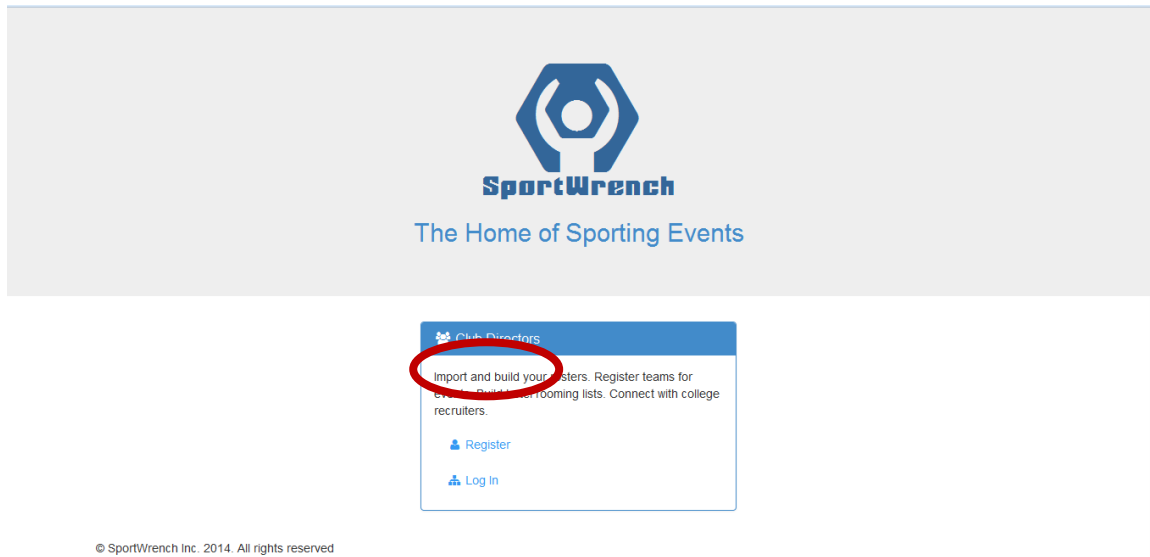


# HOW TO CREATE A CLUB



The SportWrench logo is centered at the top, with the tagline "The Home of Sporting Events" below it. A navigation menu is visible, with the "Club Directors" link circled in red. The menu text reads: "Import and build your rosters. Register teams for events. Build your rooming lists. Connect with college recruiters." Below this text are two links: "Register" and "Log In".

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Visit [www.sportwrench.com](http://www.sportwrench.com) to register your team for this event. Click "Register" on the home page.

## New Registration

Registration form fields:

- First Name: Adrienne
- Last Name: Edwards
- Country: United States
- Zip Code: 28806
- Gender:  Male  Female
- Email Address: jvctournaments@gmail.com
- Password: [Redacted]
- Confirm Password: [Redacted]
- Mobile Phone: 7032834086

Choose Roles section:

- Spectator
- Club Director
- Event Owner
- Staff / Official
- Vendor / Exhibitor / Sponsor

I Agree to the [Terms and Conditions](#)

**Register** button circled in red.

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Fill out all of the requested information and click "Register".

Reply | Reply All | Forward

Tue 9/23/2014 9:34 AM

SportWrench <info@sportwrench.com>

Account activation

To: jvctournaments@gmail.com

If there are problems with how this message is displayed, click here to view it in a web browser.

