



TEAM CAPTAIN CHECKLIST

1. BEFORE THE EVENT

- All of my players AND STAFF have completed APPA registration and have ID numbers
- All of my players and staff have paid for their PSP ID card
- All of my players and staff have uploaded a photo to their APPA profile (follow the photo guidelines carefully)
- My team is registered for the event at <http://www.appapb.com/psp/signup>
- I have added all my players and staff to the team roster
- I'm aware that event entry fees increase closer to the event and will try to pay before these deadlines
- I have made sure all of my players and staff have a Green check mark under "Player Reg. Fee" on the Team roster page
- (If you won a discounted entry fee at a previous event) - I have a voucher from PSP for a discounted entry fee and I contacted teams@pspevents.com to let them know we are attending the event
- I am aware our spot in the tournament is *NOT* guaranteed until our entry fee is paid in full
- My team has paid the event entry fee in full
- My team is listed and marked "Payment Accepted" on the event page under "See Team List and Pay Entry Fees"
- I've reminded my team members to bring a government issued photo ID that matches their APPA profile
** If you have players age 16 and under: You may also use Photo School ID Card with Birth Date, Photo School ID Card with Birth Certificate or Driving Permit or Photo in Player's Most Recent School Yearbook with Birth Certificate or Driving Permit*
- I've checked www.PSPEvents.com for flight, hotel and paintball discounts to help save my team money at the event

2. WHEN YOU ARRIVE AT THE EVENT

- Go to the PSP Registration Booth and get your PSP ID card & event pass (stickers for ID) *MUST PRESENT ID*
- At the PSP Registration Booth, check in your team. Make sure all players and staff are present at this time
- Get your Event Packet from PSP Registration booth (field layouts, event information)
- Locate the field you are playing on and where you have to enter the field
- Locate your paint vendor's truck and the shortest path from the truck to your playing field

3. ON GAME DAY

- Make sure your team is aware that all players must keep their PSP ID cards with them AT ALL TIMES
- I am aware that my team can only enter our playing field staging area 90 minutes before each game and can stick around for only 30 minutes after
- Talk to the score keeper to find out which pit you'll be staging in and which start gate will be your first point
- I am aware we can only get into the pits once our team is "on deck"
- I am aware we must remove paint boxes from enclosed team pit areas after our game
- I am aware I can check the scores and standings live on www.PSPscores.com

Have questions? Ask any PSP Staff member on site and they will assist you, or check www.PSPEvents.com
