

Overnight Housing Registration

Below include updates to the new (2022) housing process for state competition registration. Please read these updates and instructions to understand the process and how to manage it successfully.

Please watch the tutorial video listed on the website as you read the below, as it will go through the example and help you understand what is being referenced.

The main change in the housing process is that there is no Housing Form included in the Registration Packet. This is because the Housing Form will not be provided to you until after you have submitted your Registration Packet and participants have been verified for eligibility. You can note your roommate assignments early, but we are waiting until we know the truest participation group before we have you complete your housing form. So, without the housing form to sort through, please focus on eligibility and getting registration in on time. Timeliness to deadlines is what will allow this process to be easier for everyone.

Only after you have turned in your registration will you be given your housing information. You will be sent the following:

- Housing Form
- Your full participant list of all eligible participants with all necessary registration information (called the 'Delegation Report')

Here is how to complete the housing form:

1. First, open up the Delegation Report sent to you by SOVA. On this list, you will find all eligible coaches, chaperones, athletes and unified partners who will be utilizing overnight housing
2. Next, you will need to open the Housing Form. There are a few things about it that we will note before moving forward:
 - a. The person filling out this form will only need to type in Columns B & C to fill out the first and last names of roommates. The rest of the cells will be locked as they are for backend use – so no need to worry about them.
 - b. In Column D you will see Roommate Code. The number "0" denotes that it is a single room with no roommate. Below that you will see "1a, 2a, etc." 1a and 1a will be roommates. 2a and 2a will be roommates, so on and so forth.
3. Starting with the Single Room section with roommate code "0," this space is for people in your delegation looking to room by themselves and will not have a roommate. **Write the first and last names of participants in rooms by themselves in that section.** Unlike the past, you do not need to give us their gender, age, or role. The Delegation Report is a helpful check to make sure the same number of overnight participants are in your housing form.
4. Next, the Roommate Pairings section. **Type the names of athletes who you plan to room together in the slots with a shared roommate code – it could look something like two people having roommate code "1a" or two people having roommate code "2a".** Repeat this process with the rest of the delegation.
 - a. We welcome you to use the delegation report as a selection list if you'd like. You can highlight names as you take them off so that you know exactly who still needs to be

placed from the delegation. That will help you keep track of who has already been placed in housing so that you do not add highlight names and create a duplication.

- b. **Please DO NOT change the roommate code column. Do not list your own codes or adjust numbers. If you need to change someone that you already typed in, change the name, not the code number. This is very important!** If you need to add Single Room rows, you may do so. But the Roommate section should not need any row additions. If you get stuck or mix up the sheet, please contact SOVA and we will assist. We would much rather walk you through it than have you make adjustments on your own – It helps us keep our data in order!
5. At the top right hand side of the sheet, there is a space to put your area number and another space to put your preference on staying in a dorm or a hotel. If you are completing this for Summer Games and have a preference of a specific dorm on campus, you can also put that. Please note that we will do our best with all requests but not all requests might be filled.
6. Finally, because we won't be sending you your housing information until after the registration deadline, we will asking for a prompt turnaround to ensure we can still get you your delegation's final housing information within two weeks of the event. We will be asking for your completed housing form within a week of us sending it to you. This is the only way we are able to get the information recorded and all delegations placed in housing in time.

Our aim is that this simplifies the housing process. There will be a learning curve but it should take much less time for you than in the past, since you are only typing in names from the ones we provide you.

Because we have gender, date of birth, wheelchair/accessibility and diet needs stored in our database, there is no need to have you re-enter that on the housing form. That said, since it is included in the delegation report that we send you, we encourage you to review and verify the accessibility and dietary needs from the form. This information is taken from Athlete Medical Forms and so they may be dated. Thankfully, if you send us any edits to this information, we will ensure it's adjusted in the database and will be reflected per your changes for future events until a new Athlete Medical Form is submitted.

Thank you!