Instructions for Registration on forensicstournament.net

• Go to forensicstournament.net

• If you do not already have account, you will need to create one.
  o On the right side click on “signup for New Account,” (The account is free and will allow you to register your teams). You will need to enter your email address and given and family name.
  o Then go to your Profile Page and click on the “Current School” tab- here you will enter your school information.
  o While still on the profile page click on “School Roster” this will let you add your students and judges. MAKE SURE YOU ENTER THEM IN PINYIN NOT IN CHINESE CHARACTERS.

• Log into your account

• Register for the China Open
  o Click on the “Tournaments” tab
  o Scroll down and click on to “China Open 2015”
  o Once on the China Open page click on “Register”
  o Click on “Competitors to enter your students.”
    ▪ You will select a student
    ▪ Indicate the event in which they are competing: either English BP, Chinese BP or Moot Court.
    ▪ Once you choose the event there will be a drop down box where you can select their partner so that teams are registered together.
    ▪ If you do not see your student listed, click on “add new student” to enter that student’s name. MAKE SURE YOU ENTER THEM IN PINYIN NOT IN CHINESE CHARACTERS.
    ▪ Make sure you click the “save” button at the bottom of the page after entering each pair of debaters for the tournament.
  o Also enter judges here. To do so instead of the “competitor” tab click on “judges” to enter your judges.

• After this you should be all signed up for the tournament! If you need help please email Teresa Green tlgreen@willamette.edu