



### All Star Tournament Series Checklist

	Have you submitted your Certificate of Insurance listing All Star Sports Academy as “Additionally Insured/Certificate Holder” with the required amounts of coverage? Please click here for more information. <b><u><a href="#">COI</a></u></b>
	Have you filled out your Credit Card Authorization form for future payments and submitted it to Ryan Nolen <b><u><a href="mailto:RNolen@allstarbaseballacademy.com">RNolen@allstarbaseballacademy.com</a></u></b> ? Please click here to download the <b><u><a href="#">CC Auth Form</a></u></b>
	Have you submitted your roster/s for your teams? Click here for directions on how to upload your rosters or edit rosters. <b><u><a href="#">Upload/Edit Rosters</a></u></b>
	Have you submitted any schedule requests? Requests must be submitted at least 2 weeks prior to the start of the event. All Star Sports Academy will do its best to accommodate requests. Please click here for any schedule requests that may have not been made at the time of registration. All teams must be prepared to play as early as 8:00am and as late as 5:00pm each day. <b><u><a href="#">Schedule Requests</a></u></b>
	All Weather Related Updates will come from Tourney Machine. Updates will be posted under the message section on the Public Results Page of the tournament. Emails will also be sent via Tourney Machine to any coach or admin associated with that organization that has been entered under that account. Parents and players may receive updates if they follow the team. Directions on how to follow the team can be found by clicking here. <b><u><a href="#">Follow Your Team</a></u></b>
	Have you made your hotel reservations? Click here to make your reservations at our Participating Hotels. <b><u><a href="#">Hotels</a></u></b>
	If you have any general questions regarding the event, please contact Creighton Gubanich at 484-770-8325 x157 or <b><u><a href="mailto:Creighton@allstarbaseballacademy.com">Creighton@allstarbaseballacademy.com</a></u></b> . For information regarding COI, Rosters, Payments, etc. please contact Ryan Nolen at <b><u><a href="mailto:RNolen@allstarbaseballacademy.com">RNolen@allstarbaseballacademy.com</a></u></b> .