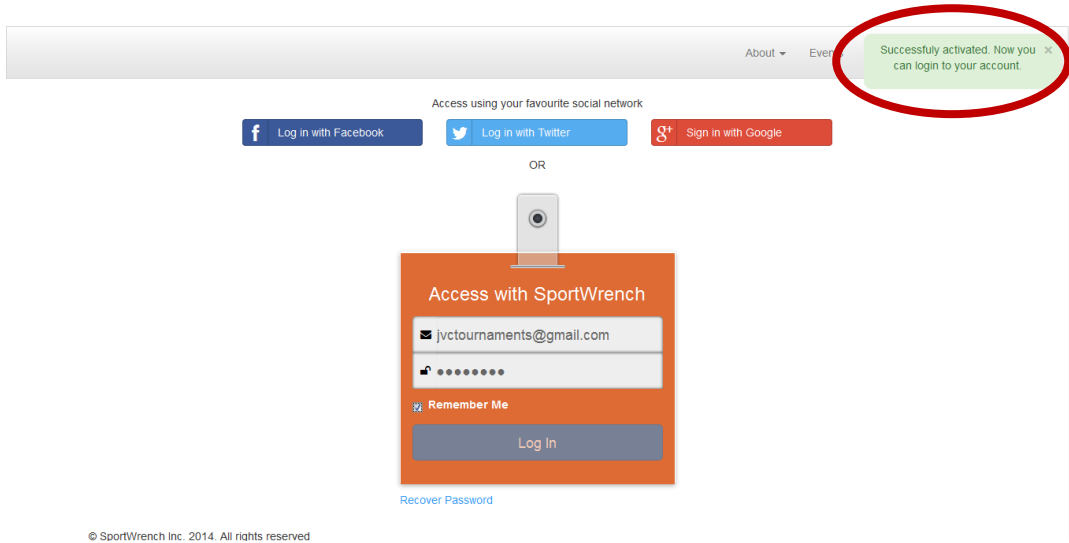
**Congratulations!**

You have been registered at sportwrench.com

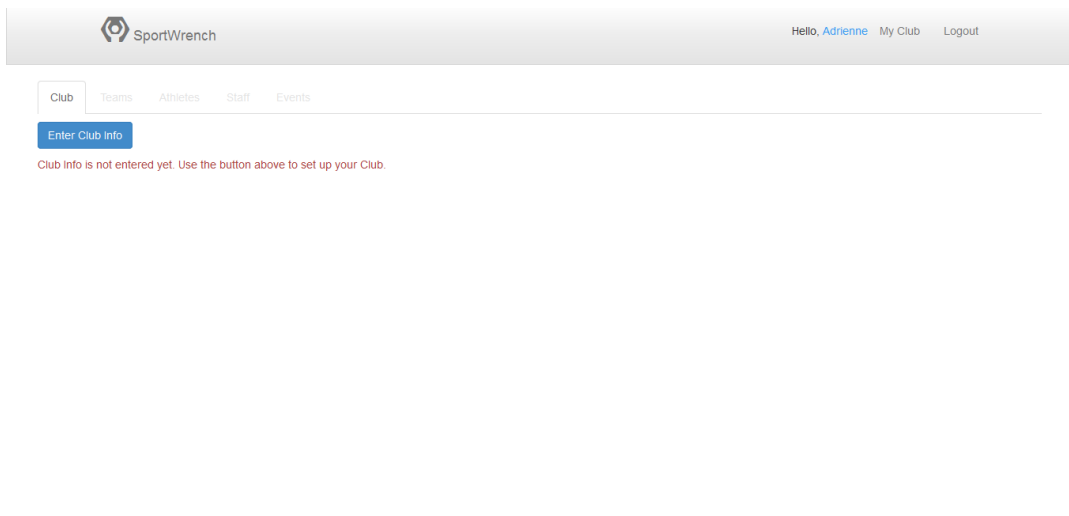
Please follow the link below to activate your account:  
<http://dev.sportwrench.com/#/activation?code=4c26367e6269da95>

