

TM2SIGN CLUB DIRECTORS

Account Creation & Event Registration

To Create your Club Account:

1. Go to <https://tm2sign.com/>
2. Click on **Team Registration (Login Now)**
3. Click **Register** in the top right corner
4. Enter your Account Information
5. Create your club with information that matches webpoint (**Club Name** and **USAV Regional Club Code** are the most important to match EXACTLY)

To Import Members from USAV Webpoint:

1. When logged into your club account, click on the green button that says **Update/Import Members from USAV Webpoint**
2. All members affiliated with your club will be imported (as long as club info matches webpoint)
3. Click this button at any time to update/validate club member info

To Create your Teams:

1. When logged into your club account, click on the **Teams** button at the top
2. Click on the green button on the left that says **Add Team**
3. Create your team with information that matches webpoint EXACTLY (Specifically **Team Code** and **Rank**)
4. Edit roster and team information at this time or later

To Build your Roster(s):

Before building a roster, you must import all members and create your team(s)

1. When logged into your club account, click on the button at the top that says **Teams**
2. Click on the **Name of the Team** you want to build a roster for
3. Click on **Team Roster**
4. Scroll down and click the green **Add Players** button
5. A list of imported members will appear. **Check all of the players you wish to add** to this teams' default roster. Add any player information required (i.e. uniform number)
6. Click the green **Save** button

7. Scroll down and click the green **Add Staff** button
8. A list of imported members will appear. **Check all of the staff you wish to add** to this teams' default roster. Add position of each staff member.
9. Click the green **Save** button
10. Repeat for all teams

To Register for the **2019 BOYS ATLANTIC NORTHEASTERN BID TOURNAMENT**:

1. When logged into your club account, click on the **Enter Events** button at the top
2. Scroll to find the **2019 Boys Atlantic Northeastern Bid Tournament**
3. Click the green **Register** button
4. Complete the registration for the event as required

*sort/filter features are being added this fall, events in order of date of event

For help with TM2Sign site issues, contact the TM2Sign Helpdesk.
For all other questions, contact events@krva.org.