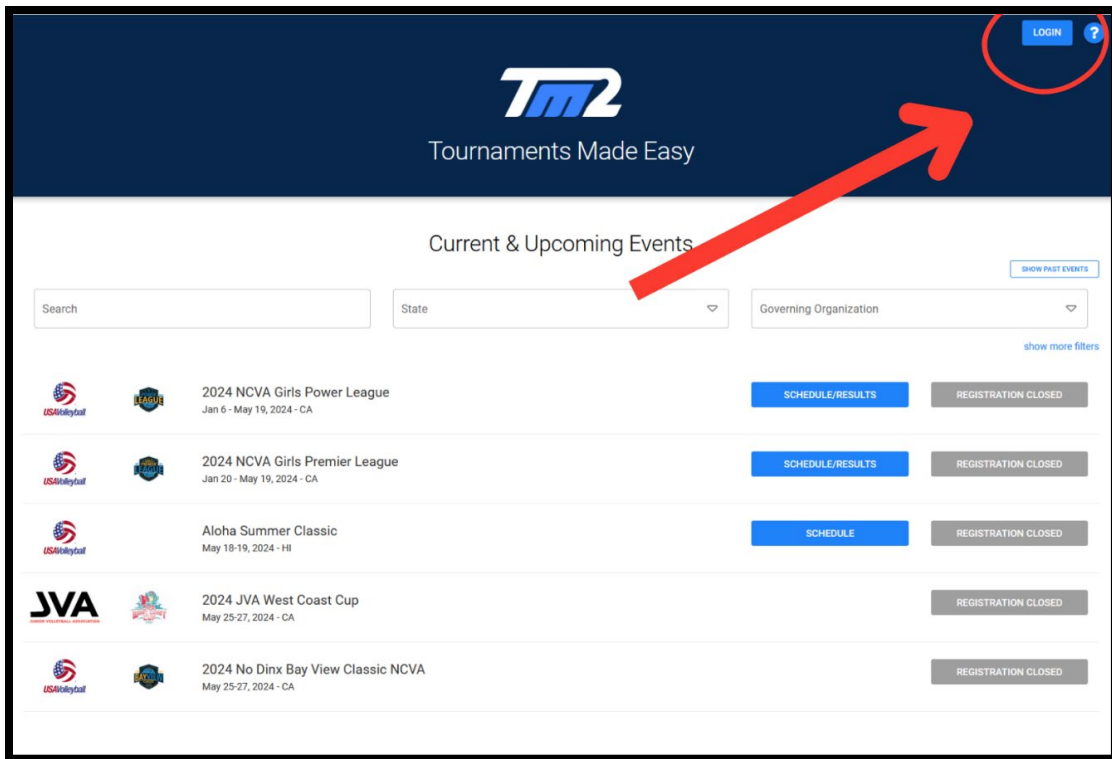


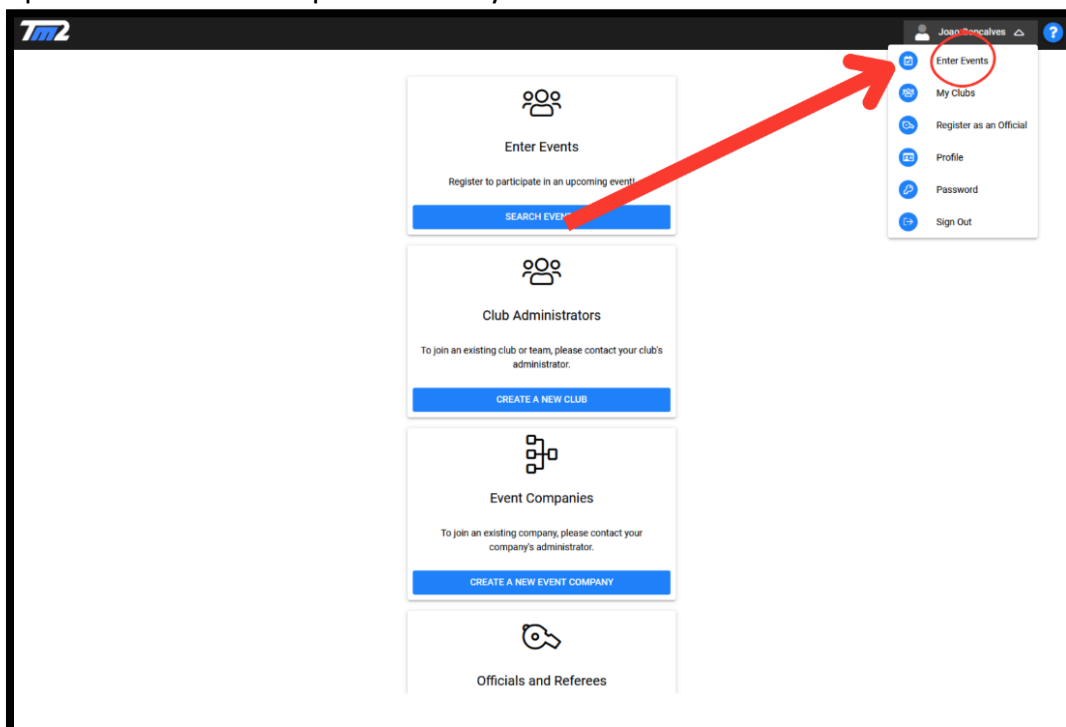
## How to Register for Beach Tournaments on TM2Sign

**Step 1:** Access TM2Sign and Click Log-In on the top right of the page.

1.a: Log in or create a profile if you don't have one currently



**Step 2:** Once logged in click on the profile owner's name on the top right, and a menu will drop down. Select the option that says 'Enter Events'.



**Step 3:** In the 'Enter Events' page, we suggest searching for the tournament ('A' in the image). Once you've located the desired tournament, click 'Team Registration' ('B' in the image).

- Use these terms to search: "Caribbean Challenge" (for June 1, 8, 23, and July 6 tournaments) and "Sand & Serve" (for August 31).

The screenshot shows the TM2 website interface. At the top, there is a search bar and a 'State' dropdown menu. A red arrow labeled 'A.' points to the 'State' dropdown. Below the search bar, there is a list of events. Each event row includes a logo, the event name, dates, location, and a 'REGISTRATION CLOSED' button. The last event, 'Aloha Summer Classic - Boys', has a blue 'TEAM REGISTRATION' button highlighted with a red circle labeled 'B.'.

| Logo           | Event Name                         | Dates                       | Location | Registration Status |