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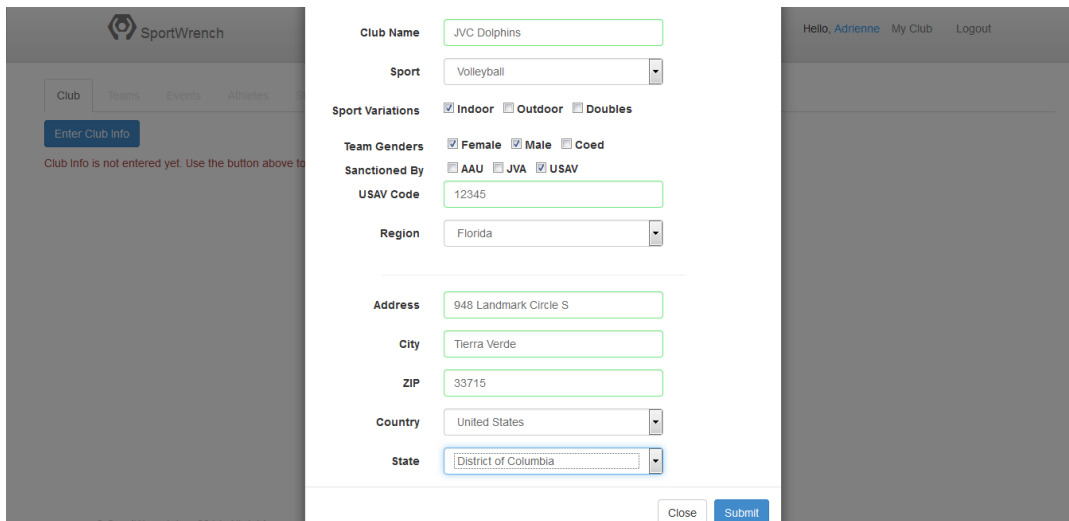
Check your email account for an email from SportWrench and click on the link to activate your account.



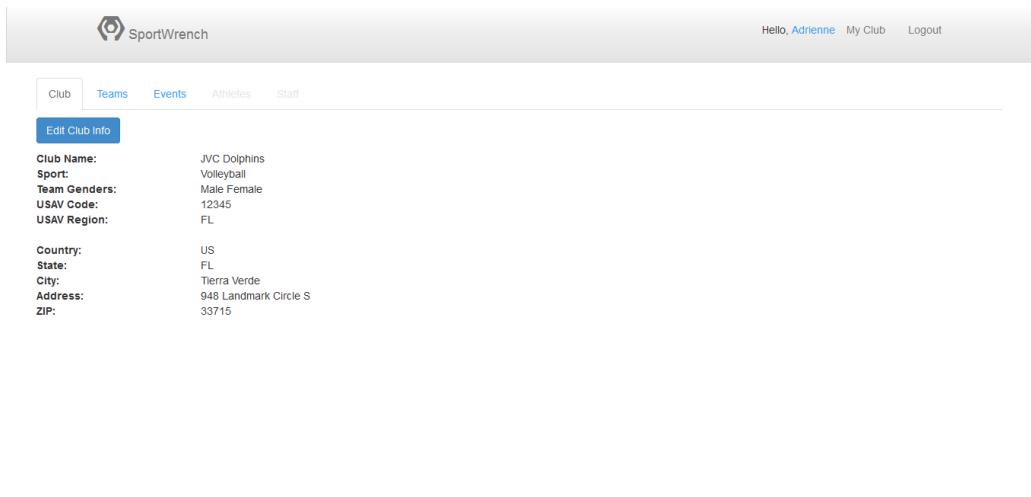
The link takes you to a page that looks like this. Once here, use your login information to log in to your account. If you have successfully activated your account, you'll get a message that states so.



Notice that until you enter your club information, no other tabs are available to enter information. Click "Enter Club Info".

