

How to Register on TM2Sign

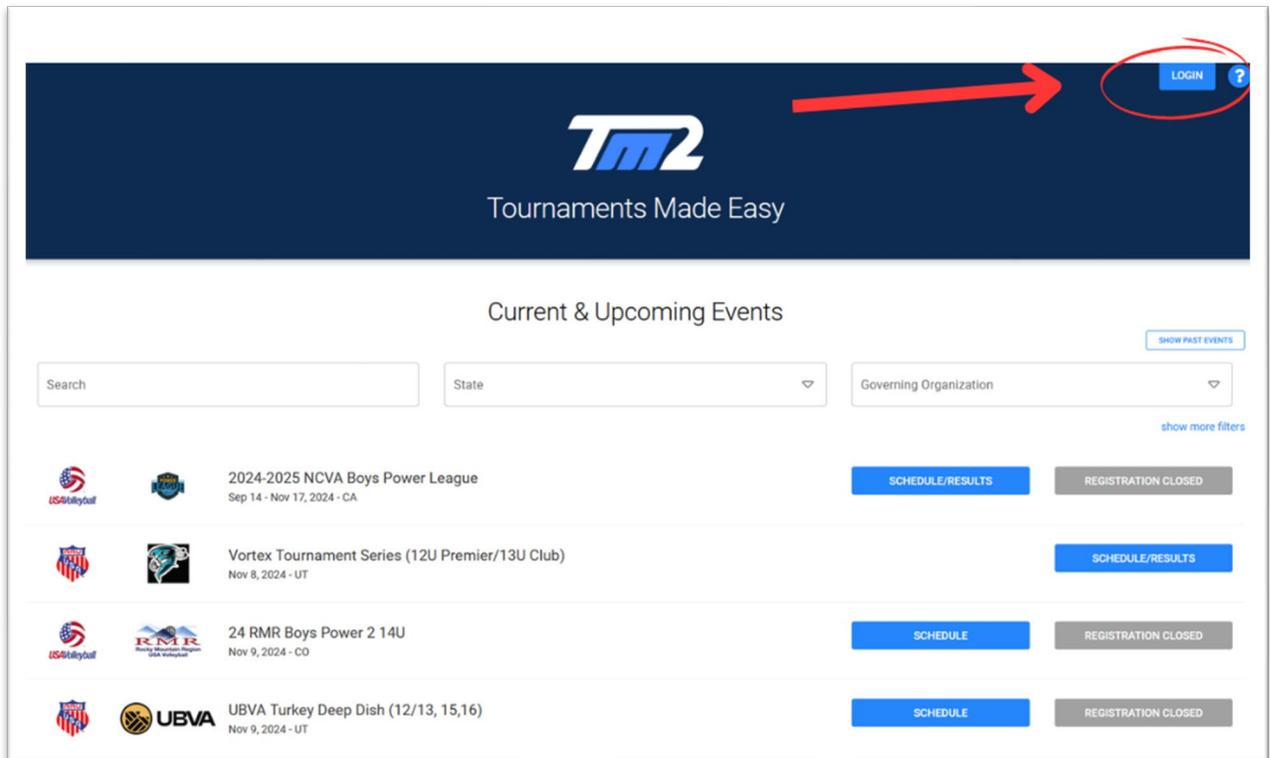
Introduction

This document is intended to help you register for events with NCVA. We have covered all the basics and have tried to answer the most common questions we receive from club directors and club admins during registration.

Teams must be registered online, using TM2, to participate. NCVA will accept all teams that are registered and paid by the deadline. Teams that register but do not pay by the deadline will be accepted based on space available and will incur a late fee of \$100.

Clubs may pay online or by check. All credit card transactions will be charged a 3% processing fee. We do not accept American Express.

