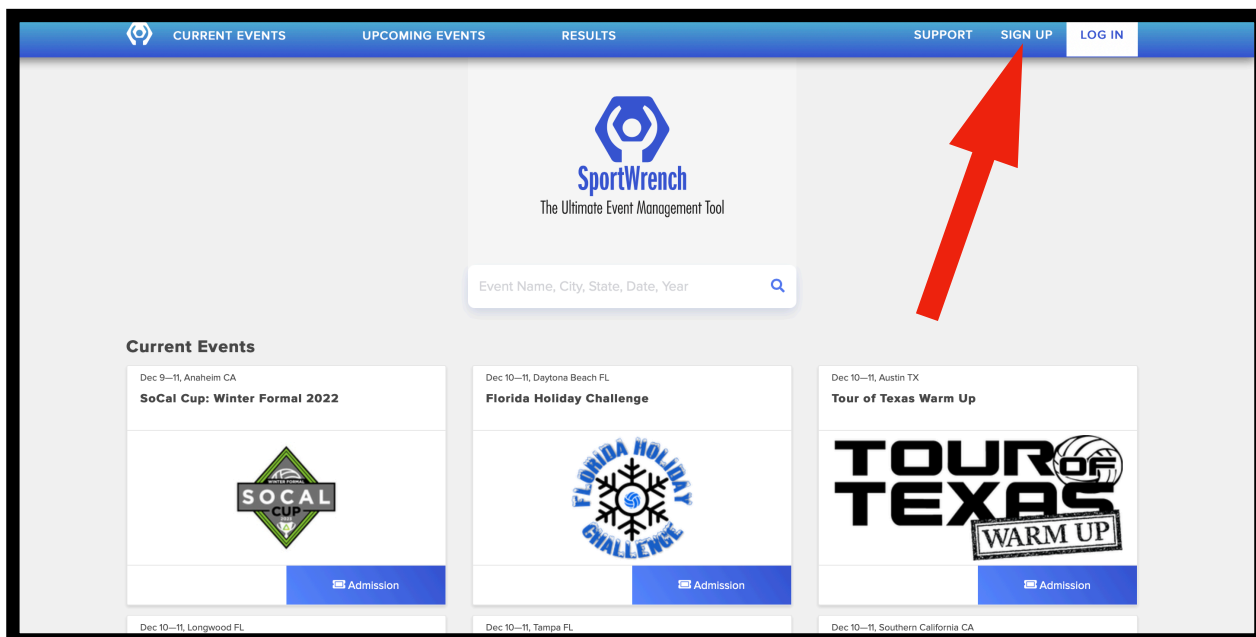


Club Director Account in SportWrench



Step #1

- Go to: <https://sportwrench.com/>
- Click the SIGN UP button on top right of page
- Fill out required information and set password
- Under “Choose Roles” check box for “Club Director”
- Click the blue “Sign Up” button on bottom



Sign Up

Registration

First Name*

Last Name*

Email*

Password*

Repeat Password*

Gender

Male Female

Personal Info

United States

+1 Mobile Phone

Will only be used to resolve account or purchase issues.

