

TM2SIGN TD MANUAL:

Team Registrations and Management

Login to your TM2 Account here: <https://registrations.tm2sign.com/login#/>

*It is highly recommended to use Google Chrome or FireFox web browsers

VIEWING AND EDITING TEAM REGISTRATIONS

Viewing Team Registrations

1. Log into account to see your list of “companies” (most TD’s will only have one)
2. When viewing your companies, click on “**Events**”
3. Choose which event to view and click on the **symbol of a box with an arrow** – *a list of three items will pop out*
4. Click on “**Team Registrations**” in the pop out list – *we suggest opening this in a new tab so you can easily refer back to your event list*
5. This will bring you to your Team Registrations list for that event

Exporting Team Registrations

1. View your team registrations for the event you would like to export from
2. Click on the white “Export these registrations” button
3. Save File, then view and in excel

Filtering Team Registrations

1. View your team registrations
2. Click on “Advanced Filter” above your team registrations list
3. Choose the filters you would like to see (i.e. to view teams that are pending or accepted ONLY, you would click the “Pending” checkbox and the “Accepted” checkbox).
4. Click Close button and the filter will be set
5. To return to seeing all of the teams, click on “Remove Advanced Filter”

Change Team Registration Status

1. Click on the Team Name
2. A side bar will pop up on your right with all of the team information – click on “(change)” next to “**Completed At**”
3. Check the “is completed?” box and type “registered”
4. Click Save

(the default is to be listed as not complete until teams pay their fees... since teams are accepted prior to payment for single day events, this must be changed.)

5. Click the dropdown next to **Status** and choose the status you wish to place the team in.

Status to Choose & Reason

<u>Status</u>	<u>Reason</u>
Accepted	Team is registered within acceptance limit and team fee is paid with region
Waitlist	Max registrations already accepted
Cancelled	Team withdraws from the event
Pending	This shouldn't be used unless a team status was accidentally changed from pending
Declined	This should only be used by the KRVA office for delinquent teams

THERE IS NO SAVE OR UPDATE BUTTON – CHANGES IN TEAM STATUS ARE IMMEDIATELY SENT TO THE CLUB. ALL CHANGES SHOULD BE MADE CAREFULLY, AND DOUBLE CHECKED.

MOST REGISTRATIONS WILL ALREADY BE ACCEPTED / WAITLISTED BECAUSE THE OFFICE DOES INITIAL ACCEPTANCES. TD's are responsible for all subsequent registrations and changes once given full event access.

View Team Codes (2 ways)

(1st way: Best for verification of single team code)

1. Click on the Team Name
2. View team code listed next to "USAV Identifier"
3. Compare to list of teams paid sent by region

(2nd way: Best for bulk team code verification)

1. Click on Export these Registrations
2. Save & Open Excel Document
3. Match team codes to list of teams paid sent by region

Record Team Entry Fee Payment

1. Click on the team payment was received for
2. Click on Receive Payment
3. Uncheck "view pending only"
4. Check boxes for all teams within club (in that event) paid for with one check (if separate check entered, each team payment must be entered separately)
5. Fill in Amount Received (total amount in that check for that specific tournament only)
6. Fill in Check Number
7. Click Save

Add Notes to Team

1. Click on team to add note for
2. Click on Add Note button in top right corner of team registration info
3. Add whatever details you like and apply to one team or all teams from club registered in that event

*You may utilize the note if a second payment is coming, team requested changing divisions, other correspondence, etc.

View Team Registration History

1. Click on team you would like to view history for
2. Click on History button in top right corner of team registration info
3. View all history including emails sent, activity, and notes

REVIEWING AND EDITING EVENT INFORMATION

Be logged in and viewing the team registration list of the event you would like to review/edit.

Click on the Edit button on the right side of the screen and a drop-down menu will open. Once done with each category, click the Edit button to go to the next one.

make sure you hit save on every change you make!

Event Registrations Settings

- Verify all contact information is correct
- Verify main venue listed is the one you want listed

Event Roster Settings

- This will not change for any events in the Keystone Region
- **DO NOT change anything on the page**

Housing

- No Single Day Events will use this!!