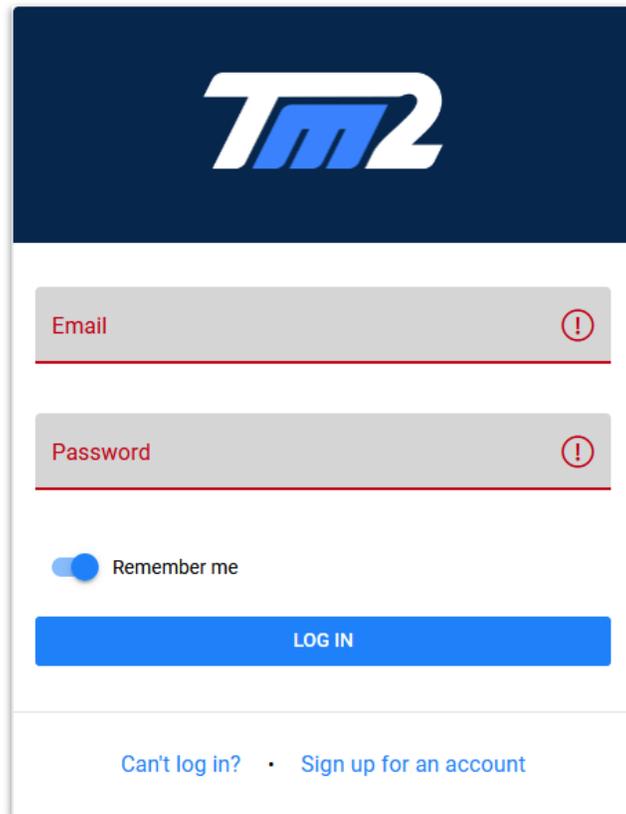
Step 1. Go to tm2sign.com, once there, select 'Log In' in the top right corner of the page



The screenshot shows the TM2 website interface. At the top, there is a dark blue header with the TM2 logo and the tagline "Tournaments Made Easy". In the top right corner of this header, there is a blue "LOGIN" button with a question mark icon next to it, which is circled in red. A red arrow points from the center of the header towards the login button. Below the header, the page displays "Current & Upcoming Events" with a "SHOW PAST EVENTS" button. There are search filters for "Search", "State", and "Governing Organization". Below the filters, there is a list of events with their respective logos, names, dates, and buttons for "SCHEDULE/RESULTS" or "SCHEDULE" and "REGISTRATION CLOSED".

Event Name	Date	Location	Buttons
2024-2025 NCVA Boys Power League	Sep 14 - Nov 17, 2024	CA	SCHEDULE/RESULTS, REGISTRATION CLOSED
Vortex Tournament Series (12U Premier/13U Club)	Nov 8, 2024	UT	SCHEDULE/RESULTS
24 RMR Boys Power 2 14U	Nov 9, 2024	CO	SCHEDULE, REGISTRATION CLOSED
UBVA Turkey Deep Dish (12/13, 15,16)	Nov 9, 2024	UT	SCHEDULE, REGISTRATION CLOSED

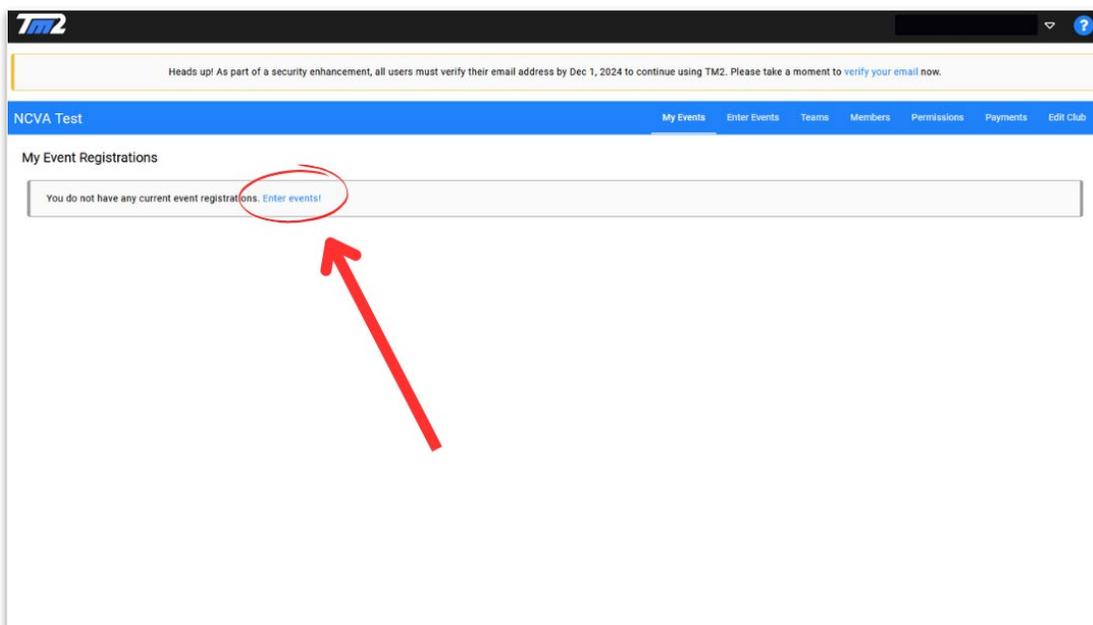
Step 2. You will then be prompted to login, if you do not have an account, select 'sign up for an account' below to log in portal.



