



TM2 Registration Guide

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.

Registration for the current season opens as follows:

- Boys' division events: August 1
- Girls' division events: November 1

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 payments will incur a 3% processing fee.

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Club Setup

Go to <https://tm2sign.com/>

Scroll down and click on **team registration**

Click on **Login Now**

Click on **Register** (top right corner)

TM2Sign: Club Management Login Register

Login

E-Mail Address

Password

Remember Me

[Forgot Your Password?](#)

Complete the form:

Register

First Name

Last Name

E-Mail Address

Password

Confirm Password

Click on **Register**



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Click on **Add Club**

!Sign: Club Management





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Remember to check these boxes:

- “I am the club director and/ or primary representative of this club”
- “we participate in USAV events”

Create Club

I am the Club Director and/or PRIMARY REPRESENTATIVE of this club *

Club Name *

Alias

If your club has a shorter implementation of it's name

Use our alias when creating teams

When setting up teams the system will create your team's proper name using the abbreviated name

Phone *

Address *

Address2

City *

State *

2 Character Abbreviation

Zip *

Website

We participate in AAU events

We participate in USAV events

Usav Region *

After you complete the **Create Club** form, click on your **Club Name**



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Adding Teams

When you want to add more teams, click on **Teams**.

- This is where all your teams will be listed. You may add new teams at any time.

Adding Members

When you are ready to start building rosters, click on **Members**.

- This will allow you to import your members, with all their information, from Webpoint.
- Click on the green tab that says **IMPORT MEMBERS**, this will import everyone associated with your club.
 - Please note, if your members have not yet renewed for the current season, you may need to re-do the import once they renew their memberships.
 - Do not manually add members, always import straight from Webpoint.

Event Registration

Click on **Enter Events** (that is where you register for tournaments)

Select **Register** (large green button) for the event you want to register teams.

Select the divisions wanted for each team.

Team	Division
NCVA 13Black	--

Select **Submit Pending Registrations** on the right side.

Select the method of payment for your registrations.

Request NCVA Assistance

If at any time you need assistance, please reach out to Leslie (leslie@ncva.com). You will be able to grant permission to Leslie to access your club. To grant permission, please follow the steps listed under [Granting Permissions](#).



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Granting Permissions

Select **Permissions**

TM2Sign: Club Management

Club Dashboard Teams Members Edit **Permissions** Enter Events

Select **Grant permission to club**

Club Permissions Grant permission to club

This grants a person full access to the club including all teams
Best suited for your office staff

No club permissions assigned

Type in leslie@ncva.com and select **Save**. Leslie is then notified, via email, that you have granted her access to your club.

You may also grant permission to your coaches, on a team by team basis, with this function.

Team Permissions Grant permission to a team

This grants a person access to an individual team
Best suited for coaches and team representatives

No team permissions assigned