



## How to Register on TM2sign.com

### 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.

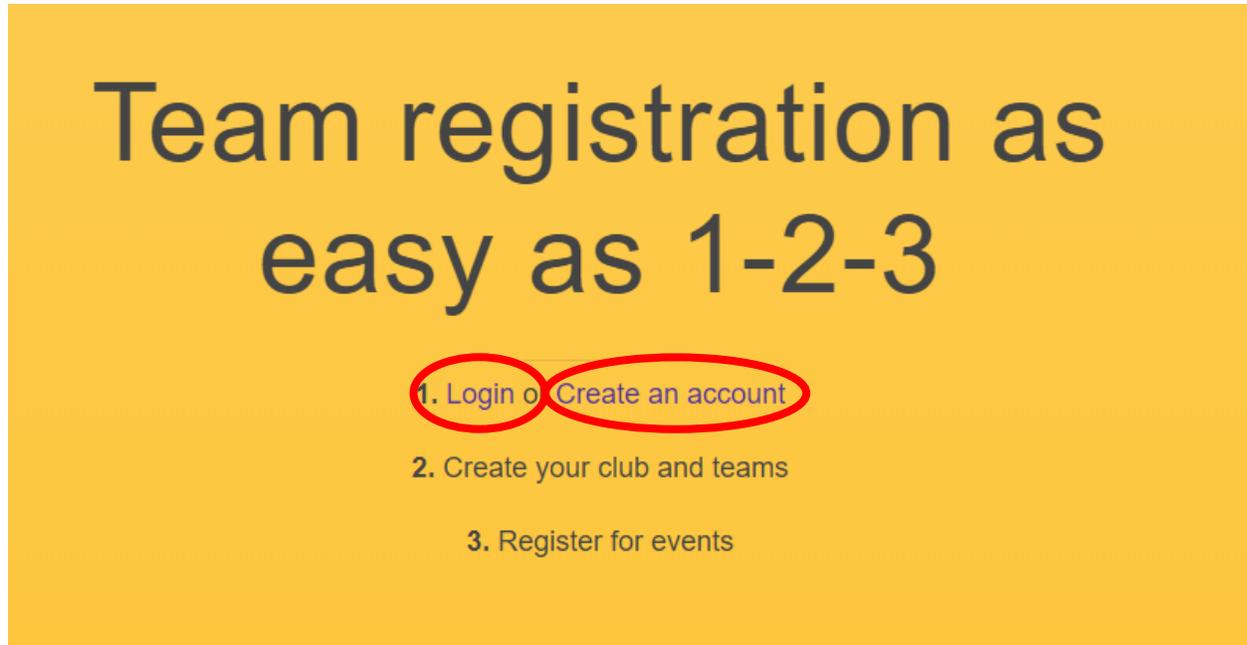
Teams must be registered online, using TM2, to participate. NCVA will accept all teams that are registered and paid by the deadline. Teams that register but do not pay by the deadline will be accepted based on space available and will incur a late fee of \$100.

Clubs may pay online or by check. All credit card transactions will be charged a 3% processing fee.

**Step 1.** Go to <https://tm2sign.com>, once there please scroll down and click on "Team Registration"



**Step 2.** You will then either login to your account or create a new one in order to register.



Fill out the needed information in order to either login or create an account.

**Step 3.** You will then be brought to the home page of TM2sign.com, where you will click on “Clubs”



**Step 4.** Once there, please click on “Create Club” in the upper right hand corner of the screen.



**Step 5.** Please click on the box indicating that you are the club director and/or PRIMARY REPRESENTATIVE of this club.

To edit the club you must first indicate that you are authorized to do so.

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

**Step 6.** Fill out all the needed information. Please take note of the required items that have a **\*\*RED ASTERISK\*\*** next to them.

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

Name \*

Name

Alias

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 \*

Phone

Address \*

Address

Address2

Address2

City \*

City

State/Province \*

State

2 Character Abbreviation

Zip/Postal Code \*

Zip

Website

http://example.com

**Step 7.** Make sure that you click on the box that states “We participate in USAV events”, once you click on that, some more drop downs will appear. Please click on “USAV Region” drop down, and select the region that applies to you.

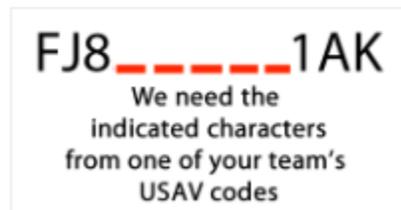
Your USAV Regional Club Code can be located on your USAV home page. Or you can email [help@ncva.com](mailto:help@ncva.com) for assistance.