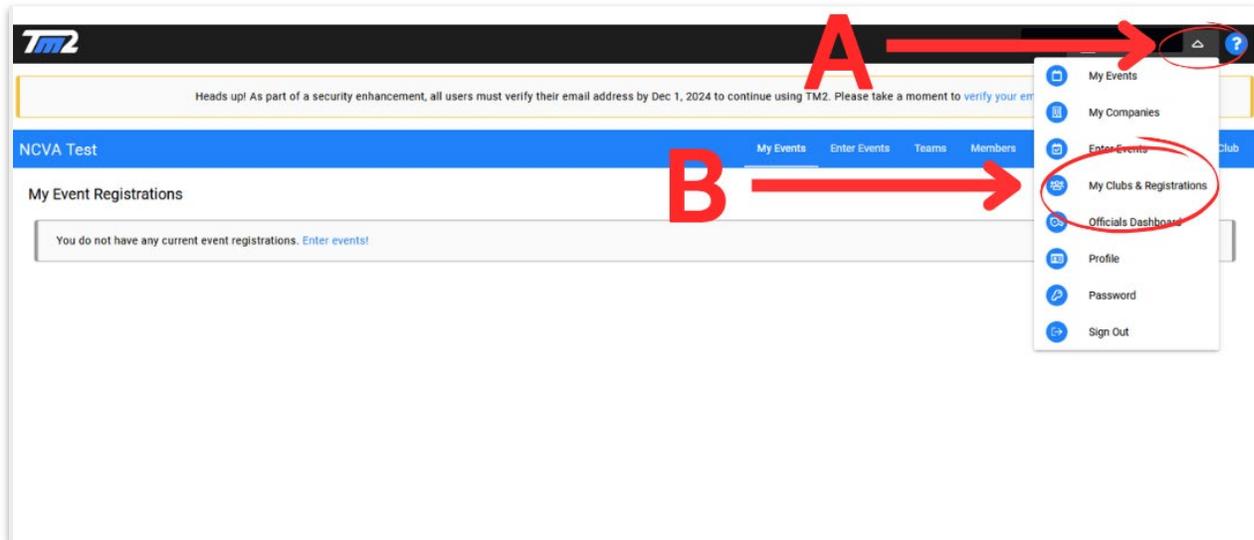
The image shows a login form for TM2. At the top is the TM2 logo on a dark blue background. Below the logo are two input fields: 'Email' and 'Password', each with a red exclamation mark icon to its right. Underneath the password field is a 'Remember me' toggle switch, which is currently turned on. A blue 'LOG IN' button is positioned below the input fields. At the bottom of the form, there are two links: 'Can't log in?' and 'Sign up for an account'.

Step 3. Once logged in, you will be taken to the account's 'my registered events' page. If you're a brand new club or have not registered for any tournaments yet, this page will be blank.

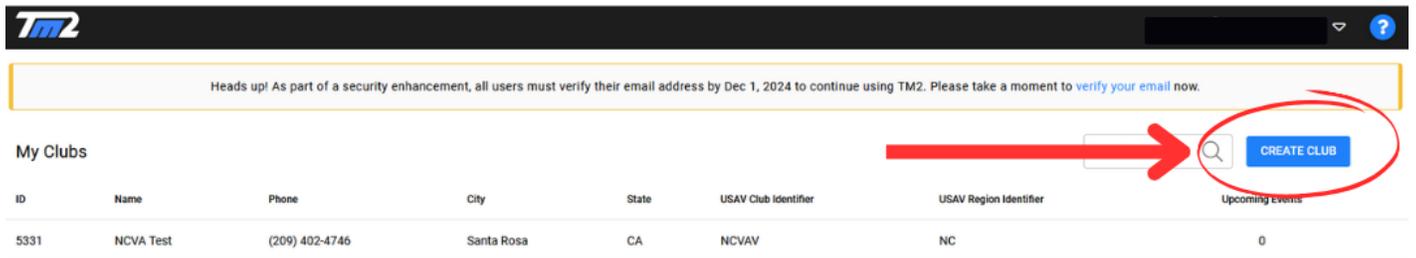
- If you already have a club, and team created on TM2, select 'Enter Events' and skip to **STEP 8**



- If you haven't created your club, select the arrow on the top right (next to your account name) and click 'My Clubs & Registrations'



Step 4. Once in the 'My Club' page, select the 'Create Club' option on the upper right side of the page.