|----------------|------------------------------------|-----------------------------|----------|---------------------|
|                | OCT 24 Test                        | Oct 24, 2023 - May 26, 2024 | CO       | REGISTRATION CLOSED |
| USA Volleyball | 2024 NCVA Girls Power League       | Jan 6 - May 19, 2024        | CA       | REGISTRATION CLOSED |
| USA Volleyball | 2024 NCVA Girls Premier League     | Jan 20 - May 19, 2024       | CA       | REGISTRATION CLOSED |
| USA Volleyball | Aloha Summer Classic               | May 18-19, 2024             | HI       | REGISTRATION CLOSED |
| JVA            | 2024 JVA West Coast Cup            | May 25-27, 2024             | CA       | REGISTRATION CLOSED |
| USA Volleyball | 2024 No Dinx Bay View Classic NCVA | May 25-27, 2024             | CA       | REGISTRATION CLOSED |
| USA Volleyball | HOLD                               | Jun 1, 2024                 | CO       | REGISTRATION CLOSED |
| USA Volleyball | Aloha Summer Classic - Boys        | Jun 2-11, 2024              | HI       | TEAM REGISTRATION   |

**Step 4:** Complete the registration by including both players (please use the name in their SE accounts). Once completed, select 'SAVE' at the bottom of the page.

