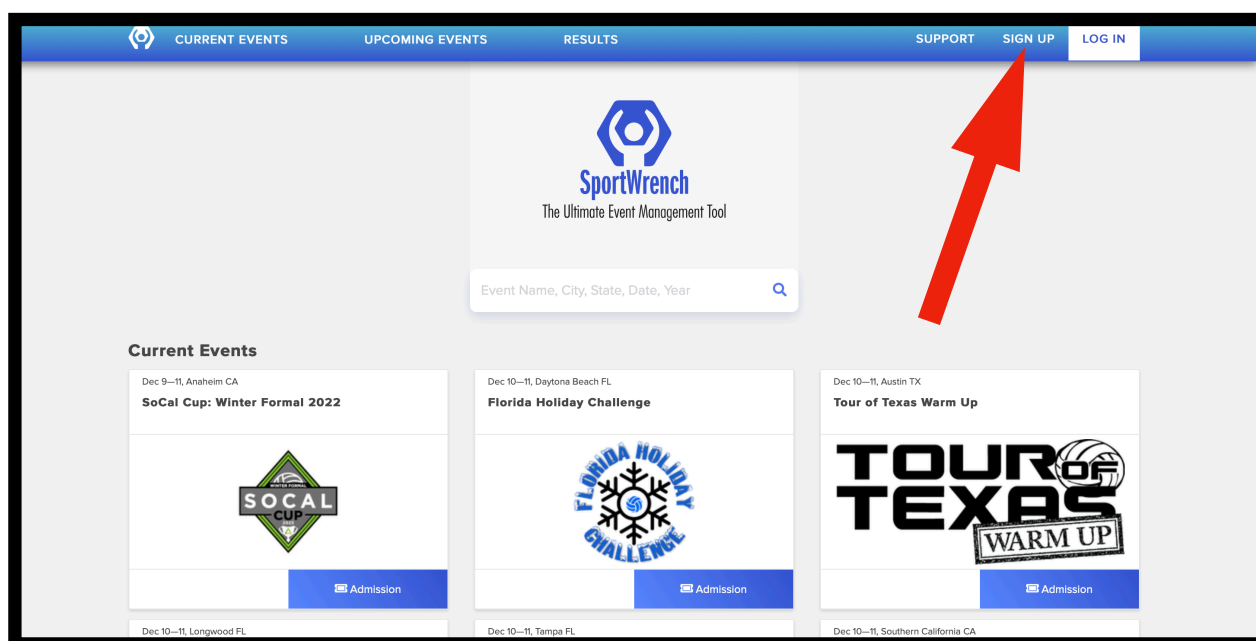


Club Director Account in SportWrench



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

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

Congratulations!

You have been registered at sportwrench.com

Please click the button below to activate your account:

Activate Account!



You have been activated. Please log in to proceed

Log In

Email*

The email field is required.

Password*

☐ Remember me

Log In

[Forgot Password ?](#)