Step 5. Once In the ‘Create Club’ page, fill out ALL the information (some aspects aren’t required but we encourage to provide as much information as possible). At the bottom of the page, make sure to select ‘We Participate in USA Volleyball Events’.

Create Club

Club name *

Club alias

A short version of your club name for constructing team names

Club phone number *

Country
United States

Club address *

Suite/unit

City *

State/province *

2 Character Abbreviation

Zip/postal code *

We participate in JVA Events

We participate in AAU Events

We participate in USA Volleyball Events

CANCEL SAVE

- Once you’ve selected ‘We Participate in USA Volleyball Events’, two additional prompts will pop up. Select “Northern California Volleyball Association”, and input your club code.
- The club code is created when the club completes the annual ‘NCVA Club Sanctioning Form’. Once the form is approved, NCVA staff will send the club an email with the club code and other information. If you can not find your club code, reach out to Events@ncva.com.
- Click **SAVE** on the bottom right to save the club in the account.

We participate in JVA Events

We participate in AAU Events

We participate in USA Volleyball Events

USAV Club Information

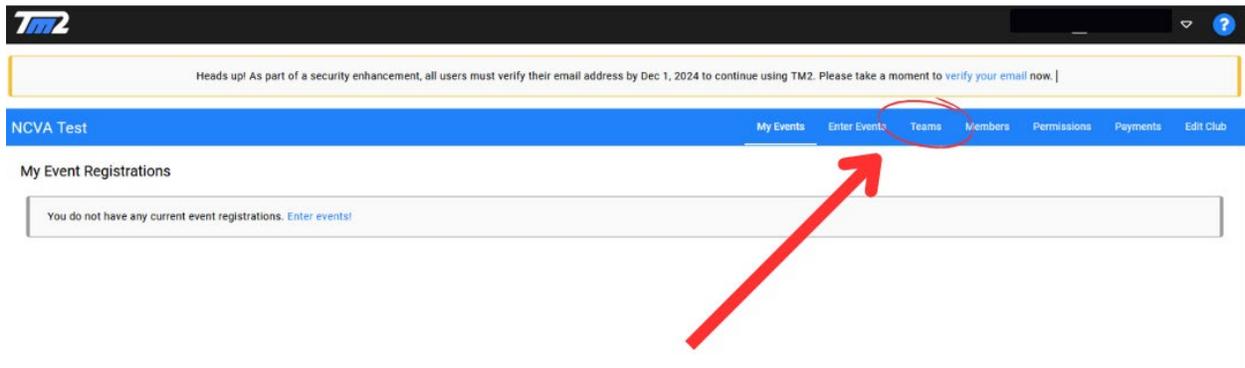
USAV Region

USAV Club Code

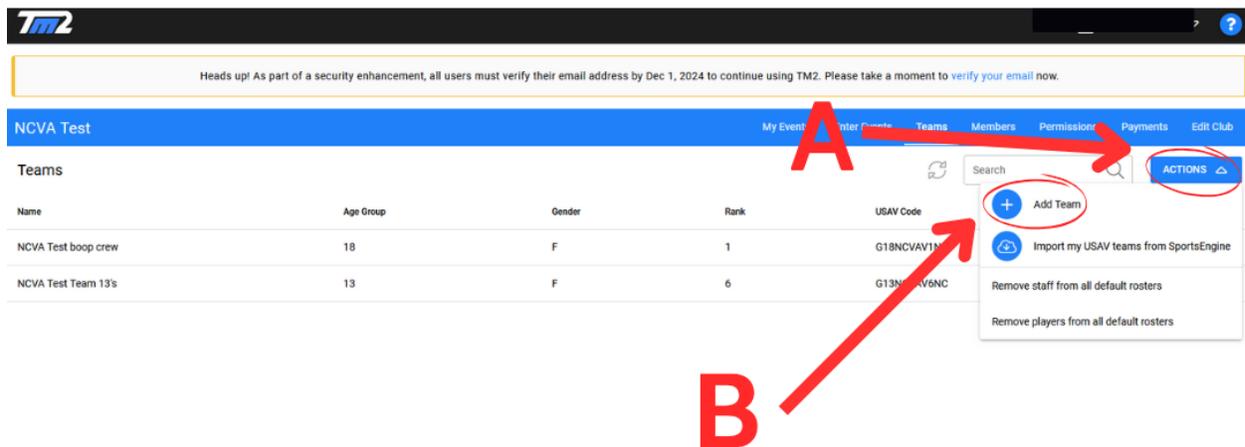
A 5 character code assigned to you by your region

CANCEL SAVE

Step 6. Adding Teams: Once you've created your club, you will be taken back to 'My Event Registration'. From that page select 'Teams' on the blue bar towards the top of the page.



