

# 2024 VOLLEYBALL FESTIVAL CHECK-IN PROCESS

## PRE-FESTIVAL CHECK-IN TO-DO's

- 1) Reserve your check-in time online at <https://vbfestival.simplybook.me/v2/>
  - a. Session #1 (12s & 13s), June 22, 11am – 8pm
  - b. Session #2 (14s-18s), June 25, 2pm – 8pm or June 26, 10am – 8pm
- 2) You will receive a confirmation email. If you don't see it, please check your email Spam folder.
- 3) There is NO Late Team check-in. All teams must check-in during one of the above time periods. If a team does not check in, they will be removed from the tournament.
- 4) Verify your online AES Event Roster is correct. **Rosters will be locked at 5pm PT on 6/19 for session 1 and 5pm PT 6/21.** For last minute changes, please email [info@volleyball-festival.com](mailto:info@volleyball-festival.com). To ensure these roster changes are updated for registration, please email these by 6/20 (12-13s) and 6/22 (14-18s). **No changes will be able to be made on site.**
- 5) Make sure to email Team Code and Event Pass purchase instructions to parents/spectators.
  - a. Event Pass **Early** Purchase deadline (save \$5):
    - i. June 14th
  - b. Event Pass online purchase deadline:
    - i. Session 1 (12-13s): June 19
    - ii. Session 2 (14-18s): June 21
- 6) Event Passes and single day tickets may be purchased onsite at Volleyball Festival ticket tables in the Upper and Lower lobbies of the North Building before entering the court areas beginning June 22, 11am. Convention Center Box Offices will not be open.

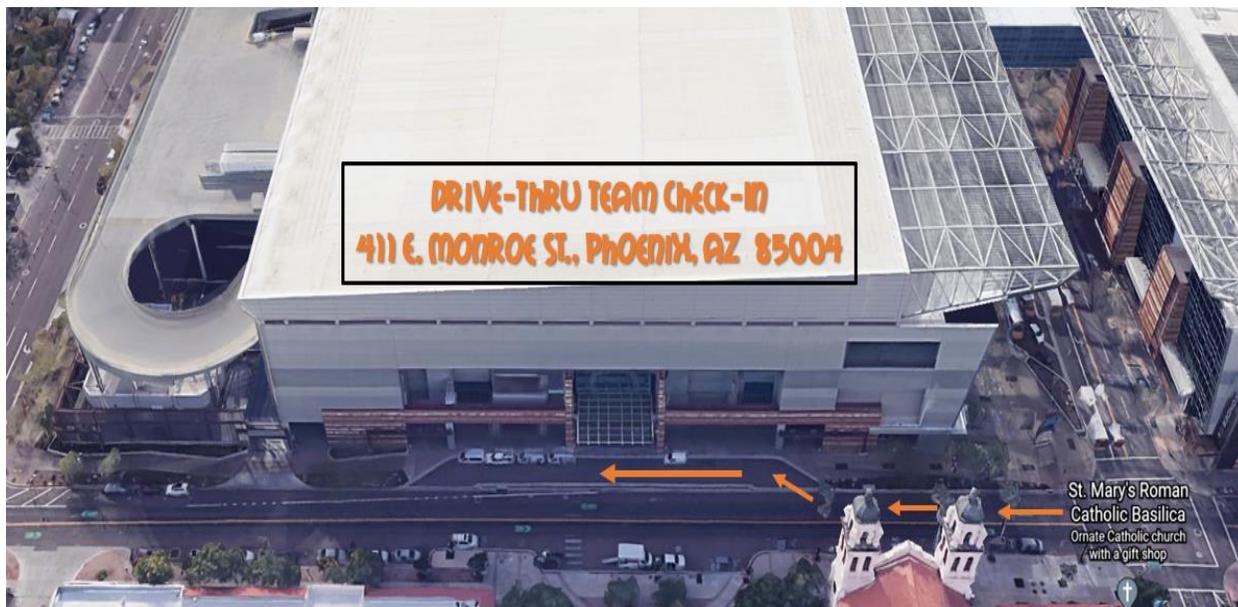
## **Online Reservation Booking Instructions:**

- Click the "Book Now" tab on "SimplyBook.me" <https://vbfestival.simplybook.me/v2/>
- Select Session #1 (12s & 13s) or Session #2 (14s-18s)
- Only check-in 12s and 13s teams on June 22. All other teams must be checked in on June 25 or 26.
- Select the time slot you want for Team Check-In
- When filling in details, use the Age Division, Club Name, and Team Name exactly as it appears on your AES Event Roster.
- If checking in multiple teams at once, make sure to list ALL teams and age divisions.
- A confirmation email with your selected time and form details will be sent.
- Make sure to check your "spam" folder if you don't see your confirmation email.
- To change or cancel your reserved time slot, use the CANCEL button on your confirmation email.
- If you cannot make your check-in time reservation, make sure to change or cancel it so it becomes available for other teams, and we can staff appropriately.

## **DAY OF CHECK-IN INSTRUCTIONS:**

- 1) Drive Thru Team Check-in is at the pull-n drive outside the North Ballroom of the Phoenix Convention Center.

**ADDRESS: [411 E. Monroe St., Phoenix 85004](#)**



- 2) Arrive at your RESERVED Team Check-In time
  - Session #1 (12s & 13s): June 22
  - Session #2 (14s-18s): June 25 or June 26
- 3) Pull into the designated Registration area.
- 4) Stay in your car and wait for a Festival Staff member to greet you. Please be patient as we may be assisting other guests.
- 5) No paperwork is needed as EVERYTHING must be handled before Team Check-In.
- 6) Please tell your Festival greeter your club and team name. They will bring you a registration bag for each team you are checking in. One person can check in multiple teams.
- 7) The Team Check-In bag includes the following:
  - Team Coach, Player, and Chaperone badges (Roster will be included)
  - Spectator Event Pass Wristbands (List of paid Event Pass holders will be included)
  - Bag Tag Loops for each player
  - Lanyards for Coaches and Chaperones
  - Player gift for each player
  - Souvenir Poster for each player

**MAKE SURE TO COUNT ALL BADGES AND WRISTBANDS BEFORE DRIVING AWAY. NO REPLACEMENTS WILL BE MADE AFTER YOU HAVE CHECKED IN**  
**REPLACEMENT FEES WILL BE CHARGED**