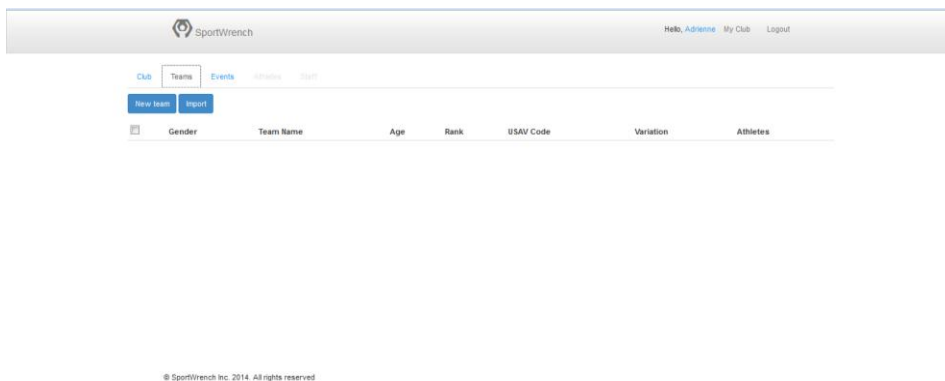


Fill out the requested information about your club and click "Submit".

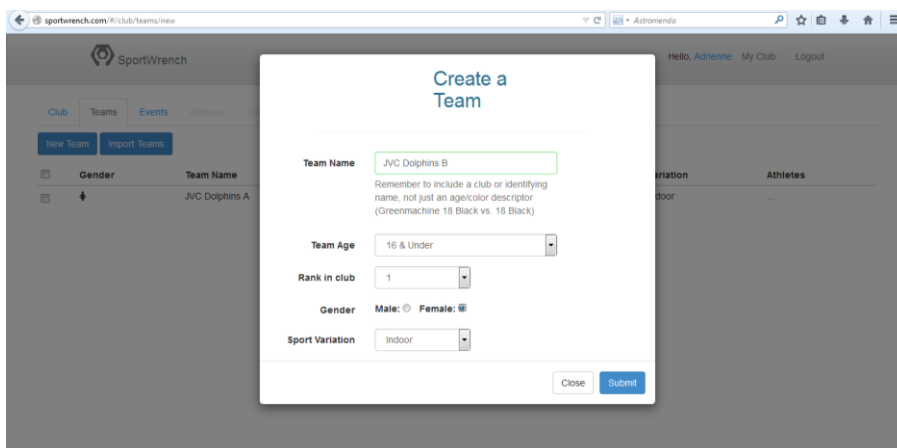


Once you have successfully entered your club, the club information will show up here. Also, the "Teams" and "Events" tabs are now blue and you can add teams to your club and then enter events.