- If you have multiple teams, there is an option to 'add another team' below the 'Team Name' box.

TM2

Joao Goncalves

### Team Registration: 2024 NCVA Beach - Caribbean Challenge I

Division

**Player 1**

First name Last name Email Phone

Birth date Month Day Year  Female  Male  Unspecified

**Player 2**

First name Last name Email Phone

Birth date Month Day Year  Female  Male  Unspecified

Team name

+ ADD ANOTHER TEAM

SAVE

**Step 5:** Once the registration is completed you will be taken to the payment page. In the center toward the bottom of the page, select the payment method (credit card or check).

- For check payments, select 'Pay by Check', print out the Mail-In Form (Blue button below selection), and send it to the address on the page (view image), with the mail-in form included.
- For online payment, select 'Pay by Credit Card', and click the blue button labeled 'Make Payment.'

TM2

Joao Goncalves

Beach/Outdoor Volleyball

My Events Enter Events Teams Members Permissions Payments Edit Club

2024 NCVA Beach - Caribbean Challenge I

| ID                                  | Team   | Division         | Payment Deadline | Amount Due             | Credit Card Convenience Fee | Total  |         |
|-------------------------------------|--------|------------------|------------------|------------------------|-----------------------------|--------|---------|
| <input checked="" type="checkbox"/> | 117388 | GONCALVES/VICTOR | 18/17 - Male     | May 30th, 2024 5:00 PM | \$80.00                     | \$2.70 | \$82.70 |
| <input checked="" type="checkbox"/> | 117389 | GONCALVES/VICTOR | 16/15 - Male     | May 30th, 2024 5:00 PM | \$80.00                     | \$2.70 | \$82.70 |
| <input checked="" type="checkbox"/> | 117390 | GONCALVES/VICTOR | 18/17 - Male     | May 30th, 2024 5:00 PM | \$80.00                     | \$2.70 | \$82.70 |

Registrations Selected: 3  
Total Due: \$248.10

Pay by credit card  Pay by Check

MAKE PAYMENT

Select pay by credit card to pay online

Select pay by check and download the mail-in form

**Roster Validation:** Once you've registered, TM2sign will automatically look up the players included in the roster on SE to confirm their membership number. This may take a couple of days to complete. If your roster is still invalid leading up to the event, please contact the office via email ([help@ncva.com](mailto:help@ncva.com)) OR phone number (415) 550-7582.

**\*\*IF A TEAM REGISTERS BEFORE REGISTERING AS AN NCVA MEMBER, THEY'LL NEED TO MANUALLY UPDATE THEIR USAV STATUS AFTER TOURNAMENT REGISTRATION. FOLLOW THE STEPS BELOW\*\***