Accepted Teams

2

2

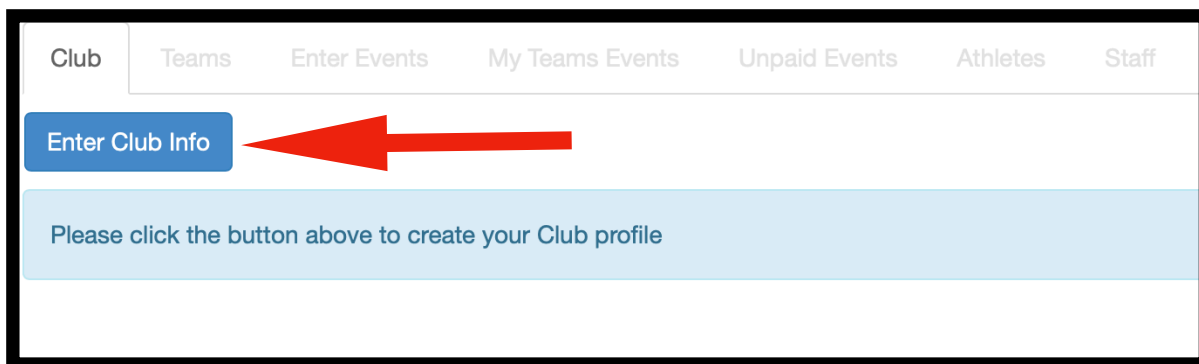
0

4

Event and Manage Teams

Step #3

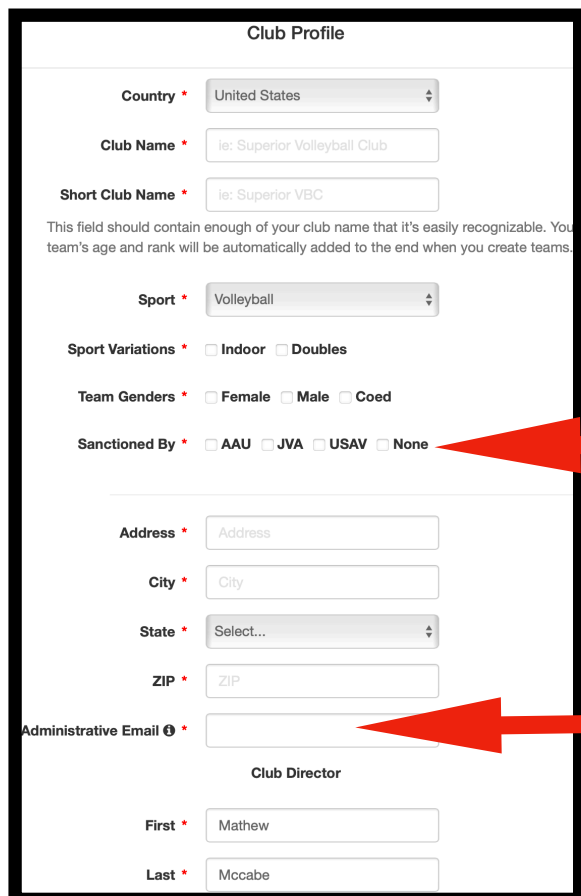
- Once logged in you will need to create your Club profile
- Click the Blue “Enter Club Info” button
- Enter all Required Information
 - *For Sanctioning choose all that apply. (For USAV and AAU you will be required to add additional information if chosen)
 - *High School/Middle School teams should choose “None”
- 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



Club Teams Enter Events My Teams Events Unpaid Events Athletes Staff

Enter Club Info

Please click the button above to create your Club profile



Club Profile

Country * United States

Club Name * ie: Superior Volleyball Club

Short Club Name * ie: Superior VBC

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 * Volleyball

Sport Variations * ☐ Indoor ☐ Doubles

Team Genders * ☐ Female ☐ Male ☐ Coed

Sanctioned By * ☐ AAU ☐ JVA ☐ USAV ☐ None

Address * Address

City * City

State * Select...

