

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 <u>tm2sign.com</u>, once there, select 'Log In' in the top right corner of the page

			Tournaments Made E	āsy		LOGIN
			Current & Upcoming Ev	ents		SHOW PAST EVENTS
Search			State	▽	Governing Organization	▽
						show more filters
USAkiliyball		2024-2025 NCVA Boys Power I Sep 14 - Nov 17, 2024 - CA	League		SCHEDULE/RESULTS	REGISTRATION CLOSED
@	S	Vortex Tournament Series (120 Nov 8, 2024 - UT	J Premier/13U Club)			SCHEDULE/RESULTS
USAbliybal	RENT R Brity Montan Argun Old Velopted	24 RMR Boys Power 2 14U Nov 9, 2024 - C0			SCHEDULE	REGISTRATION CLOSED
@	S UBVA	UBVA Turkey Deep Dish (12/13 Nov 9, 2024 - UT	3, 15,16)		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.

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Email	()
Password	()
Remember me	
LOG IN	
Can't log in? • Sign up for an ac	count

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

Heads up! As part of a security enhancement, all users n	nust verify their email address by Dec 1, 2024 to continue using TM	12. Please take a	a moment t	o verify your	email now.		▽ (
'A Test	My Events	Enter Events	Teams	Members	Permissions	Payments	Edit Club
Event Registrations Vou do not have any current event registrations. Enter events/							

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

Heads up! As part of a security enhancement, all users must verify their email addre	ss by Dec 1, 2024 to continue using TM	12. Please take a moment	to verify your er	•	My Events My Companies
NCVA Test My Event Registrations You do not have any current event registrations. Enter eventst	B My Eventa	Enter Events Teams	Members		Enter Fronts Club My Clubs & Registrations Officials Dashbour Profile Password Sign Out

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

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	н	eads up! As part of a security en	nhancement, all users must verif	y their email addre	ess by Dec 1, 2024 to contin	nue using TM2. Please take a moment to verify yo	ur email now.
My Clubs							
ID	Name	Phone	City	State	USAV Club Identifier	USAV Region Identifier	Upcoming Events
5331	NCVA Test	(209) 402-4746	Santa Rosa	CA	NCVAV	NC	0
							11.01

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	7
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 SAV

- 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 <u>Events@ncva.com</u>.
- 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
USA	V Club Information
U	SAV Region 🗢
U	SAV Club Code
A	5 character code assigned to you by your region

Step 6. <u>Adding Teams:</u> 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.

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Heads up! As part of a security enhancement, all users mu	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 Wembers Permissions Payments Edit Club
My Event Registrations	7
You do not have any current event registrations. Enter events!	

- 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).

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Head	is up! As part of a security enhancement, all users mu	st verify their email address by	y Dec 1, 2024 to continue using TM2	t. Please take a moment to verify yo	pur email now.
NCVA Test			My Event	nter Conte Teams Men	nbers Permission Payments Edit Club
Teams				Sea Sea	rch
Name	Age Group	Gender	Rank	USAV Code	+ Add Team
NCVA Test boop crew	18	F	1	G18NCVAV1N	Import my USAV teams from SportsEngine
NCVA Test Team 13's	13	F	6	G13NL AV6NC	Remove staff from all default rosters
					Remove players from all default rosters
			_		
			\mathbf{R}		

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

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Heads up! As part of a se	curity enhancement, all users must verify their email address by Dec 1, 2024 to continu	e using TM2	. Please take a n	noment to v	erify your em	ail now.		
ICVA Test		My Events	Enter Events	Teams	Members	Permissions	Payments	Edit Clu
	Team Settings							
	Name *							
	USAV team identifier							
	USAV identifier will be automatically generated							
	Gender *		0	7				
	Type *		~	•				
	Age group *		0	•				
	Team rank within age group in club *		~	,				
	E SAVE	SAVE A	ND ADD ANOTHE	2				

Step 8. <u>Adding Members:</u> 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.

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Head	is up! As part of a security enhancement, all user	s 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 Ev	ents Enter Evente S Membe	rs Permissions Payments Edit Club
Teams				2 Bearch	Q ACTIONS 🗢
Name	Age Group	Gender	Rank	USAV Code	ıD
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).
 - NOTE: This import will ONLY import players that have the current season's membership AND are assigned to your club on SportsEngine.

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	Heads up! As part of a security enhancement	, all users must verify their email address by Dec	1, 2024 to continue using TM2. Please tak	e a moment to	verify your ema	iil now.		
NCVA Test			My Events Enter Eve	nts Teams	Members	Permissions	Payments	Edit Club
Members			A-	R	Search		ACT	TIONS 🛆
First Name	Last Name ↑	Birth Date		SAV Membership	Ŧ		-1254	ear -
No data available		<u>В</u> .		∢	(C) II	nport my USAV me	embers from Spo	ortsEngine
					B	npore from Ele	Subspaces (1982)	The lot of
					1	elete inactive men	nbers	

- 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.
 - 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.
 - Do NOT manually add members, always import straight from SportsEngine

Step 9. <u>Entering Events:</u> 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.

