer – for Rounds after the first round

- Watches the Roster page for the event on NAChessHub for registration to close
- Opens the SwissSys file on their computer.
- Updates the SwissSys file with:
 - New Entries shown on the Roster page.
 - Bye Request changes.
 - New requests, cancelled requests.
- Pairs the sections.
- Print out the Pairings.
- During or after the round, with a simple press of a button in SwissSys, the pairings and standing can be uploaded up to NAChessHub website for viewing.

V. Some Nitty-gritty

A. PayPal

Players pay on the registration site using PayPal or a Credit Card. The credit card is processed via PayPal so to you as the organizer, it doesn't look any different.

PayPal deducts about 2% from the transaction. Some examples:

- For an entry fee of \$32, PayPal extracts between \$1.45 and \$1.61.

If you do not intend to collect any Registration or Membership fees or have any money transactions at all, you do not need a PayPal account

B. What about those who won't pay online

Of our 90 members we have only one player who does not buy anything online. We worked around this by making a Membership type we call, MCC – PBC. PBC means Pay By Check. By prior arrangement, we will let this player enter the event for zero dollars and then deliver a check to us. This allows this player to manage his Byes online like everyone else.

VI. Miscellaneous

A. More about NACHessHub

Read the NACHessHub Info page for a more detailed list of benefits and features

- <https://www.nachesshub.com/Home/Help>

B. Alternatives:

There are other online registration systems available.

Try an internet search using this phrase:

- Online Chess Registration.

Site: Online Registration CC is used by the largest organizer in the US, Continental Chess (CCA), and hosts hundreds of events a year.

- <https://www.onlineregistration.cc/index.php>

Site: ChessRegister.com I appears that they do not charge for using their site.

<https://home.chessregister.com/>

Several sites from Europe looked interesting during our research that also did pairing online but not for USCF. One site was willing to discuss providing USCF ratings.

C. Free online posting of results

SwissSys provides free posting of you results at any time during your event. Press a button in SwissSys and Standings, Wallcharts, Pairings and more are uploaded for your players to see.

- https://www.swissys.com/event_selector.php