

James Ferraro

From: Blue Key Tournament Registration [registration@bluekeydebate.com]
Sent: Tuesday, October 27, 2009 5:42 PM
To: registration@bluekeydebate.com
Subject: Please Finalize Your Registration
Attachments: image001.jpg; image002.jpg

Importance: High

10/27/2009

Dear Speech & Debate Coach,

We are making the final preparations for Blue Key and are very excited for the tournament. There are two steps we need you to complete as you finalize your registration: (1) update your account information; and (2) indicate the grade level of your participating students. You will need to log into your registration account to complete both of these tasks.

To modify your account information, click the orange text that says "Modify Account Information" in the top right hand portion of your registration account. It is most important for you to verify that the "Coach of Record" field to reflect the name of the person who will be present at registration and responsible for your team throughout the entire tournament. We also need for you to provide the current cell phone number for the coach of record, just in case we need to contact him or her during the tournament. You will need to enter your account password and click the "update account" button to save your changes. Your password will change to whatever you enter, so be careful. Please feel free to update any other information that is not current, but you must verify the coach of record.

After you update your account information, we need you to select a grade level for each participating student from the "Team Roster" tab. Click on that tab, and you will see a drop down box next to each student. Select the correct grade level and then click the "Save Grade Selection(s)" tab to save your changes. This information will help us to identify novice students for novice break out rounds in TD and PF. Also, as always, we may decide to collapse the LD divisions into a single division based on the number of drops we have in both categories. Additionally, we are planning to award the Fran Berger Summer Institute Scholarship to the top placing non-senior in each event. The details of the scholarship will be fully announced at the opening assembly, and it will be awarded at the awards ceremony. **You must fully complete this step for your school to be eligible for the scholarship!**

If you still have not finished entering your judge information, it must be final by tomorrow, Wednesday, October 27, at noon. You need to let me know immediately if you will not be able to meet this deadline.

If you have any questions or concerns, please feel free to e-mail me at registration@bluekeydebate.com.

Thank you for your time.

James Ferraro
Tournament Director
Blue Key Speech & Debate Tournament
University of Florida

October 30 - November 1, 2009 [Modify Account Information](#)

BLUE KEY SPEECH & DEBATE TOURNAMENT

[Overview](#) [Team Roster](#) [Entries](#) [Judges](#) [Invoice](#) [Confirmation](#)

Registration Overview for University of Florida

For problems or questions concerning your account, registration, and for general questions about tournament deadlines, policies, and procedures, please contact registration@bluekeydebate.com

| FX | DX | OO | DUO | HI | DI | OI | PF | VLD | NLD | TD | SC |
|----|----|----|-----|----|----|----|----|-----|-----|----|----|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Congress Legislation Submission

- The deadline for legislation submission is **Wednesday, October 14, 2009**.
- Coaches are responsible for submitting legislation for their students (by e-mail). Legislation submitted by students will be ignored.
- Please read the following mandatory style/formatting guide. It explains how to transmit legislation files to us. [Legislation Guide](#), [Sample Bill](#), [Sample Resolution](#).
- Improperly formatted, or otherwise inappropriate legislation will not be included in the legislation packet.
- Agendas will be set in chambers, and chamber assignments will be posted with the legislation packet after the submission deadline.

October 30 - November 1, 2009 Tuesday, October 27, 2009

BLUE KEY SPEECH & DEBATE TOURNAMENT

Edit Account Information - University of Florida (FL)

Account Sign In Information

NOTICE: You must now access your registration account using a valid e-mail address, and not a User ID.

E-mail Address:

Password:

Confirm Password:

Account Contact Information

Head Coach:
First Name Last Name

Coach of Record:

Cell Phone:

Additional Coaches (optional):
(separate additional coaches with a comma ',')

High School:

Mailing Address:

City:

State:

Zip Code: