

# NERVA Winterfest Court Coach Registration Instructions

This is a **THREE STEP PROCESS**:

1. Obtain a USA Volleyball **ELIGIBLE MEMBERSHIP\*\*** - if you do not already have one!
2. Create a **SPORTWRENCH ACCOUNT** (include your MEMBERSHIP details)
3. **APPLY TO WORK** the Event (connects your membership record to the event)

## STEP 1 = MEMBERSHIP

Verify that you have a USAV membership & that it is eligible. If you need membership, sign up at <https://nevolleyball.org/clubs-coaches-registration/>

**\*\* If you do not have an ELIGIBLE MEMBERSHIP you will NOT be able to apply to work the event in the SportWrench system! So please CHECK your status in SPORTSENGINE to see what your status is BEFORE reading details below & have your member number handy.**

## STEP 2 = CREATE A SPORTWRENCH ACCOUNT FOR STAFF MEMBER

(if you already have an account – see note below )

1. Go to <https://sportwrench.com/signup>
2. Fill out registration & membership information
3. Select gender
4. Fill out personal info
5. Under “choose roles” select staff / official
6. Click the blue “sign up” button

Once this is completed, you will get an email that says “activate account” **OPEN THIS EMAIL & click the blue activate button in the email.** THEN you can proceed to STEP 3.

**If you already have a SportWrench Account** login and navigate to the upper right hand corner and click on your name in **blue**. Under CHOOSE ROLES turn on Staff/Official. Proceed to Step 3.

## STEP 3 = APPLY TO WORK AN EVENT

1. Login to your SportWrench Account.
2. Click on "Staff / Official" tab or section at the top.
3. Complete the Staff/Official profile - you **MUST** have your ELIGIBLE MEMBERSHIP #!
4. Click the "events" tab.
5. Find **2023 NIKE New England Winterfest COLLEGE SHOWCASE.**
6. Click the green “apply” button on the right side of the event name.
7. Fill out all information – arrival dates/times are required - be as accurate as you can.
8. Indicate ON SITE as your payment option.
9. Once complete, click APPLY blue button.

An automated email will be sent to the email address associated with your SW account with a pending status. Our team will periodically check this to perform acceptances so don't worry if you aren't accepted right away!

All applications are reviewed and status' are indicated in batches, so please keep an eye out for emails! Questions? Email Roxann Link at [juniorscommissioner@nevolleyball.org](mailto:juniorscommissioner@nevolleyball.org)!