

A Step by Step Guide to the New Registration Database

BC Wrestling Association

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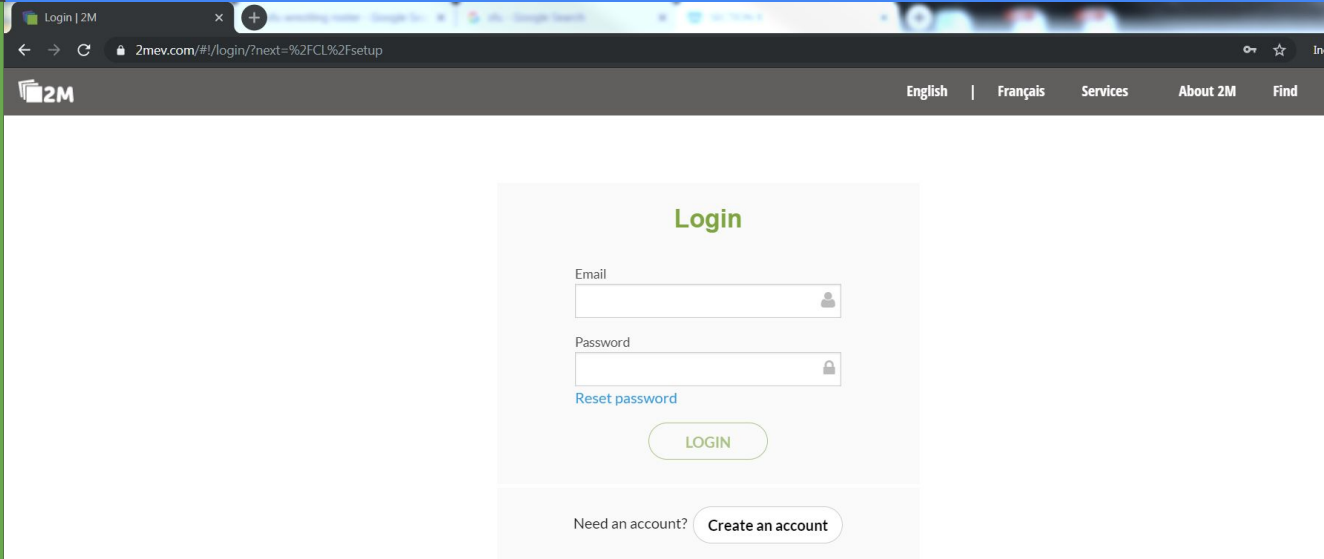


Setting up your Team

To begin to set up your team, follow this link:

<https://2mev.com/#!/login/?next=%2FCL%2Fsetup>

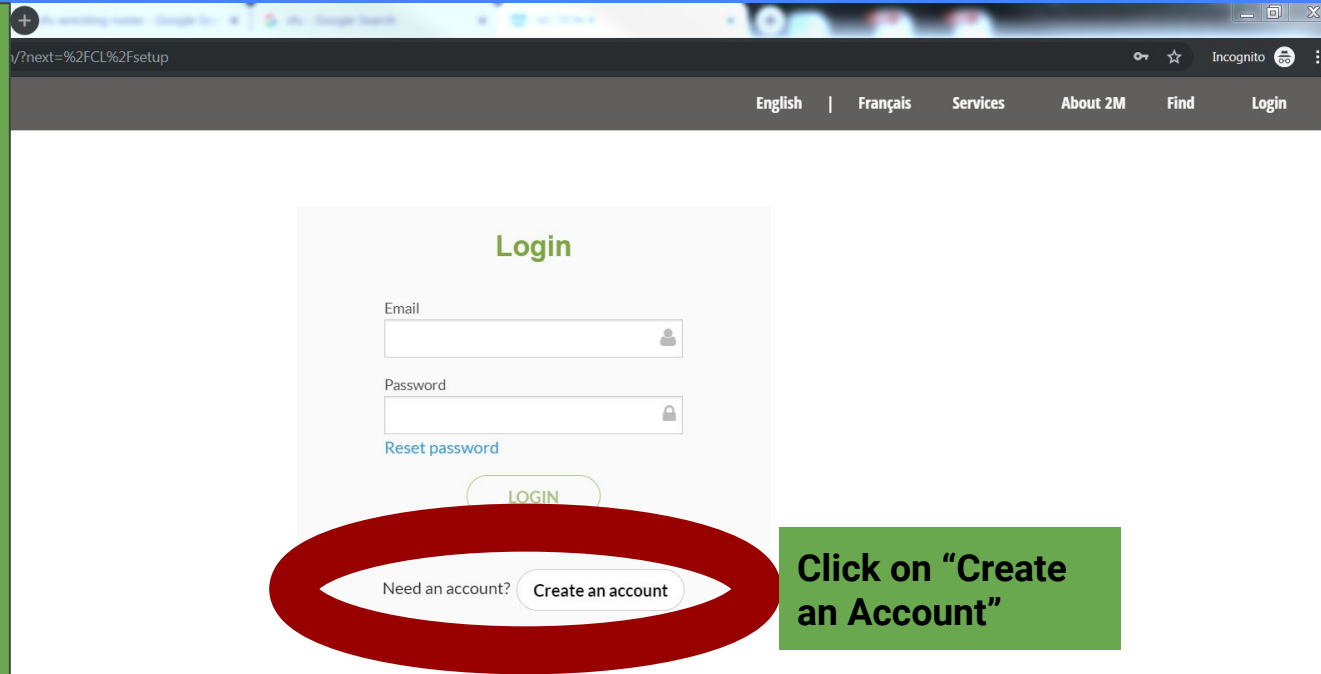
The link above will take you to this login page→



The screenshot shows a web browser window with the URL `2mev.com/#!/login/?next=%2FCL%2Fsetup`. The page features a dark header with the 2M logo and navigation links for English, Français, Services, About 2M, and Find. The main content area is a light gray box titled "Login" containing an email input field with a user icon, a password input field with a lock icon, a "Reset password" link, a "LOGIN" button, and a "Need an account? Create an account" link.