- We participate in AAU events
- We participate in JVA events
- We participate in USAV events

Usav region \*

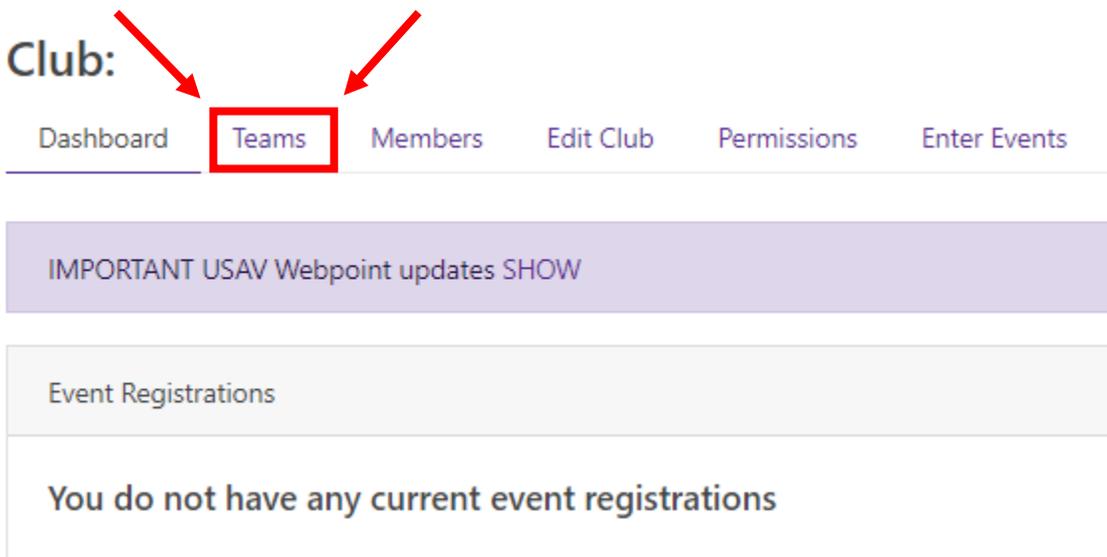
USAV Regional Club Code \*

USAV Regional Club Code - as shown in the example below

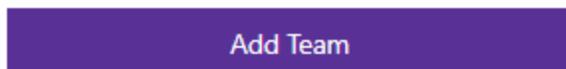


**Step 8.** Click “SAVE”

**Step 9.(ADDING TEAMS)** To add a Team to the club inside TM2sign.com you will need to click on the “Teams” tab on the main dashboard.



Then click on “Add Team”



**Step 10.** Fill out all the needed information. Please note that your USAV team code will be automatically generated.

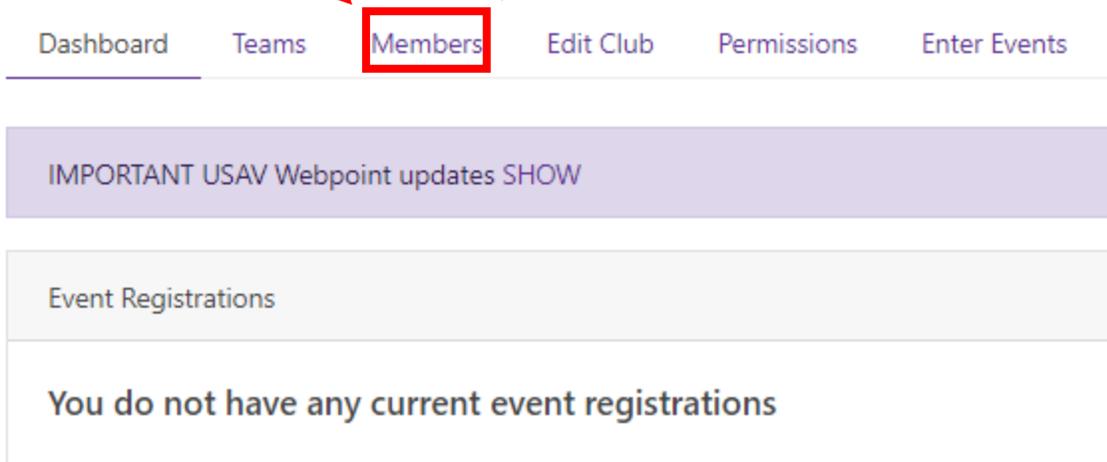
When you want to add more teams, click on Teams.

- This is where all your teams will be listed. You may add new teams at any time. (but as a reminder you will not be able to delete teams once added)

## **Step 11. (ADDING MEMBERS)**

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

Club:



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

## Step 11. (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.

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 [NCVA Region Services at help@ncva.com](mailto:help@ncva.com). You will be able to grant permission to an NCVA Staff Member to access your club. To grant permission, please follow the steps listed under Granting Permissions.

Granting Permissions

## Select Permissions

Club:

Dashboard

Teams

Members

Edit Club

Permissions

Enter Events

IMPORTANT USAV Webpoint updates SHOW

Event Registrations

You do not have any current event registrations

Then please select "Grant Permission to club"

Club Permissions

Grant permission to club

It will request an email to be entered in here. Please enter the email of the NCVA Staff Member who is assisting you.

That NCVA Staff Member will then be notified via email that you have granted them access to your club.

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

Grant permission to team

*\*If you have any further questions regarding this process, please email [help@ncva.com](mailto:help@ncva.com)*

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