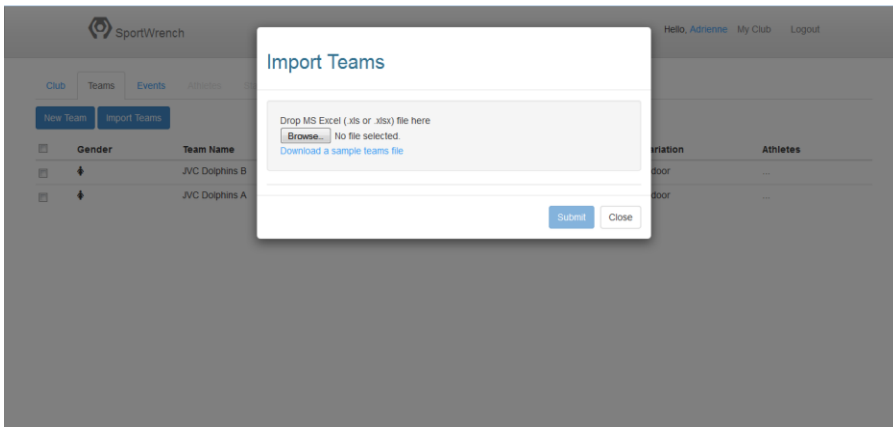
## HOW TO CREATE A TEAM



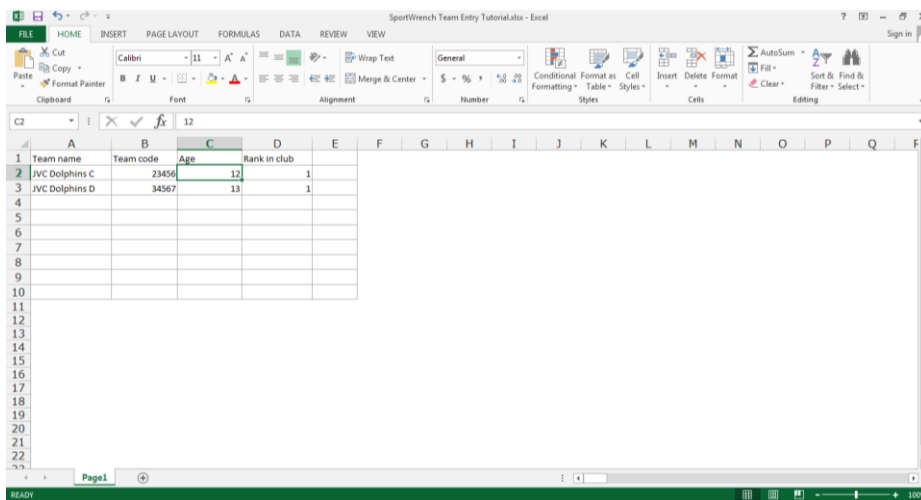
Login to your account at [www.sportwrench.com](http://www.sportwrench.com) and click the "Teams" tab. You have two ways you can enter teams under your club - individually or by importing a spreadsheet with the requested information.



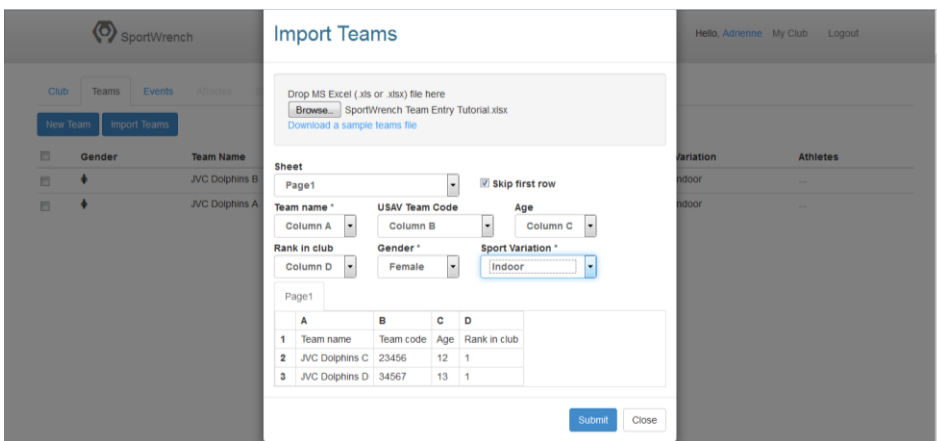
Click "Create a Team", fill out the requested information and then click "Submit".



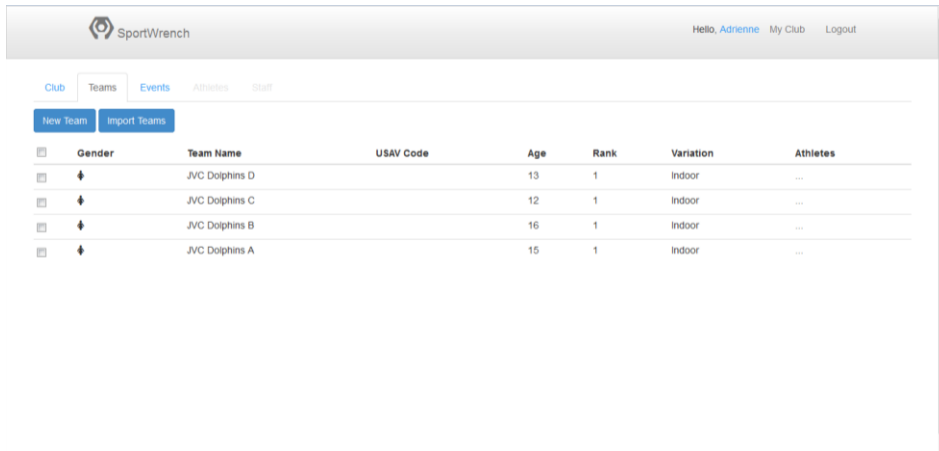
If you would rather import the teams, download the sample file and fill out with your team information.



