

This document introduces the scheduled phases of the roster build. It is intended for anyone who desires roster acceptance prior to payment or more explanation.

#### **OVERVIEW**

The Carl Spackler Open has repeated the same familiar registration process for 20 years. It consisted of a simple first come first served registration process. Future rosters will be built in three phases from a prioritized Roster Worksheet until it reaches maximum tee time availability or the final registration deadline.

A Roster Worksheet, which is a list of past participants, will be available during the registration process and the order in which we build each event roster. It will also be published in the website notebook during registration. A visual sample of a Roster Worksheet is provided as Appendix A.

#### **DEFINITIONS or NEW SPACKLER LINGO**

Registrant - A golfer who completes the registration process.

Pending Participant - Unpaid Participants on our website.

Official Participant - Paid Participants on our website.

<u>Phase</u> - The period on the calendar when prioritized registrants move to pending and official participants by paying at least the \$150 deposit.

<u>Unregister</u> - The removal of an unpaid pending participant as a current registrant and participant.

<u>Roster Worksheet</u> - Unregistered sequence of past participants used to build a roster.

#### THE THREE-PHASE ROSTER BUILD

Past participants are organized into three phases, which are three consecutive months approximately 3 to 5 months before the event date. The three phases are included in the registration period. A typical June event might use January, February, and March as its three phases. See Appendix B.

Each of the three phases has three administrative actions. (1) Start each month (or phase) by adding a group of registrants as pending participants with or without payment. (2) Process received payments. (3) Unregister unpaid pending participants at the end of each month (or phase).

Registrants granted a pending roster spot have until the 21st of their designated month to fund their spot making it official. Registrants who paid upon registration are automatically official participants. Unpaid participants at the end of the month (or phase) will be unregistered. See Appendix C.

Pending participants (unpaid deposit) are identified on the participants' webpage. See Appendix D.



#### **FINAL ROSTER SPACE**

The remaining roster spots are given only to paid registrants using the Roster Worksheet. This is completed in seconds immediately after Phase 3. Further paid registrants will be contacted about the waiting list or receive a 100% refund.

### INSTRUCTIONS FOR ANYONE WHO DESIRES MAXIMUM CONVENIENCE & SIMPLICITY

- Step 1. Register on the website as soon as the registration period begins.
- Step 2. Pay the Deposit (\$200) during registration. Consider Paying the Full Event Fee. Funds will be applied to the current or last event attended and automatically carry forward.
- Step 3. Monitor our website to ensure funds get posted to the current or last event attended.

Full 100% refunds will be returned to registrants not accepted due to roster size. 100% guarantee.

### INSTRUCTIONS FOR ANYONE WHO DESIRES ROSTER ACCEPTANCE PRIOR TO PAYMENT

- Step 1. Register on the website as soon as the registration period begins.
- Step 2. Review the Roster Worksheet. Determine your phase and designated month.
- Step 3. Monitor the Carl Spackler Open participants page for your pending roster spot.
- Step 4. Pay the \$200 Deposit by the 21st day of your designated phase or month.
- Step 5. Monitor our website to ensure funds get posted.

### **ANSWERS TO POSSIBLE QUESTIONS**

Question: What are the biggest changes to the new process?

**Answer:** Accepting registrants in an order based on contribution. The registration window is shorter for many people and deadlines have become super important. Individual reminders will not be sent.

Question: The participant webpage suggests a full roster. Am I out this year?

**Answer:** The event participants' webpage was enhanced to show unpaid pending participants. Unpaid participants are removed on the last day of the phase, which creates roster space. Random unexpected cancellations also occur every year. Only paid registrants are accepted after Phase 3.



Question: The registration process asks for my desire to participate. What should I select? Answer: All registrants, including golfers indicating 25% desire are added to the website during their designated phase (or month). The attendance probability question during registration is provided for you to communicate your desire to participate.

#### Question: What is expected to occur with this new process?

**Answer:** Change. Our long-term intentions are to increase engagement and contribution that improves the Carl Spackler Open with a transparent process that also works for any roster size.

#### Question: Can you explain the phase schedule?

**Answer:** The days inside each phase (or month) have been designated, but identical month to month. Two samples are available in Appendix C.

- The first 3 days of the month are set aside for the Captain's Club to add both unpaid and paid registrants from the Roster Worksheet not to exceed the maximum. Excessive flexible time for the Captain's Club is provided. This highly important 5-minute role may or may not occur on the 1st day of the month. Paid registrants automatically become official participants.
- Pending Unpaid participants must fund their registration by the 21st of the month. The 21st of the month is the postmarked or PayPal deadline for payments.
- The 3rd week of the month, days 22, 23, 24, 25, 26, 27, and 28 are assigned as inactive. These days are allocated for US Postal Mail to travel and excessively flexible time for the Captain's Club to post payments.
- The last day(s) of the month will be used to Unregister Unpaid Participants.

