ONLINE TEAM CHECK-IN

NEW PROCEDURES FOR 2023-2024 SEASON — READ CAREFULLY!

All 2023-2024 A5 Tournaments SportWrench events will **require** Online Team Check-In.
All teams must complete online team check-in by 8:00 P.M. EST on Wednesday, before the tournament

Before You Begin...

1. Double-check **your Club Director information listed in SportWrench** under the "Edit Club Info" tab to make sure it matches their SportsEngine profile! **This includes checking first name, last name, date of birth, and membership number.**

2. After verifying that the information matches, please make sure that **your Club Director is also assigned to your club in SportsEngine**! You can check their assignment status by opening their SportsEngine profile and clicking the Membership tab.

These steps will ensure that you will be able to start your SportsEngine import and be able to import any membership updates for your assigned staff members/athletes.

Do You Have Everyone?

1. **Start your SportsEngine import**! This import will bring over staff and athletes that are assigned to your club and current certification statuses for SafeSport, IMPACT, and background screenings. The import button can be found on **the Athlete tab in SportWrench**!

2. If you notice that you are **MISSING staff/athletes** or have **staff/athletes MISSING certifications**, please **check or fix** eligibility and assignment statuses in SportsEngine. SportWrench can **ONLY** capture and import members that are assigned and will **ONLY** bring completed certifications over.

3. To bring over missing staff/athletes and certifications, **do ANOTHER SportsEngine Import!**

    o ***Choose Option #2 (Update New & Current) —* this choice will allow the system to **UPDATE ALL MEMBERSHIPS** and **CERTIFICATIONS** that are listed as **ELIGIBLE** in SportsEngine to populate as **VALID** in SportWrench. **If you do not do this step, this update WILL NOT take place.**

Please remember that your rosters will remain invalid in SportWrench if your staff/athletes have ineligible memberships and/or are missing certifications in SportsEngine.

Does Your Staff Have Contact Information?

To enter this event, your coaches/primary staff must show a QR code at admission. All QR codes get sent from SportWrench AFTER team check-in is completed.

SportsEngine and USA Volleyball **are not** providing us with your coaches/staff **emails** and **phone numbers.** This information must be put in **MANUALLY** for your coaches/staff to get their QR Codes.

Please make sure you **ENTER/UPDATE** all contact emails and phone numbers in SportWrench **BEFORE** completing Online Check-In. You can do this by going to your **STAFF PAGE** to enter and check that all emails and cell numbers are **CORRECT** for your Coaches/Primary Staff in this event.

Ready to Check-In?

1. Login to www.SportWrench.com!
2. Click on "My Teams Events" tab and click on "Manage Teams" for this event.
3. Make sure to review your rosters for athletes and **PRIMARY** staff members.
4. **DOUBLE CHECK** your staff Emails/Cell Numbers - this is how they receive QR Codes for entry!
5. Click on the "Online Team Check-In" tab. This is the Online Team Check-In page.
6. Under "Roster Validation" your team will either have a label of **Valid** or **Failed**.
7. You cannot check in a team that has a failed roster validation status.
8. If you have a failed roster:
   - Click the **"Failed"** notice in red to show the error that needs to be fixed for that roster.
   - You can go and correct the error by clicking on the "Event Roster" tab for anything **OTHER THAN ELIGIBILITY/CERTIFICATIONS.** That can only be adjusted in SportsEngine.
9. Once your team(s) has a valid roster status, you can begin the check-in process!
10. Before making your selection, **CHECK** one more time that all rosters are correct.
11. Click "Submit"!
12. Emails and Text Messages with ASSIGNED QR Codes for **"PRIMARY"** staff members on each roster will automatically be sent to the emails and phone numbers in their **SportWrench**profiles.

After completing Online Team Check-In, all **QR Codes** have been sent to Primary staff and **your rosters are LOCKED/VERIFIED for the tournament.** *No further changes can be made on SportWrench!*

ID'S WILL BE CHECKED FOR ALL ADULTS and MINORS 16+:

ONLY the person listed on the QR CODE will be granted entry into the event!

If you **have a JUNIOR COACH** or **are a FOREIGN TEAM**, contact us using the information below as your Online Check-In process will be different. If you have any

questions regarding **Online Team Check-In**, please contact Tournament Staff at **tournaments@a5volleyball.com**