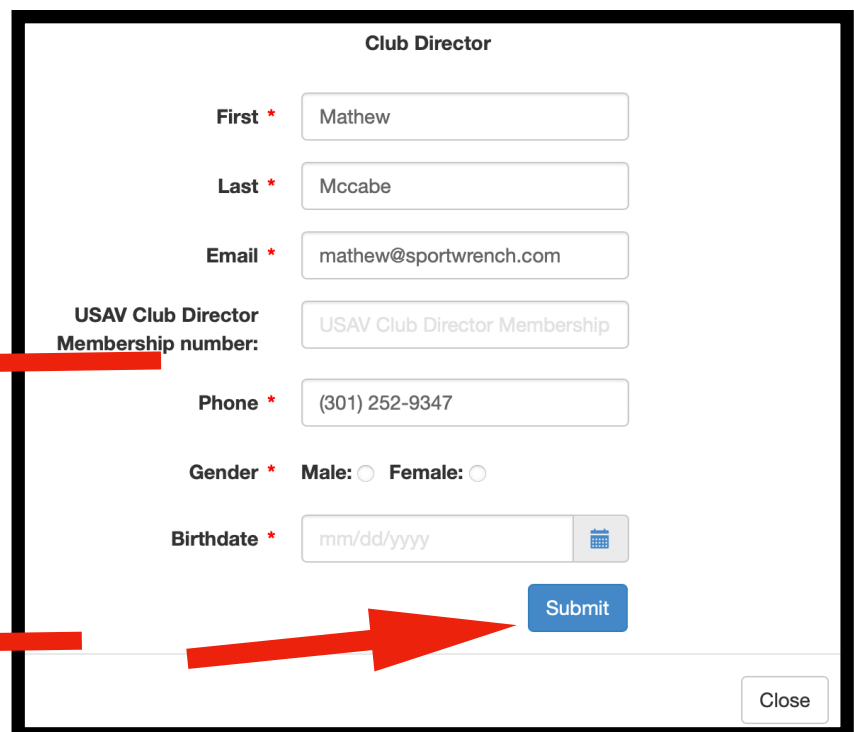
ZIP * ZIP

Administrative Email *

Club Director

First * Mathew

Last * McCabe



Club Director

First * Mathew

Last * McCabe

Email * mathew@sportwrench.com

USAV Club Director Membership number: USAV Club Director Membership

Phone * (301) 252-9347

Gender * Male: ☐ Female: ☐

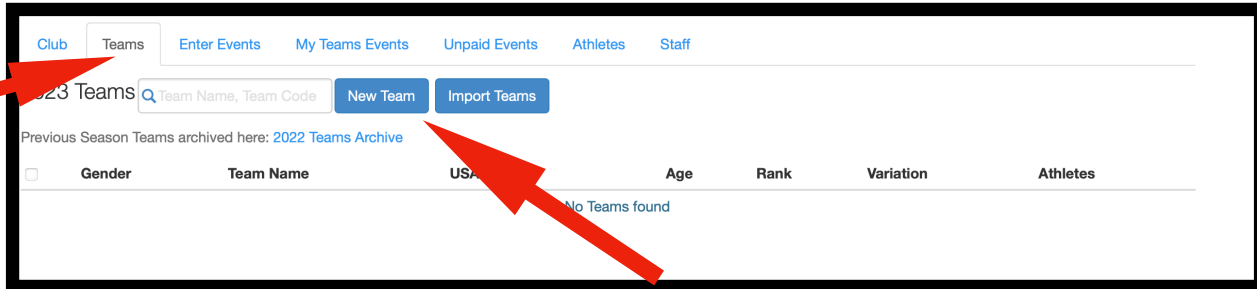
Birthdate * mm/dd/yyyy

Submit

Close

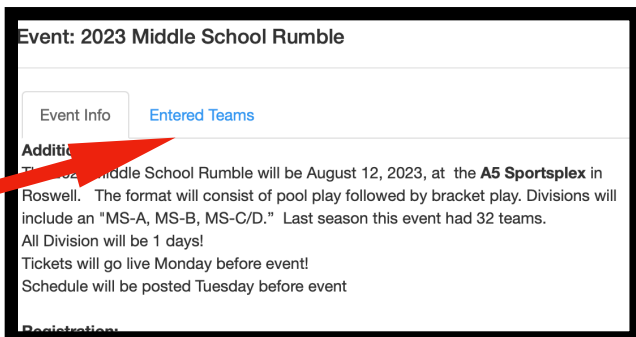
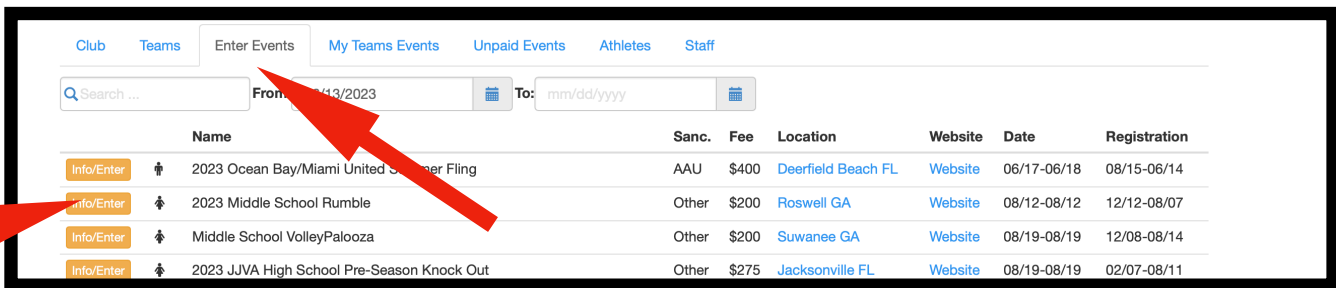
Step #4

- 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

Club Teams Enter Events My Teams Events Unpaid Events Athletes Staff 2023 Middle School Rumble

Event info Teams Entry Event Roster Online Team Check In

Pay Search Show: All Teams Age: From To Rank: From To Gender: ♀ Print All Rosters

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.

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

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.

♀ 18 Middle School A
♀ 18 Middle School B
♀ 18 Middle School C/D
✓ Not entered

G	Team Name
♀	McCabe 18 1

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