ZIP Code*

Choose Roles

Spectator
All users will have spectator privileges

Club Director
Choose if you manage teams, coaches and/or enter events

Staff / Official
Choose if you will work for an event

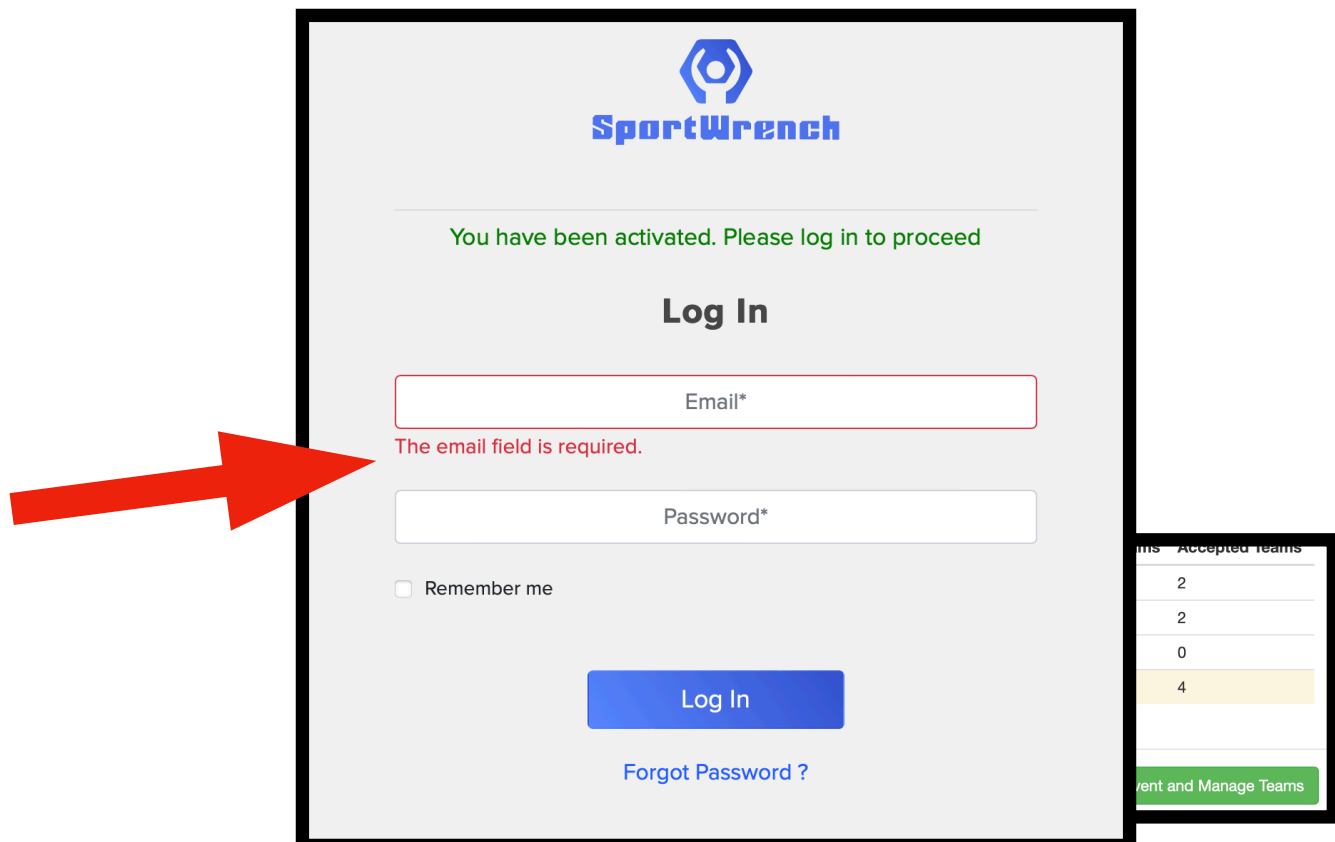
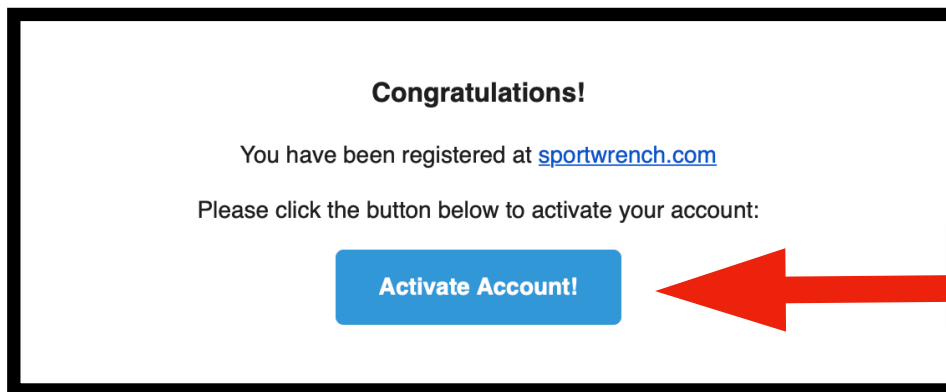
Event Owner
Choose to activate your owner account for your SportWrench run events.

