

- **NOTE: All coaches must check in at Preregistration or Registration before attending meetings.**
- **NOTE: Athletic Directors/Coaches can no longer drop off a list of names for our staff to enroll.**
- **NOTE: Athletic Directors, please communicate with your coaches if you have paid for their membership, if you submitted a PO after July 15 or if the coach must pay for himself. This will help point your coaches in the right direction when they show up at the clinic to check in before their meetings. See details below.**
- **REGISTRATION/ PREREGISTRATION:**
  - Registration and preregistration will open at 11:00 am on Sunday, July 27<sup>th</sup>.
  - Throughout the clinic both will open at 8:30 (Monday-Thursday) and both close for the day at 4:00 (Sunday through Wednesday).
  - On Thursday, July 31<sup>st</sup> both will close at 10:30.
- **TUESDAY, JULY 29<sup>TH</sup>:**
  - Don't forget that both registration and preregistration will be closed during the OCA business meeting on Tuesday, July 29<sup>th</sup>.
  - Closed 11:00-1:00.
- **UPON ARRIVAL:**
  - All coaches will need to either check in at the Preregistration room or at the Registration tables. See details below.
- **PREREGISTRATION:**
  - Coaches who have preregistered will report to the Sycamore Room to check-in, have your membership card scanned, and receive your notebook and wristband.
  - Wristbands are required to attend meetings.
  - Be sure to have your pass downloaded to your phone. It will be scanned at check-in.
  - **Membership Card is not valid without a barcode.**
  - You may only check yourself in, you may not check in other coaches.
- **REGISTRATION:**
  - Coaches who have not preregistered will report to the registration area located in the Elevator Lobby on the 2nd Floor.
  - **Coaches who need to register at the clinic must have a PO or school check. If not, coaches will HAVE to pay on-site by their own means.**
  - Registration at the clinic will be done on OCA computers.
  - Coaches will receive their notebook and a wristband after their registration is approved by OCA staff.
- **PURCHASE ORDERS:**
  - Coaches whose school turned in their PO **after July 15<sup>th</sup>**, will report to the PO table at the registration area. The registration area is in the Elevator Lobby on the 2nd Floor.
  - Once these coaches have been verified by the OCA staff, they will receive their notebook and wristband.