



CLUB DIRECTOR ACCOUNT TUTORIAL IN SPORTWRENCH

STEP #1

Create Your SportWrench Account:

- Go to: <https://sportwrench.com/>
- Click the SIGN IN button located in the top righthand corner
- Click the SIGN UP button following "Don't have an account?"
- Fill out the required information and set password
- Under "Additional Roles", check the box for "Club Director"
- Click the "Sign Up" button at the bottom once all fields have been filled out

The image shows a screenshot of the SportWrench "Sign Up" form. The form is divided into two main sections. The left section, titled "Sign Up", contains fields for "Legal First Name*" (with "John" entered), "Last Name*" (with "Doe" entered), "Email*" (with "johndoe@mail.com" entered), and "Create Password*" (with a masked password field). The right section, titled "Additional Roles (Optional)", explains that users are registered as "Spectator" by default and offers buttons for "Club Director", "Event Owner", "Exhibitor", and "Official/Staff". It includes a note that the admin must confirm information for "Event Owner" and that "Club Director" or "Event Owner" roles require Two Factor Authentication. At the bottom, there are two checked checkboxes for "I agree to the Terms of Service" and "I agree to the Privacy Policy", followed by a large blue "Sign Up" button.

Sign Up

Create an account to get access to all of the features we have to offer.

Legal First Name*
John

Last Name*
Doe

Email*
johndoe@mail.com

Create Password*
.....

Additional Roles (Optional)

You will be registered as a "Spectator" by default. For extended event functionality, select additional role(s).

Club Director Event Owner Exhibitor
Official/Staff

The admin has to confirm your information in order for you to proceed as the Event Owner.

They will reach out to you via the email you provided for any further clarifications.

Since you selected the roles of Club Director and/or Event Owner, you will have to enable Two Factor Authentication for additional account protection.

☒ I agree to the [Terms of Service](#).

☒ I agree to the [Privacy Policy](#).

Sign Up

STEP #2

Activate Your Account:

- Retrieve the activation link from your email account
 - ◆ If you don't see the email, check your spam folder
- Click the "Activate Account!" button in the email
- This will take you back to the SportWrench login screen
- Log in using your email as your username and the password you created during the sign up process

Congratulations!

You have been registered at sportwrench.com

Please click the button below to activate your account:

Activate Account!

STEP #3

Create Your Club Profile:

- Click the "Enter Club Info" button
- Enter all required information
 - ◆ For sanctioning, select all that apply (you must have JVA selected in order to register for JVA tournaments)
- The administrative email will need to be different from your club director email. The system requires two email addresses to ensure information is communicated by event operators.
- Click "Submit" at the bottom of the dialog box

Club Teams Enter Events My Teams Events

Enter Club Info Payment Cards

Please click the button above to create your Club profile

Club Profile

Country *United States

Club Name *ie: Superior Volleyball Club

STEP #4

Add Teams to Your Club Account:

- Click the "Teams" tab
- Click the blue "New Team" button
- Enter the name of the team you want to create
- Repeat this process until all teams desired are created

Create new Team

You can modify the team name at any time from year to year. You CANNOT change your USAV Code from year to year. If you do, all previous tournaments and records will not be associated with this team.

Age *

Rank in Club *

Team Name *

Team name is auto generated based on the short name you entered for your Club, Age Division and RANK. ie: Superior VBC 13 1

Gender * Female: ☐ Male: ☐

Sport Variation *

STEP #5

Enter Your Teams into an Event:

- Click the "Enter Events" tab
- Use the search bar to find the event you want to register for
- Click the yellow "Info/Enter" button to the left of the event name
- Click the green "Enter Event and Manage Teams" button

*JVA Program Insurance is NOT required to register for JVA tournaments

*JVA tournaments will not show up in the "Enter Events" tab until registration is open.

Club	Teams	Enter Events	My Teams Events	Unpaid Events	Bulk Team En
Q JVA		From: 08/03/2026	📅	To: mm/dd/yyyy	
Name			Sanc.		
Info/Enter	♣	2026 JVA The Reckoning	JVA		
Info/Enter	♣	2026 JVA Snowball Slam	JVA		
Info/Enter	♣	2027 JVA Brew City Battle Boys & Girls	JVA		
Info/Enter	♣	2027 JVA Brew City Battle 14U-18U Open/Premier	JVA		
Info/Enter	♣	2027 JVA Windy City Round-Up	JVA		

STEP #6

Enter Your Teams into an Event (Cont.):

- Click the dropdown arrow next to the team that displays "Not Entered"
- Select the division you want to enter the team into
- Repeat these steps until all teams have been entered
- Click the "Not Paid" link to submit payment for the event
 - ◆ You can pay for all teams in a single transaction

Event Division	G	Team Name
Not entered		JVA 16-1

FOR QUESTIONS OR SUPPORT, CONTACT INFO@SPORTWRENCH.COM