Event Exhibitor / Sponsor
Choose if you will pay for event booth space or sponsorship

Sign Up

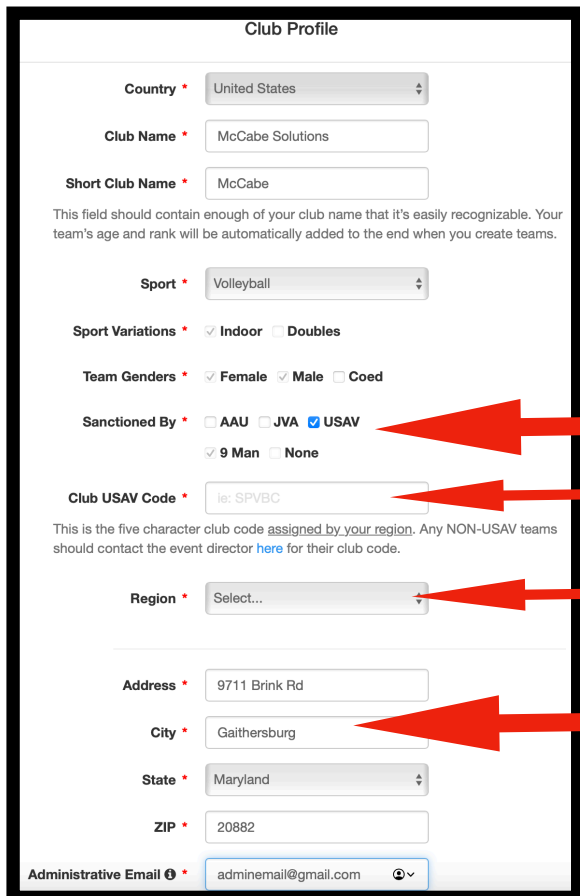
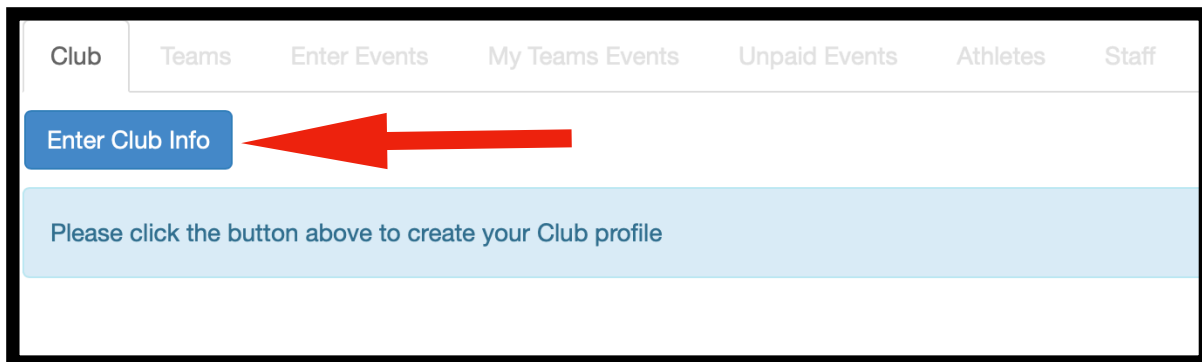
Step #2

- Retrieve the Activation email from your email account
 - *If email not found in inbox, check “junk” or “spam” folder
- Click the “Activate Account!” Link in the email
- This will take you back to the Sportwrench login screen
- Login using your email as username and the password you created



