



CLUB DIRECTOR ACCOUNT TUTORIAL IN OTTO EVENT

STEP #1

Create Your OTTO EVENT Account:

- Go to: <https://ottoevent.ai/>
- 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

A screenshot of the OTTO EVENT Sign Up form. The form is dark-themed with white text. On the left, there's a "Sign Up" section with a lock icon and instructions to create an account. It includes input fields for "Legal First Name*" (filled with "John"), "Last Name*" (filled with "Doe"), "Email*" (filled with "johndoe@mail.com"), and "Create Password*" (filled with dots). On the right, there's an "Additional Roles (Optional)" section. It states that the user will be registered as a "Spectator" by default and offers buttons for "Club Director", "Event Owner", "Exhibitor", and "Official/Staff". Below these, it explains that the admin will confirm the information and that selecting "Club Director" or "Event Owner" requires enabling Two Factor Authentication. At the bottom, there are two checked checkboxes: "I agree to the Terms of Service." and "I agree to the Privacy Policy." A large blue "Sign Up" button is at the very bottom.

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 OTTO EVENT 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 ottoevent.ai

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

Club Profile

Enter Club Info
Payment Cards

Please click the button above to create your 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

Age *
Select...

Rank in Club *
Select...

Team Name *
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 *
Indoor

Close
Submit

STEP #5

Enter Your Teams into a Tournament:

- 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@OTTOEVENT.AI