#### Question: Can you explain what happens after Phase 3?

**Answer:** We expect vacant roster space after Phase 3. The Roster Worksheet will be used to fill the remaining spots with registrants who have already paid. These additions can be (1) re-registered golfers who missed a previous deadline, (2) further Phase 3 registrants not accepted, and (3) further rookies. All golfers must be both registered and paid or will be skipped over.

#### Question: Does the Carl Spackler Open add participants weeks after Phase 3?

**Answer:** Sure. Paid registrants are added when roster space is available and as unpredictable golfer cancellations occur. The full event fee could be required based on proximity to the event.

#### **ROSTER CONSIDERATIONS & ORDER**

Further documentation is available that outlines roster considerations, collection of individual contributions, and inclusions for each phase.

http://storage.poststats.com/cso/RosterBuild/RosterBuild-Order.pdf



### APPENDIX A.

### SAMPLE ROSTER WORKSHEET

**Unregistered Golfers** 

PHASE 1 (JANUARY)

PHASE 2 (FEBRUARY)

PHASE 3 (MARCH)

1	JAMES
2	ROBERT
3	JOHN
4	MIKE
5	DAVE
6	WILLIAM
7	RICH
8	JOE
9	TOM
10	CHARLES
11	CHRIS
12	DAN
13	MATT
14	TONY
15	MARK
16	DON
17	STEVE
18	PAUL
19	ANDY
20	JOSH
21	KEN
22	KEVIN
23	BRIAN
24	GEORGE
25	TIM
26	RON
27	ED
28	JASON
29	JEFF
30	RYAN
31	JACOB
32	GARY
33	NICK
34	ERIC
35	JON
36	LARRY
37	JUSTIN
38	SCOTT
39	BRANDON
40	BEN
41	SAM

	ALEX
43	FRANK
44	PAT
45	RAY
46	JACK
47	DENNY
48	JERRY
49	TYLER
50	DOUG
51	ZACH
52	PETE
53	KYLE
54	ETHAN
55	WALT
56	NOAH
57	JAY
58	KEITH
59	ROGER
60	TERRY
61	GERRY
62	HARRY
63	SEAN
64	AUSTIN
65	CARL
66	DYLAN
67	JESSE
68	JORDAN
69	BRYAN
70	BILLY
71	BRUCE
72	GABE
73	LOGAN
74	ALBERT
75	WILLIE
76	ALAN

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77	JUAN
78	WAYNE
79	ELIJAH
80	RANDY
81	ROY
82	VINCENT
83	RALPH
84	EUGENE
85	RUSS
86	BOBBY
87	MASON
88	PHILLIP
89	LOUIS
90	CARLOS
91	TODD
92	MARTIN
93	SHAWN
94	CRAIG
95	EARL
96	STAN
97	NATHAN
98	NORMAN
99	ALLEN
100	GLENN
101	TRAVIS
102	CHAD
103	LEE
104	JOEL
105	FRED
106	MARIO
107	OSCAR
108	LEON
109	GREG
110	PEDRO
111	LEWIS
112	CLYDE
113	RICK
114	BRETT



### APPENDIX B.

# SAMPLE CALENDAR REGISTRATION PERIOD

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18	19	20	21	22	23	24
25	26	27	28	29	30	



### APPENDIX C.

## SAMPLE MONTH OR PHASE

SUNDAY  1  ADD REGISTRANTS	MONDAY 2 ADD REGISTRANTS	TUESDAY  3  ADD REGISTRANTS	WEDNESDAY  4  Fund roster spots	THURSDAY  5  Fund roster spots	FRIDAY  6  Fund roster spots	SATURDAY 7 FUND ROSTER SPOTS
8 FUND ROSTER SPOTS	9 Fund roster spots	10 Fund roster spots	11 Fund roster spots	12 Fund roster spots	13 Fund roster spots	14 Fund roster spots
15 FUND ROSTER SPOTS	16 FUND ROSTER SPOTS	17 FUND ROSTER SPOTS	18 FUND ROSTER SPOTS	19 Fund Roster Spots	20 FUND ROSTER SPOTS	21 FUND ROSTER SPOTS
22 INACTIVE	23 INACTIVE	24 INACTIVE	25 INACTIVE	26 INACTIVE	27 INACTIVE	28 INACTIVE
<b>29</b> UNREGISTER UNPAID	30 UNREGISTER UNPAID	31				

## SAMPLE MONTH OR PHASE

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3
D REGISTRANTS
10
D ROSTER SPOTS
17
D ROSTER SPOTS
24
INACTIVE
D



#### APPENDIX D.