Step #3

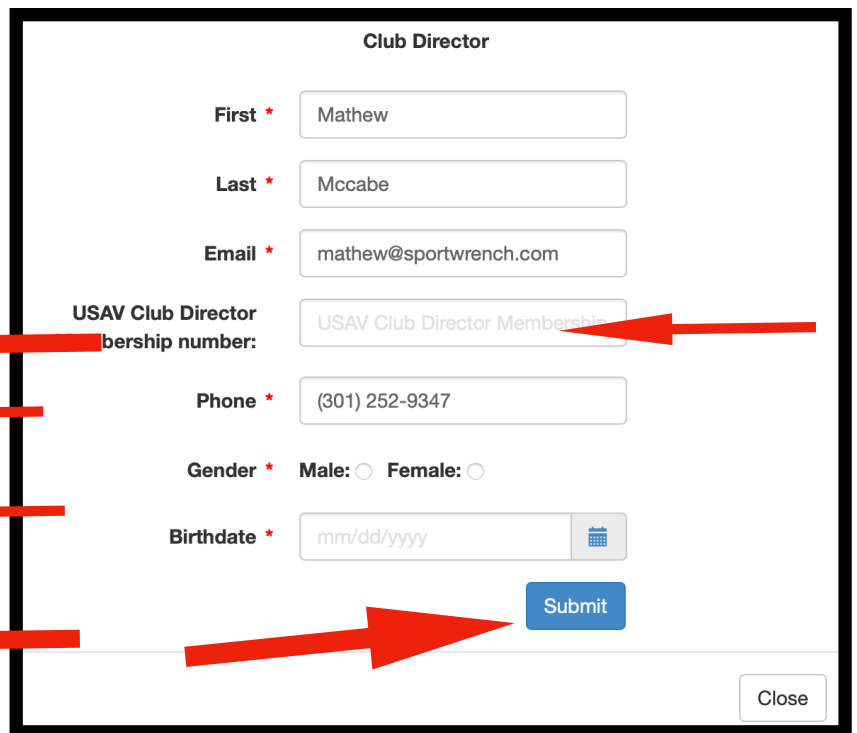
- Once logged in you will need to create your Club profile
- Click the Blue “Enter Club Info” button
- Enter all Required Information
 - *For Sanctioning you can choose “USAV”
- Enter USAV Club Code and Region
- Enter the Club Directors USAV Membership number
- Administrative email will need to be different than club director email. Our system requires two email addresses to ensure information is communicated by event owners.
- Click Submit at the bottom the dialog box



The 'Club Profile' form includes the following fields and options:

- Country *
- Club Name *
- Short Club Name *
This field should contain enough of your club name that it's easily recognizable. Your team's age and rank will be automatically added to the end when you create teams.
- Sport *
- Sport Variations * Indoor Doubles
- Team Genders * Female Male Coed
- Sanctioned By * AAU JVA USAV 9 Man None
- Club USAV Code *
This is the five character club code assigned by your region. Any NON-USAV teams should contact the event director [here](#) for their club code.
- Region *
- Address *
- City *
- State *
- ZIP *
- Administrative Email *

Red arrows point to the USAV selection, the Club USAV Code field, the Region dropdown, and the City field.



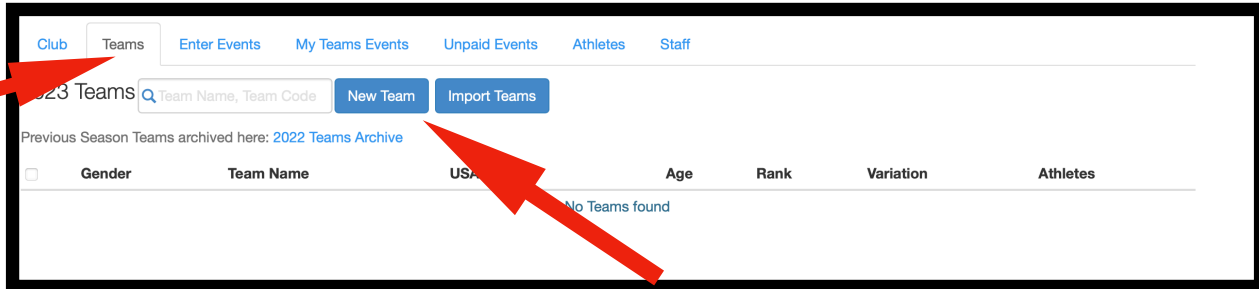
The 'Club Director' form includes the following fields:

- First *
- Last *
- Email *
- USAV Club Director Membership number:
Membership number:
- Phone *
- Gender * Male: Female:
- Birthdate *
-
-

Red arrows point to the USAV Club Director Membership number field and the Submit button.