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	Heads up! As part of a security enhancement	t, all users must verify their email address by Dec 1, 2	024 to continue using TM2. Please take	a moment to	verify your em	ail now.	
NCVA Test			s Enter Event	Teams	Members	Permissions Pay	yments Edit Club
Members				2	Search	Q	ACTIONS 🗢
First Name	Last Name ↑	Birth Date	us	AV Membership		Email	
•							

No data available

- 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).

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NCVA Test				My Event	s 1	Enter Events	Teams	Members	Permissions	Payments	Edit Club
Search NCVA Done			State		7	Governii	ng Organiz	ation		sho	♥ more filters
USAlkileydaat	۲	2024-2025 NCVA Boys Power Le Sep 14 - Nov 17, 2024 - CA	ague						REGIS	STRATION CLO	SED
USAHoleyball		2024 NCVA Non-League #5 (Girl Nov 16, 2024 - CA	s & Boys) - November 16 (S	San Jose)				>	TEA	M REGISTRATIO	N
USAlbleyball	NGVA	2024 NCVA Youth League #5 - N Nov 16, 2024 - CA	ovember 16th (San Jose)						TEA	M REGISTRATIO	DN
USAkokybał	NCVA	2024 NCVA Youth Holiday Bonar Dec 14, 2024 - CA	nza - December 14th (Rose	wille)					TEA	M REGISTRATIO	N
USAlibiliybal	8	2024 NCVA Holiday Bonanza Dec 14-15, 2024 - CA							TEA	M REGISTRATIO	DN∛
USAlbitybal	LEACUE	2025 NCVA Girls Power League Jan 4 - May 11, 2025 - CA							TEA	M REGISTRATIO	N

- 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).

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н	eads up! As part of a secu	rity enhancement, all users mu	ust verify their email add	dress by Dec 1, 2024 to con	tinue using TM2.	Please take a n	noment to v	erify your ema	ail now.		
NCVA Test					My Events	Enter Events	Teams	Members	Permissions	Payments	Edit Club
Team Registration: 202	4 NCVA Non-Lea	ague #5 (Girls & Bo	oys) - Novembe	r 16 (San Jose)							
Team Name		Division		and the second se		-					
NCVA Test 32 (13 / F)		14/13 Girls		×⊽	Count: 1	ng Registra	ations				
NCVA Test	7			Contraction of the Party of the Party of the	Cart Tota	I: \$200.00 *	such as surc	harges and credi	it card convenie		
NCVA T					7			Z			
					SUBMIT	PENDING REGIS	TRATIONS				

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).

event payment page. Colocit your method of payment (creat our of 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.

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NCVA Test					My Events	Enter Events	Teams	Members	Permissions	Payments	Edit Club	
2024 NCVA Nor	n-League #5 (Girls &	Boys) - November 16 (San J	ose)									
	ID	Team	Division	Payment Deadline			Price		Received		Amount Due	
~	126626	NCVA Test 32	14/13 Girls	Nov 8th, 2024 12:00	PM	\$200.00				\$200.00		
	Registrations selected: 1 Total due: \$200.00 Credit card fee: \$6.28 Credit card total: \$206.28 Image: Pay by credit card Pay by Check MAKE PAYMENT											

Step 11. <u>*Roster Creation*</u>: 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').

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Heads up	As part of a security e	nhancement, all users mu	st verify their email addres	s by Dec 1, 2024 to continue using	ΓM2. Please take a π	noment to ve	erify your ema	il now.		
/A Test				My Eve	ts Enter Events	Teams	Members	Permissions	Payments	Edit Cl
Event Registrations										
024 NCVA Non-League #5 (Girls & Boys) - No	ovember 16 (San Jose) / I	Nov 16, 2024								~
	Team	Division	Status	Paid	Roster	Housing	Contact		ID	
NO BTHERN CALIFORNIA VOLLEYBALL ASSOCIATION MAKE PAYMENT										
cceptance Policy Refund Policy										
https://ncva.com/info/nonleague/										
55507582										
events@ncva.com										
fenue: Capital Sports Center & Bay Area lite										
an Jose Convention Center , 150 W San artios St an Jose, CA 95113 AapQuest Google Maps										
Sat. Nov 16. 2024										

- 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

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	H	leads up! As part of a security enhar	cement, all users must verify their en	nail address by Dec 1, 2024 to contin	ue using TM2. Please tak	a moment to	verify your email now.	
NCVA Test					My Events Enter Eve	its Teams	Members Permissions Payments	Edit Club
ICVA Test 3	2						Default Roster Ausults	Edit Team
Event Roste	r for 2024 NCVA	Non-League #5 (Girls & Bo	ys) - November 16 (San Jos	e) (14/13 Girls)			\smile	
				This roster is INVALID				
				VALIDATE				
							APPLY DEFAU	LT ROSTER
Players							ADD P	LAYERS
	Name	Uniform #	Scorekeeper	DOB	Age Waiver		USAV	
Staff								D STAFF
	Name	P	osition	Phone #		USAV		

- 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'
 - 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.