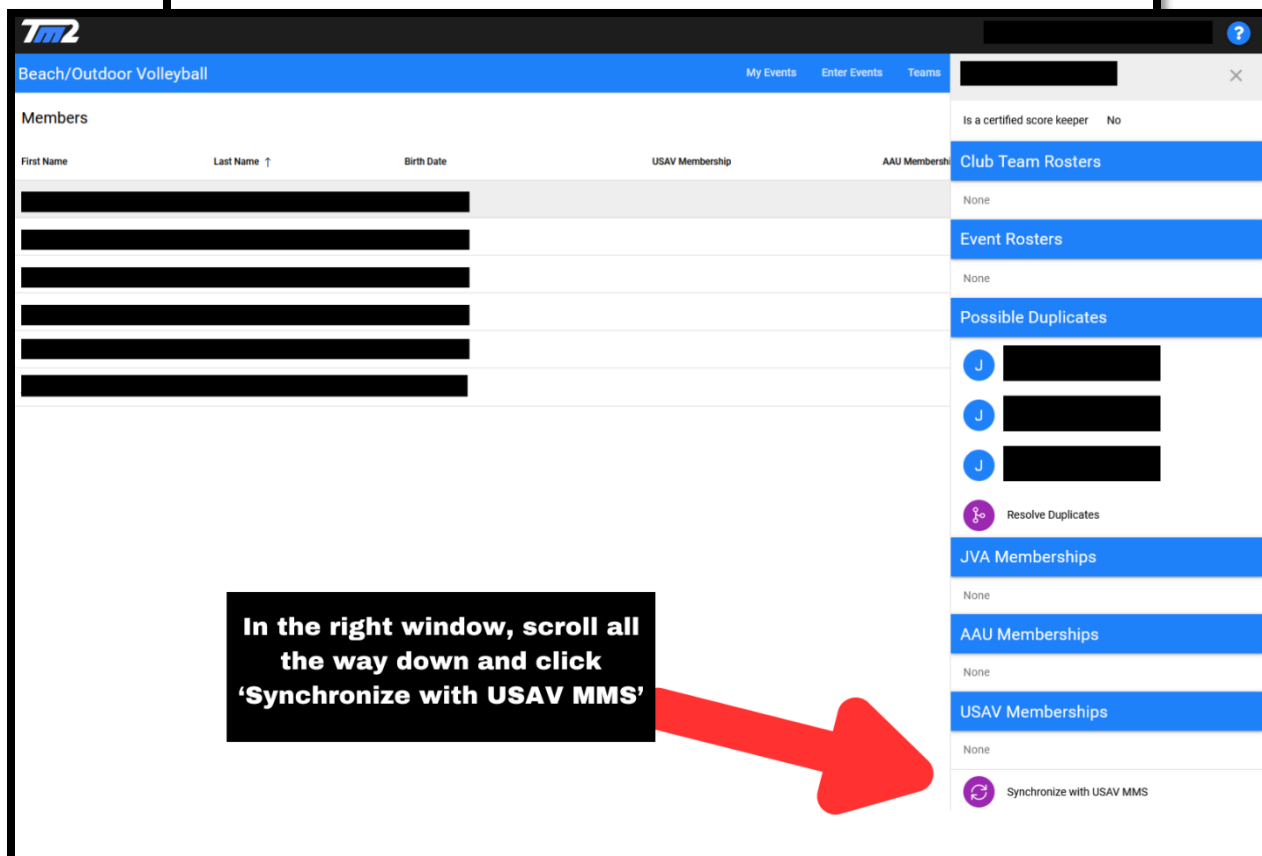
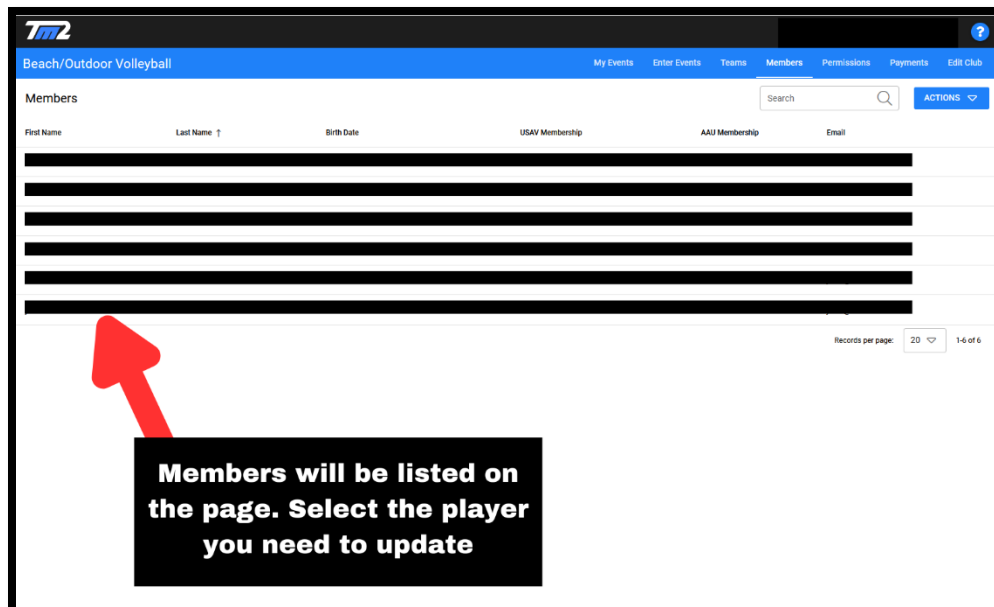
**Roster Validation Step 1:** Log in to TM2Sign and access the 'Members' Page