Fill out the columns with your club-specific information and save the file.

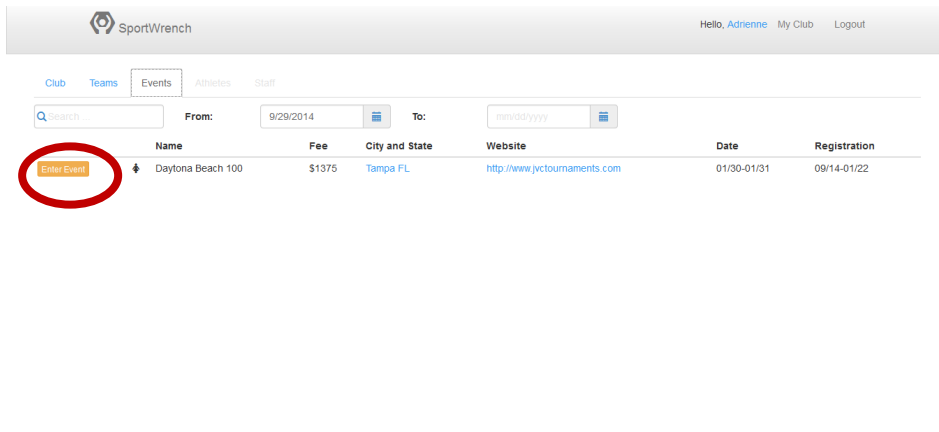


Click "Browse" and upload the file. On this screen, the drop down boxes ask you to label which columns match up with which information. For example, in this file, Column A has Team Names in it, so "Column A" was chosen from the drop down. Click "Submit".

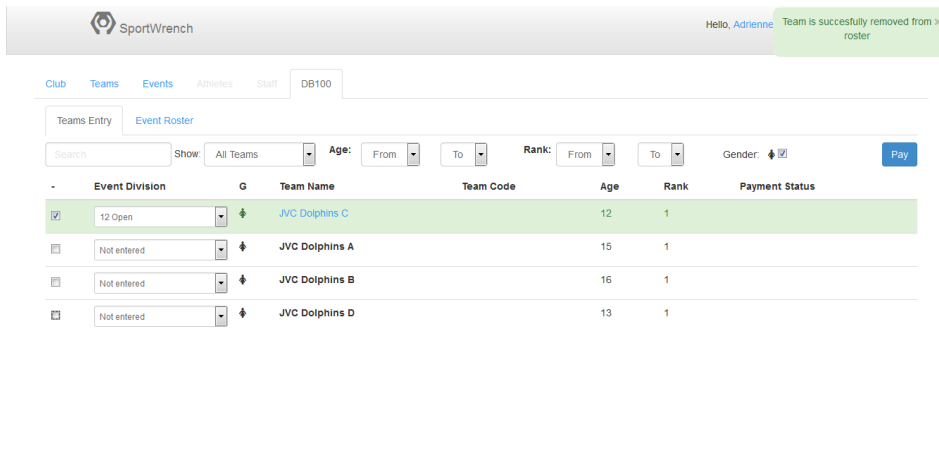


All teams that you have entered should show up on this screen.