- You will be taken to the 'Teams' page. To create a new team click 'Actions' (A) on the upper right side, and in the dropdown select 'Add Team' (B).



Step 7. Once in the 'Team Settings' page, complete the required information. The USAV Team Identifier will be automatically generated once you've saved.

- Select 'SAVE' on the bottom right, or 'Save and Add Another' if you'd like to add more teams

TM2

Heads up! As part of a security enhancement, all users must verify their email address by Dec 1, 2024 to continue using TM2. Please take a moment to [verify your email now](#).

NCVA Test My Events Enter Events Teams Members Permissions Payments Edit Club

Team Settings

Name *

USAV team identifier
USAV identifier will be automatically generated

Gender *

Type *

Age group *

Team rank within age group in club *

SAVE SAVE AND ADD ANOTHER

Step 8. Adding Members: Once the team is created and saved, you'll be taken back to the 'Teams' page. Now select 'Members' on the blue bar towards the top of the page.

TM2

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NCVA Test My Events Enter Events Members Permissions Payments Edit Club

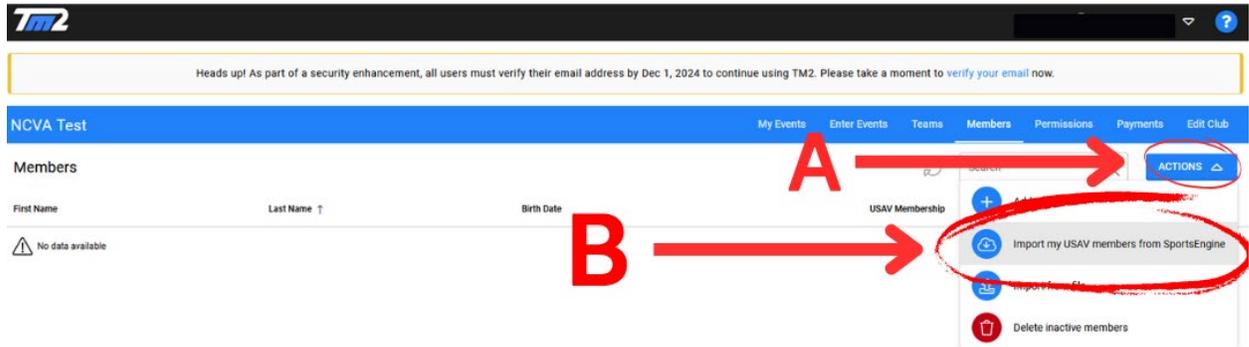
Teams

Search ACTIONS

Name	Age Group	Gender	Rank	USAV Code	ID
NCVA Test 32	13	F	15	G13NCVAV15NC	28245
NCVA Test boop crew	18	F	1	G18NCVAV1NC	23603
NCVA Test Team 13's	13	F	6	G13NCVAV6NC	28238

Records per page: 20 1/3 of 3

- In the 'Members' page, select 'Actions' (A) on the top right of the page, in the dropdown menu, select 'Import my USAV members from SportsEngine' (B).
 - o **NOTE: This import will ONLY import players that have the current season's membership AND are assigned to your club on SportsEngine.**