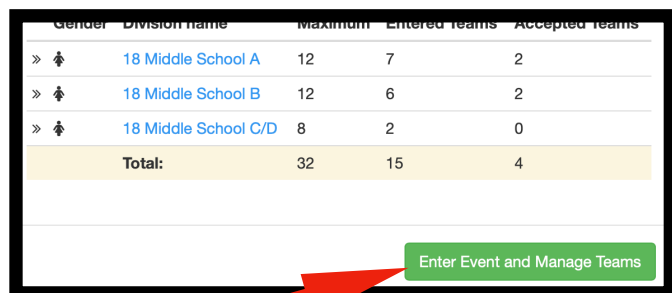
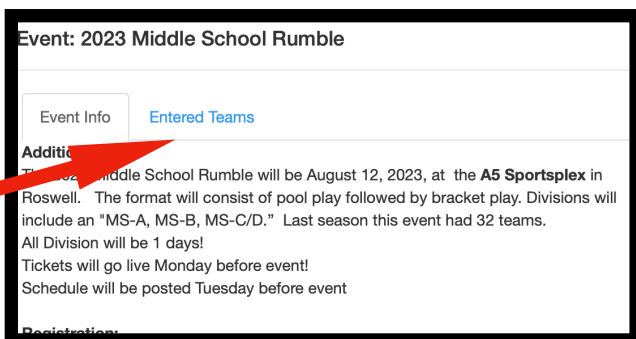
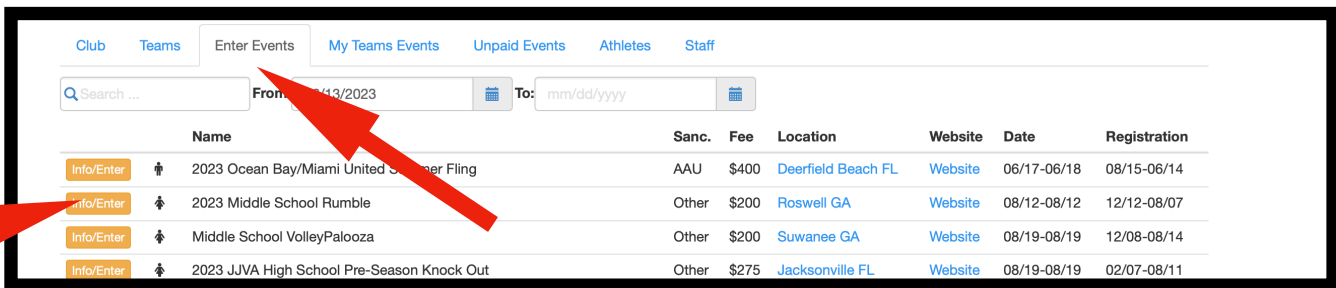
Step #4

- Click the “Teams” tab
- Click the blue “New Team” button
- Create the name of the team you want to create
- Repeat this process until all teams desired are created



Step #5

- Click the “Enter Events” tab
- Use the Search bar to search for event you desire to register for
- Click the yellow “Info/Enter” button to the left of desired event
- Click the “Entered Teams” link
- Click the green “Enter Event and Manage Teams” button



Gender	Division name	Maximum	Entered teams	Accepted teams
» ♀	18 Middle School A	12	7	2
» ♀	18 Middle School B	12	6	2
» ♀	18 Middle School C/D	8	2	0
Total:		32	15	4

Enter Event and Manage Teams

Step #6

- Click the drop down arrow next to each team where it says “not entered”
- Click the division you wish to enter that team into
- Repeat until all teams are registered
- Click the “not paid” link to make a payment for the event
- *You can pay for all teams in one transaction

The screenshot shows the SportWrench interface for a 2023 Middle School Rumble event. The 'Teams Entry' tab is active. A search bar and filters for 'Show', 'Age', 'Rank', and 'Gender' are visible. A warning message states: 'Warning: Please verify that your team code is correct before entering it into an event. You can not change anything about a team code after entering.' Below this is a table with columns: Event Division, Team Name, USAV Code, Age, Rank, Payment, Entry, and Housing. The row for 'McCabe 18 1' has 'Not entered' in the Event Division column and 'Not paid' in the Payment column. Red arrows point to the 'Not entered' dropdown and the 'Not paid' text.

Event Division	Team Name	USAV Code	Age	Rank	Payment	Entry	Housing
Not entered	McCabe 18 1	G18107681XX	18	1	Not paid		

This close-up shows the dropdown menu for the 'Event Division' field. The menu is open, displaying three options: '♀ 18 Middle School A', '♀ 18 Middle School B', and '♀ 18 Middle School C/D'. The 'Not entered' option is highlighted in blue and has a checkmark next to it. A red arrow points to the 'Not entered' option. The background shows the 'Warning' message and the 'McCabe 18 1' team entry row.

For questions or support, contact:
info@sportwrench.com