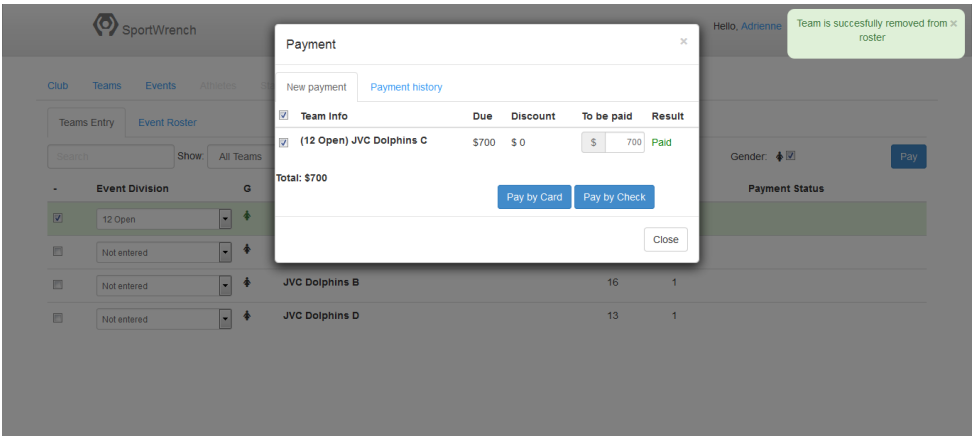
## HOW TO ENTER AN EVENT



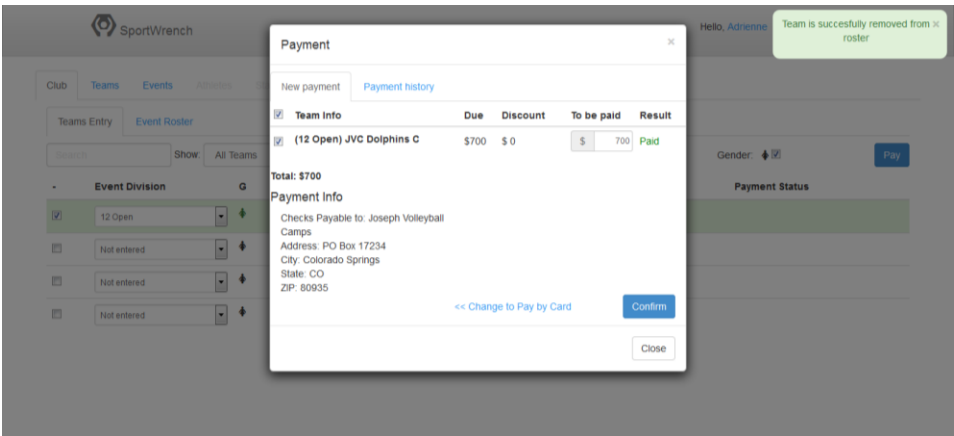
Login to your account at [www.sportwrench.com](http://www.sportwrench.com) and click the "Events" tab. Find the event you are registering for and click "Enter Event".



Select the check box next to the teams you want to enter into the event. Select the "Event Division" from the drop down menu. Click "Pay".



You have two payment options- Pay by Card or Pay by Check.



To pay by check, make the check out to the listed company and send to the listed address. Click "Confirm".

### Invoice #3

Created: 9/29/2014  
 Type: check

#### Payment Info

Address: PO Box 17234  
 City: Colorado Springs  
 ZIP: 80935  
 Country: US  
 State: CO  
 Checks Payable To: Joseph Volleyball Camps