The screenshot displays the TM2Sign web application interface. At the top, the navigation bar includes the TM2 logo, the text "Beach/Outdoor Volleyball", and several menu items: "My Events", "Enter Events", "Teams", "Members" (circled in red), "Permissions", "Payments", and "Edit Club". A red arrow points to the "Members" menu item. Below the navigation bar, the page title is "My Event Registrations". The main content area shows a registration for the "2024 NCVA Beach - Caribbean Challenge I / Jun 1-8, 2024". A table lists the registration details:

| Team       | Division     | Status  | Paid     | Roster  | Housing | Registrant | ID     |
|------------|--------------|---------|----------|---------|---------|------------|--------|
| [Redacted] | 18/17 - Male | PENDING | NOT PAID | INVALID | N/A     | [Redacted] | 117415 |

Below the table, there is a "MAKE PAYMENT" button and a "Caribbean Challenge" logo. At the bottom, there are links for "Acceptance Policy | Refund Policy", a URL "https://ncva.com/outdoor/", a phone number "55507582", an email address "events@ncva.com", and dates "Sat, Jun 1, 2024" and "Sat, Jun 8, 2024".

**Roster Validation Step 2:** Find the member who needs their membership updated and click on their name. A window will pop up on the right side of the screen. Scroll all the way down on the right window until you see 'USAV Membership' and click 'Synchronize with USAV MMS'. The system will search SE based on the name (first and last), and birth date of the player. (IF THIS IS UNSUCCESSFUL, DOUBLE CHECK THE PLAYER INFORMATION AND MAKE SURE IT MATCHES WHAT IS STATED ON SPORTSENGINE)



**Roster Validation Step 3:** The final step required you to access 'My Events', select the correct event, and click the red button under 'Roster'. You will be taken to the roster page. From there, click 'Validate'. The box directly above the 'Validate button' should turn green. If the roster is still not synching, please contact the NCVA.

The screenshot shows the 'My Event Registrations' page for the 2024 NCVA Beach - Caribbean Challenge I (Jun 1-8, 2024). A table lists registrations with columns for Team, Division, Status, Paid, Roster, Housing, Registrant, and ID. The 'Roster' column for the first registration shows 'INVALID' in a red box. A red arrow points to this box. Below the table, there is a 'MAKE PAYMENT' button and links for 'Acceptance Policy | Refund Policy', a website URL, a phone number, and an email address. A black callout box with white text says 'Click here to access to Roster page'.

The screenshot shows the 'Event Roster for 2024 NCVA Beach - Caribbean Challenge I (18/17 - Male)' page. A pink banner at the top says 'This roster is INVALID'. Below it is a blue 'VALIDATE' button. A red arrow points to this button. To the right of the 'VALIDATE' button is an 'APPLY DEFAULT ROSTER' link. Below the banner are sections for 'Players' and 'Staff'. The 'Players' section has a table with columns for Name, Uniform #, Corekeeper, DOB, and USAV. There are two rows of player data, each with an 'EDIT' link and a red 'x' icon. An 'ADD PLAYERS' button is on the right. The 'Staff' section has a table with columns for Name, Pos, and USAV, and an 'ADD STAFF' button on the right. A black callout box with white text says 'Click validate, if the box above turns green, you're good to go!'.