

# 2024 FESTIVAL FIESTA CLASSIC CHECK-IN PROCESS

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

- 1) Reserve your check-in time online at <https://vbfestival.simplybook.me/v2/>
  - a. Friday, February 16, 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 11:59pm PT on 2/9.** 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 2/13. **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 online purchase deadline (save \$7):
    - i. 11:59pm PT, Sunday, February 11
- 6) Event Passes and single day tickets may be purchased onsite at Festival Event Pass tables at any of the playing locations.

## **Online Reservation Booking Instructions:**

- Click the "Book Now" tab on "SimplyBook.me" <https://vbfestival.simplybook.me/v2/>
- 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 in the west parking lot of the Holiday Inn & Suites Mesa/Chandler  
**ADDRESS: 1600 S. Country Club Dr., Mesa, AZ 85210**



- 2) Arrive at your RESERVED Team Check-In time
  - Friday, February 16, 10am – 8pm
- 3) Pull into the designated Registration area where the tent is located.
- 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) Bring a printed copy of each team's AES roster so you can verify it matches ours.
- 6) No other paperwork is needed as EVERYTHING must be handled before Team Check-In.
- 7) 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.
- 8) 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

**\*\*\*VERIFY AND COUNT ALL BADGES AND WRISTBANDS BEFORE DRIVING AWAY\*\*\***

**\*\*\*\$50 REPLACEMENT FEE PER BADGE OR EVENT PASS\*\*\***