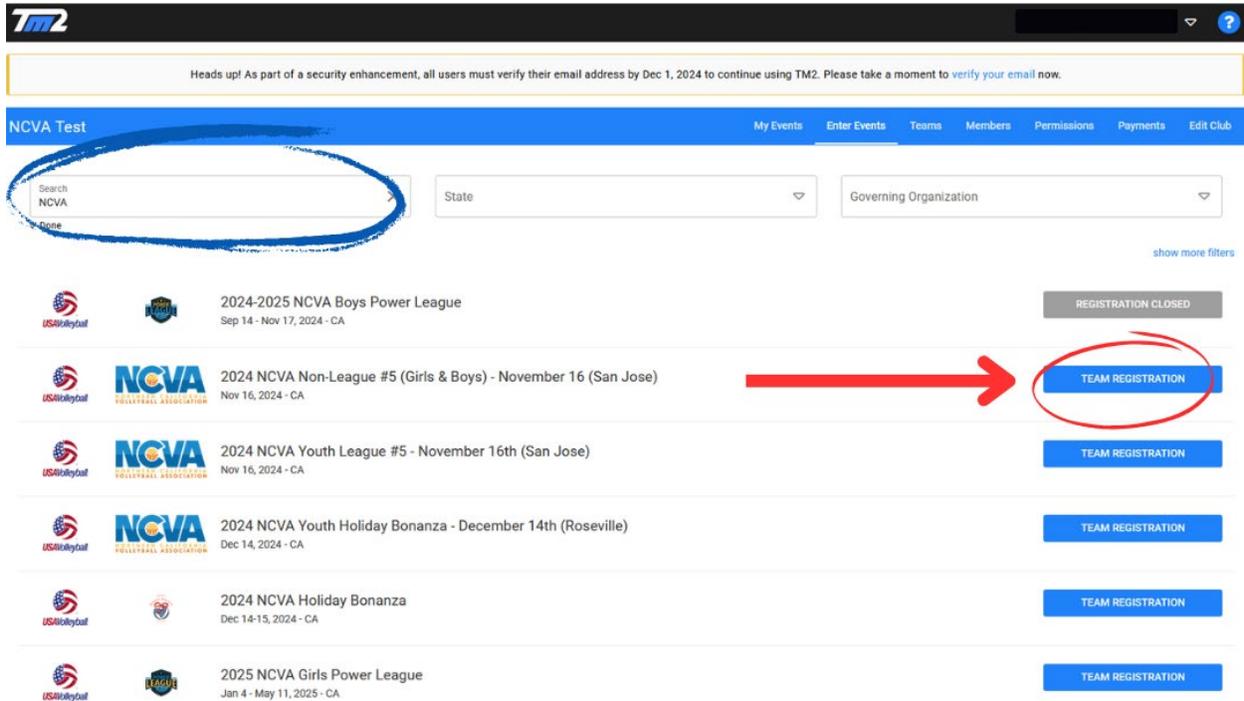


- Once the import is complete, you will receive an email from TM2Sign. Reload your members page and all players, and coaches with assigned memberships will populate the page.
 - o Some players may be missing, if that's the case, make sure the player in question has a full current season membership and that the membership is assigned to the club.
 - o Do NOT manually add members, always import straight from SportsEngine

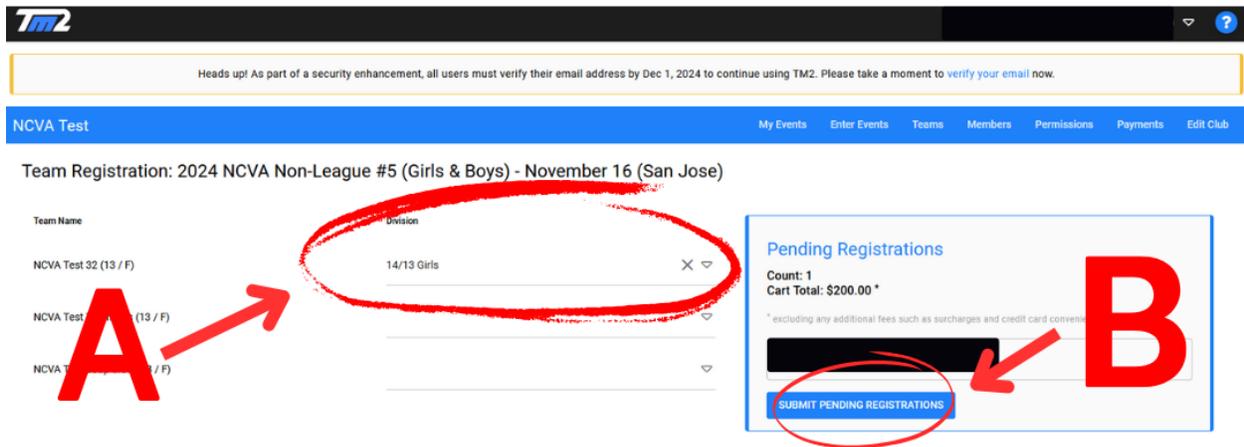
Step 9. Entering Events: Once the club members have been imported, it's time to enter events! Select 'Enter Events' on the blue bar towards the top of the page.