Divisions

- Verify dates, divisions, division sizes, ages, and registration fees are correct
- Min and Max age refer to the age group of the team.
 - o Girls can play up one age group, but cannot play down (i.e. minimum age group on a 14's division should be 13 and the max age should be 14)
- **DO NOT change anything here.** If something is wrong email events@krva.org with the change(s)

Skip EMAILS for Now

Registration Page Message

- This is the information about the event that people see before they register for the event
- **THIS IS WHERE TO ADD THE ACCEPTED TEAM LIST AND # OF SPACES OPEN**
- The basic information MUST STAY, includes information from the sanctioned TSR
- **Edit/add to this message to reflect anything else you want to let the teams know**
 - o Add a weather policy
 - o Add a link to website
 - o Other venue or parking info
 - o Etc.

- More information may entice teams to sign up

Acceptance Policy

- This will not change for single day events
- **DO NOT change anything on the page**

Refund Policy

- **KRVA's disclaimer is in there – DO NOT REMOVE**
- Any refund policy for the event NEEDS to be listed above the disclaimer

Roster Disclaimer

- This will not change for any events in the Keystone Region
- **DO NOT change anything on the page**

Emails

- **DO NOT CHANGE OR DELETE ANY EMAILS OR TRIGGERS**
- These have been set up for you
 - o Bottom half is actual email and content editing
 - o Top half is emails and triggers (i.e. team registers and then system is triggered to send the registration confirmation email)
- **If you want anything to be outlined in the registration confirmation, team acceptance, or payment received emails, send it to events@krva.org and it will be incorporated in**

SENDING EMAILS TO REGISTRATIONS / CREATE NEW EMAILS

Create a New Email (none of the new emails created will have triggers – these will be manually chosen to send out)

These emails will be to communicate schedules, changes, and event info with teams in your event.

1. Click on Edit, then Emails
2. Click on the green “+Add email” button
3. Enter the email name and description – *this will help you know which email has what content; teams will not see this*
4. Enter the Subject Line – *teams WILL see this*
5. Add any emails to be BCC'd when this email is sent – *this would only include staff (i.e. site directors)*
6. Add your email content below
 - a. The email will be sent exactly as it appears here
 - b. If you would like to use the variables, you can copy and paste the brackets into the email. The variable will appear [LikeThis] in the email and will pull the correlating information for that specific event.
 - c. You can also skip the variables and just type everything out.
 - d. If you are planning to send schedules in the system, we suggest copying from word and pasting into to email or building the tables in the email and then saving to word later. (unfortunately, the system does not support attachments to the emails at this point.)
 - e. OTHER OPTIONS to send the schedule include:

- i. Create and Maintain the schedule via google sheets (or some online shared document/spreadsheet) and paste the link in the email
- ii. Send the schedule via your personal email
- f. SAVE YOUR WORK!!!

Copy Email from Existing Event: (This email you will have created as a new email in a different event and will copy the same email from that event to use again)

These emails are basically a template you can copy and adjust with schedules, changes, and event info for each event.

1. Click on Edit, then Emails
2. Click on the white "+ Copy Email from Event" button
3. You should see a list of all events you have permissions to
4. Choose the event to copy the email(s) from
5. Click "Copy" on the email you would like to copy to your new event
6. Then Click on Edit, then Emails
7. Click on the email you would like to edit
8. Edit email information to reflect new tournament
9. SAVE YOUR WORK!!

Send an Email to Registered Teams

Emails to registered teams can be sent at any time before or after the event to communicate event info. Emails must be created FIRST before they can be sent to the teams.

1. Click on Registrations to see a list of registered teams
2. All teams in the list will be emailed, unless you filter for specific teams (i.e. Accepted and Paid teams only)
3. Click on the white "Email these registrations" button
4. Choose the email to send from your email bank – *you should choose on that you have created*
5. Choose to recipients that will receive the email – We suggest always including the registrar and/or Team Rep incase the head coach, staff, and players do not check their emails prior to events.
6. Click Send

Repeat as needed for important event info and updates.

Other Questions / Answers can be found in the TM2Sign Knowledge Base.

To get to the knowledge base:

Login to TM2

Click on your name in the top right corner

Click on View Knowledge Base.

Or Click Here: <http://tm2sign.besnappy.com/>

Email events@krva.org or call 610-223-2288 with any other questions.