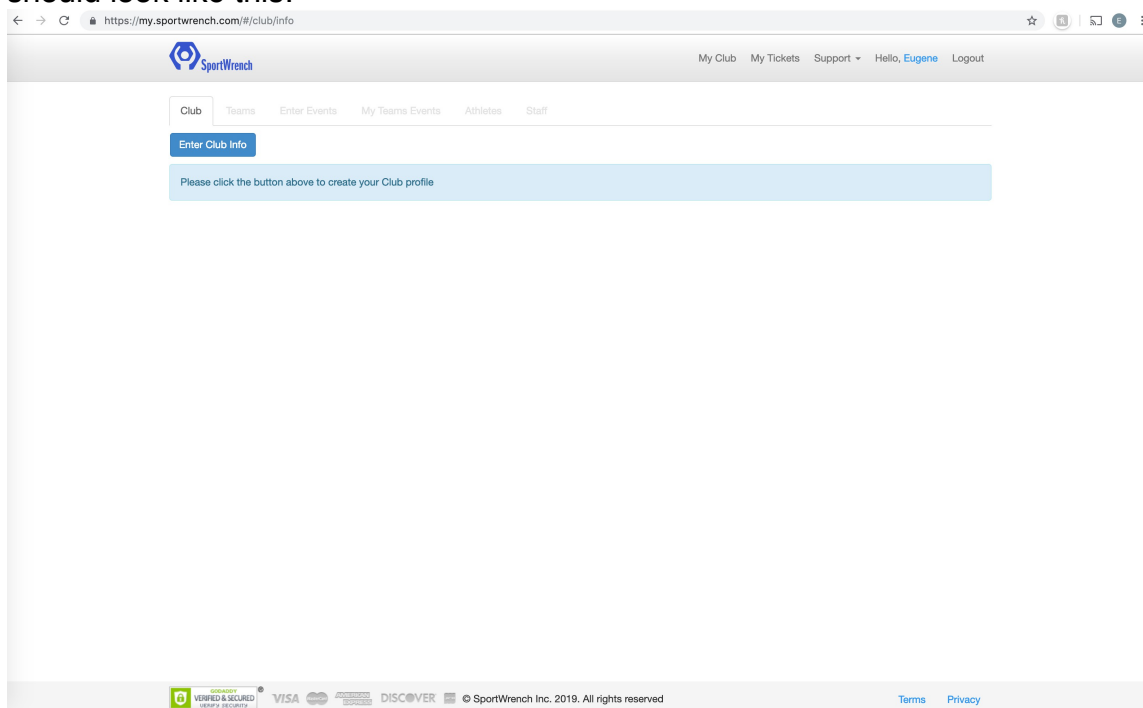


Registering High School Teams in SportWrench

1. Visit sportwrench.com
2. Click the Sign-Up button in top right.
3. Make sure to check the box next to Club Director at the bottom so you can create teams.
4. Click Sign Up button at bottom once you fill everything out, you will get an email to activate your account immediately.
5. Once you activate your account, log in to SportWrench. Your screen should look like this:



6. Click the blue Enter Club Info button.
7. In the Pop up, enter all information about your school. In the “Sanctioned By” field, make sure to check None. The Club Director section at the bottom should be filled out with Head Coach information.
8. Once you fill all that out and click Submit, your school profile is created.
9. Now click over to Teams tab at the top middle; and click on the New Team button to create a team.
For Age select 18 and under
For Rank in Club select 1
Edit the Team Name field to say whatever you want for your high school.
(i.e. FHS V)

10. To add multiple levels, click new team, change the Rank in Club level and then edit the Team Name field to say whatever you want for your high school (i.e. FHS JV)
11. Click Submit button at the bottom.
12. Now click over to the Enter Events tab at the top and search for Queens Court. Click the Info/Enter button and follow the prompts to register your team(s) in the Event.
13. Once you have selected an event division for each level, you will be moved into Pending Status. (QC Coordinator will acknowledge registration by moving teams to approved status).
14. Once you have registered, click on the Blue Pay tab. Click proceed to payment. You can choose to pay by Credit Card (service fee applies) or Check (no service fee applies). Click amount to confirm and a receipt will be generated for your records with payment instructions.
 - Make check payable to: Foothill Girls VB Boosters
 - Mail check to: Foothill Girls VB Boosters
 - P.O. Box 3686, Tustin, CA 92781