- Once in the 'Enter Events' page, find the event you want to register for and click the 'Team Registration' button on the right side of the screen. We'd recommend utilizing the search bar at the top of the page to search for tournaments (circled in blue).

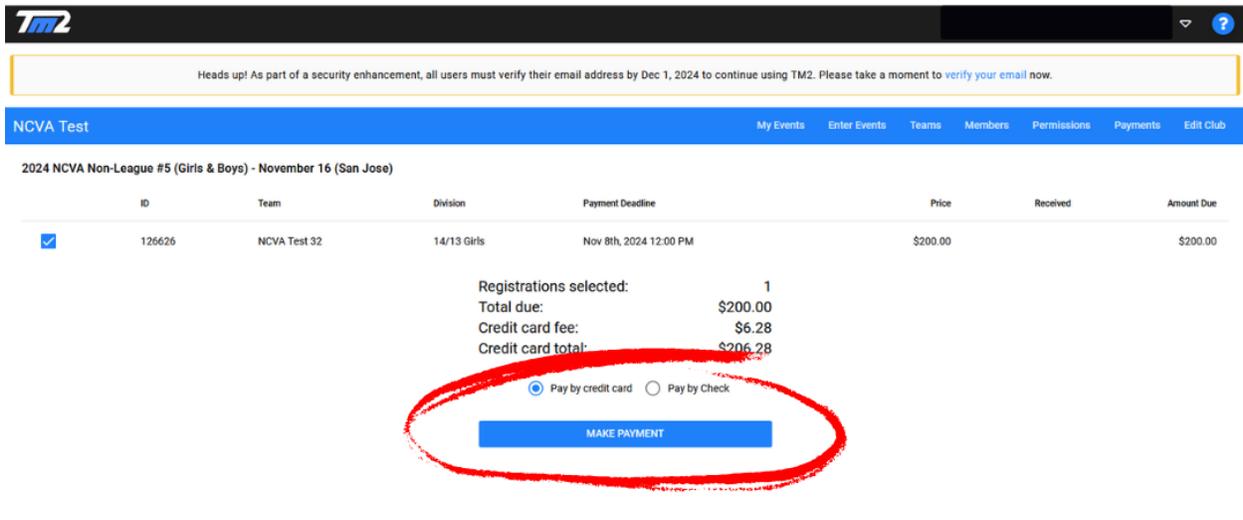


- After finding the event and clicking 'Team Registration', you'll be taken to the Team Registration page for said event. In that page, all the teams you've created will pop up. Select the desired 'Division' for each team you want to enter in the event (A). Once you've selected the divisions for all teams you want to add to the event, click 'Submit Pending Registration' (B).