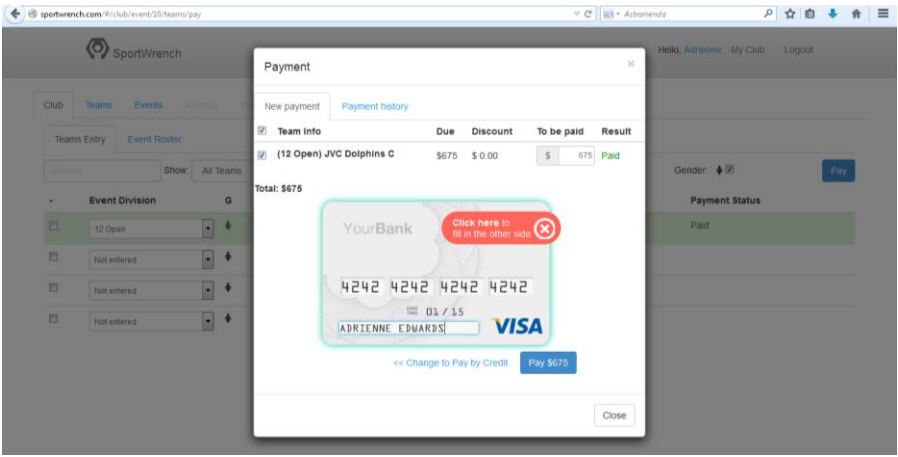
#### Club Info

Club Name: JVC Dolphins  
 Address: 948 Landmark Circle S  
 City: Tierra Verde  
 ZIP: 33715  
 Country: US  
 State: DC  
 Region: FL

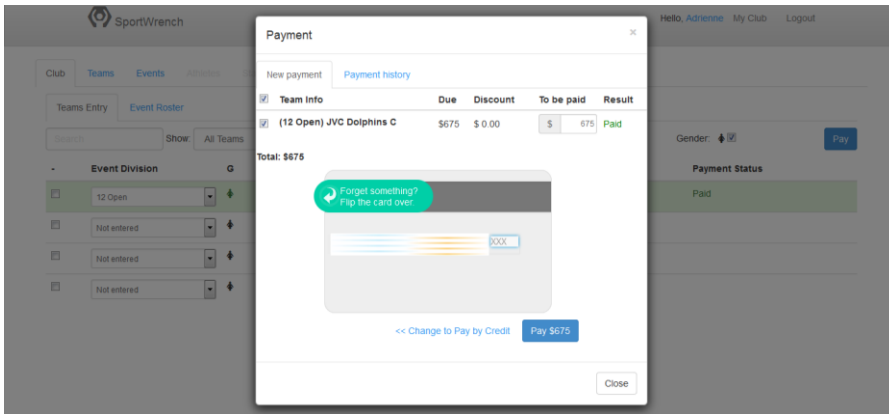
#	Division	Team Name	Team Code	Discount	Amount
1	12 Open	JVC Dolphins C	null	\$0.00	\$700.00

Total: \$700.00

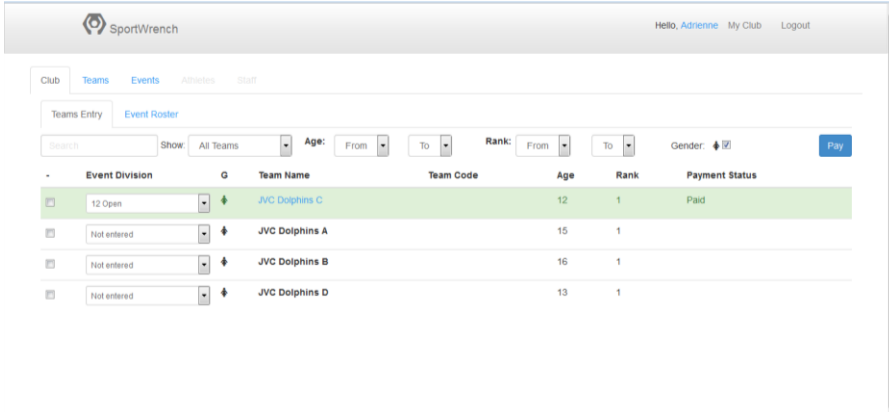
Print off a copy of the invoice and mail with your check.



To pay by Credit Card, click "Pay by Card" and enter your credit card information and click the red "Click Here" to enter the CSV number (shown on next screenshot).



Enter the CSV number and click "Pay".



Once you have confirmed that you are sending a Check or have submitted your Credit Card information, "Paid" will show up under "Payment Status".