

ONLINE TEAM CHECK IN PREP –

ONLINE CHECK IN OPENS Will open about 1 week prior to the event.

ONLINE CHECK IN CLOSES Will closes 6pm, night before event.

THINGS TO KNOW ABOUT ONLINE CHECK IN

1. You must have a valid roster in order to complete online check-in.
 - a. To view your roster validation errors, please follow the instructions listed below.
2. You can have up to 5 staff members listed on your roster, but only 3 staff members can be listed as primary.
 - a. Those 3 primary staff members will receive a QR Code for entry once you complete online Check-in.
3. Once you complete online team check-in your rosters will be locked, and no further changes can be made.
4. If you need to make changes to your roster after you have locked your roster – please email us tournaments@a5volleyball.com to request any changes.
 - a. NO ROSTER CHANGES after 6pm the day before the event will start.

HOW TO FIND MY ROSTER VALIDATION ERRORS

1. Login
2. Click the “My Teams Events” tab.
3. Click the blue “manage teams” button next to our event.
4. Click on the “Event Roster” tab.
5. At the top right, you will either see a red bar that says “Team Roster Validation” or a green bar that says “Team Roster Valid.”
 - a. If it is the “Team Roster Validation Errors” bar click on it to all your roster validation errors

HOW TO COMPLETE ONLINE CHECK-IN

1. Login
2. Click the “My Teams Events” tab.
3. Click the blue “manage teams” button next to our event.
4. Click the “online team Check-in” tab
5. Select your team.
6. If the roster is valid, you will be able to click “submit”
 - a. If they are not, you will see “invalid” in red under the roster validation column.
 - b. Click “invalid” and it will tell you the validation errors you need to correct.

IMPORTING ROSTER

1. Login
2. Click on "My Club"
3. Click on the "Athletes" tab.
4. Click on the blue button that says "import."
5. Click the "Start Import" button at the bottom.
6. Please be patient, it can take a while especially with large clubs.
 - a. Please note: Sportsengine does not share the API needed to transfer over teams that are previously built in their system, Once the athletes and staff are imported, you will have to build your rosters in SportWrench for each team.

CREATING A ROSTER

1. Go to the "Athletes" tab.
2. Sort your athletes by age by clicking the "age column."
3. Select all athletes you want affiliated to your team.
4. Click the green "Add to Team" button in the righthand corner.
5. Select the team you want to assign your players to from the drop-down menu.
6. Repeat for all athletes.

ASSIGNING JERSEY NUMBERS and or POSITIONS TO PLAYERS

1. Go to the "Athletes" tab.
2. Under the "Uni" column, assign the players jersey number in the field.
3. Now find "Pos" column click on N/A and select a position from the drop-down menu.

ADDING COACHES TO THE ROSTER

1. Got to the "Staff" tab.
2. Select all the coaches you affiliated to your teams.
3. Click the green "Add to Team" button in the righthand corner.
4. Once assigned to a team
5. Click the coaches name in your "Staff" tab.
6. Click on the "Teams" Tab
7. Set their title for a team by clicking the drop-down menu under the "Title" Tab
8. Repeat for all coaches.

ADDING COACHES to Multiple Rosters

1. Go to your "Staff" tab.
2. Click on the coach's name that you want to add to another team.
3. Click the blue "teams" tab.
4. Click the "add to team" button.
5. Select your team.

ADDING JUNIOR COACHES

1. You cannot add Junior Coaches from the club director side of Sportwrench
2. Junior coaches can only be added to a roster by contact us tournaments@a5volleyball.com with the following information.
 - a. Team Name
 - b. Coaches First and Last Name
 - c. USAV # or AAU #
 - d. Cell phone
 - e. email
3. Junior coaches WILL count as one of your primary staff members
4. The head coach will receive an email with the Jr Coaches QR Code for entry to events.

ADDING COACHES CELL PHONE

1. Go to your "Staff" tab.
2. Click on the coach's name.
3. Add a cell phone in the field titled "Mobile Number."
4. This is the only number needed.
5. These do not pull through during your SportsEngine Import
6. Coaches must have unique cell # in order to receive their QR Code for entry.

ADDING COACHES EMAIL

1. Go to your "Staff" tab.
2. Click on the coach's name.
3. Add email address in the field title "email."
4. These do not pull through during your SportsEngine Import
5. Coaches must have unique cell # in order to receive their QR Code for entry.

Setting Coaches as Primary

1. Go to your "Staff" tab.
2. Click on the coach's name.
3. Click on the "teams" tab.
4. Click the box under Primary column.
5. Click Save