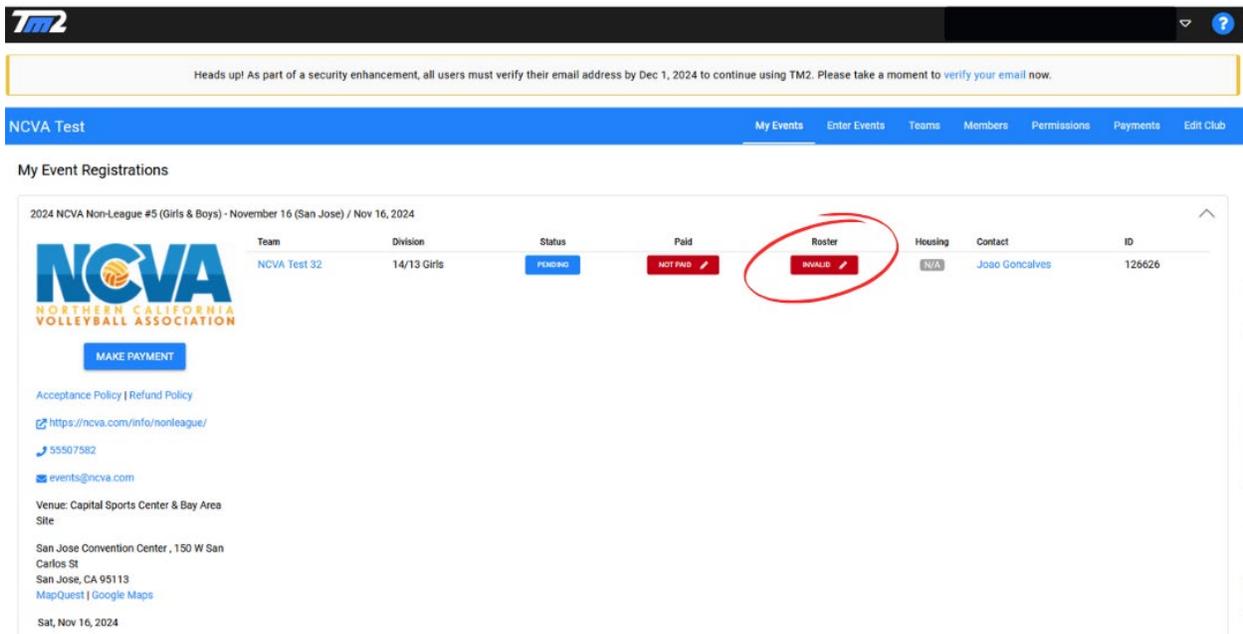


Step 10. Once 'Submit Pending Registration' is selected, you'll be taken to the event payment page. Select your method of payment (Credit Card or Check).

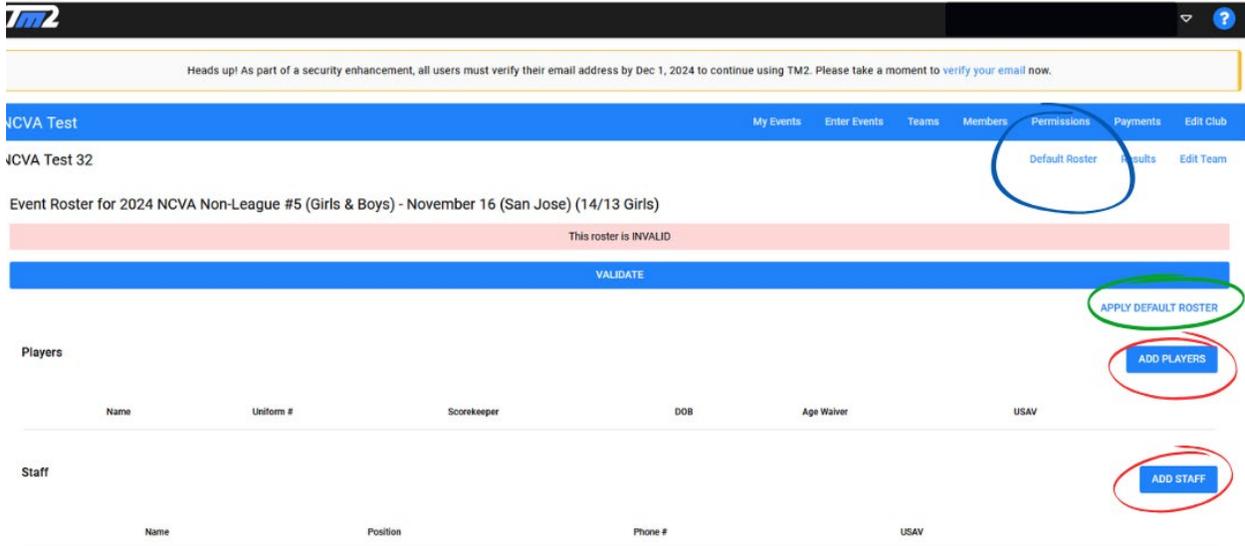
- If 'Pay by Credit Card' is selected, a payment window will pop up to input the CC info (Please be aware that the NCVA DOES NOT accept AMEX).
- If 'Pay by Check' is selected, the address will pop up. Please send the check to that address.
- You can wait to pay, the event will be housed in the 'My Events' page and can be accessed at any time, if you'd like to play later.



Step 11. Roster Creation: The final step is to create your roster. Go to your 'My Events Page' and click the button under the roster selection (This button will likely be red for 'invalid').



- You'll be taken to the roster page for your team in said event. To add players, select 'Add Players' and 'Add Staff' to add coaches. You'll manually input all players and coaches that were imported



- If your team's roster will not change tournament to tournament, you can build a 'default roster' (blue circle above). Select that option and build your team in that page. Once created you can 'Apply Default Roster' on the previous page (green circle above).
- Once the roster is complete, click 'VALIDATE'
 - o Roster will not validate for the following reasons:
 - Certified Scorekeeper not selected
 - SportsEngine membership is not complete
 - Missing jersey number
 - Etc.

For any questions or concerns regarding TM2Sign, please contact help@ncva.com, if you have any event specific questions, please contact Events@ncva.com, or call (415) 550-7582.