Setting up your Team

To create a new account,
click on “Create an
Account”



The screenshot shows a web browser window displaying a login page. The page has a dark header with navigation links: English, Français, Services, About 2M, Find, and Login. The main content area is white and features a light gray login form. The form is titled "Login" and contains two input fields: "Email" and "Password". Below the password field is a link for "Reset password". A green "LOGIN" button is positioned below the form. At the bottom of the form, there is a link "Need an account?" followed by a button labeled "Create an account". This button is circled in red. A green callout box on the right side of the page contains the text "Click on 'Create an Account'".

Click on “Create
an Account”

You will be directed to this page where you will fill out your personal information:

- 1) Fill out the categories with your personal information as the coach
- 2) Accept the privacy policy
- 3) And make sure to click “I’m not a robot!”

Already have an account?

Login

 First Name

 Last Name

 Email

 Confirm Email

 Password (min. 6 characters)

 Confirm Password

Accept [Privacy Policy](#) (required)



I'm not a robot



reCAPTCHA
Privacy - Terms

SIGN UP

Club Setup

Here you will find all the sections about your Club, you should go through each section. Remember: and you can always comeback and edit something later too.

New application

Listing Details

Club Name *

Club Name

Membership Start Date *

yyyy-mm-dd

Time (24H)



00 : 00

Membership End Date *

yyyy-mm-dd

Time (24H)



00 : 00

Apt/Suite Number

Apt/Suite Number

Club Location *

Club Location



Club Website Address

Club Website Address

Contact Email *

Contact Email

Contact Phone Number *

Contact Phone Number



*Phone number is not displayed or made visible to the public

CLUB LOGO



DRAG & DROP
your files here, or [browse](#)

Size limit: 20 MB

Done

The website will bring you to the “Club Setup” page

On this page, provide the necessary information pertaining to your club and then click “done”

**For membership Start and end date, just Start Sept 1, 2019 and End Aug 31 2020”

you can always comeback and edit something later too.

New application

+ Listing Details

- Classification

Check all that apply

MEMBERSHIP

Membership

Done

You need to select a listing classification

Social Media Links

Once clicking done,
Membership
Classification will
prompt you to select
“Membership”

Click on the box
beside
“Membership”

Select “Done”

Lastly, on the “Social Media Links,” feel free to add social media links so your athletes can easily access your platforms! This is not a requirement.

⊖ Social Media Links

Adding social media links here will help populate your registration confirmation email and transaction successful message with icons linking the user to the inputted URL's. This is also configurable in the dashboard.

Facebook



Twitter



YouTube



Instagram



Done

Under “What’s Next?”

You will be given four options.

The option to focus on for now to setup your club and registration, is the fourth button “Submit for Review”

+ Listing Details

+ Classification

+ Social Media Links

What's Next?

Setup your online registration with 2M.

Configure registration categories, the registration process, waivers and more

SET UP REGISTRATION

Apply for a permit for this event.

Click below to begin your permitting application

APPLY FOR A PERMIT

If you don't have everything ready you can visit the event dashboard, and at a later point finish your application.

SAVE & COME BACK LATER

Submit to 2M for review and someone will be in touch to help you finalize and launch.

SUBMIT FOR REVIEW

To finalize the club setup process, click on
“Submit for Review”

Click on the blue
“**Submit For Review**” button

Submit to 2M for review and
someone will be in touch to
help you finalize and launch.



SUBMIT FOR REVIEW

Submitting for review, what is that?

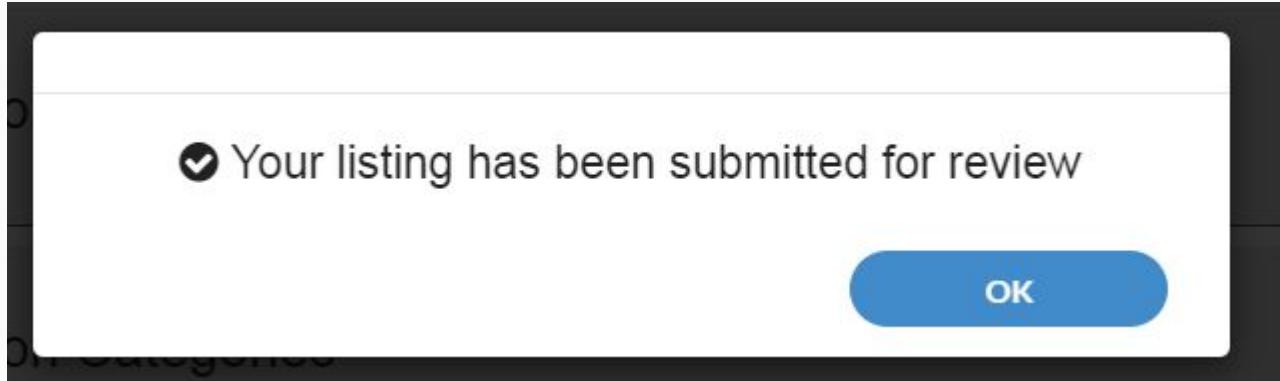
In order to move forward with registering your athletes, or having your athletes register on your team, you must submit for review. This means that what you have created for your team and the information you have entered will be sent to the Interpodia administration for review.

Upon review, they will launch your club so it is visible to other users and they will contact you with the next steps in registering your athletes!

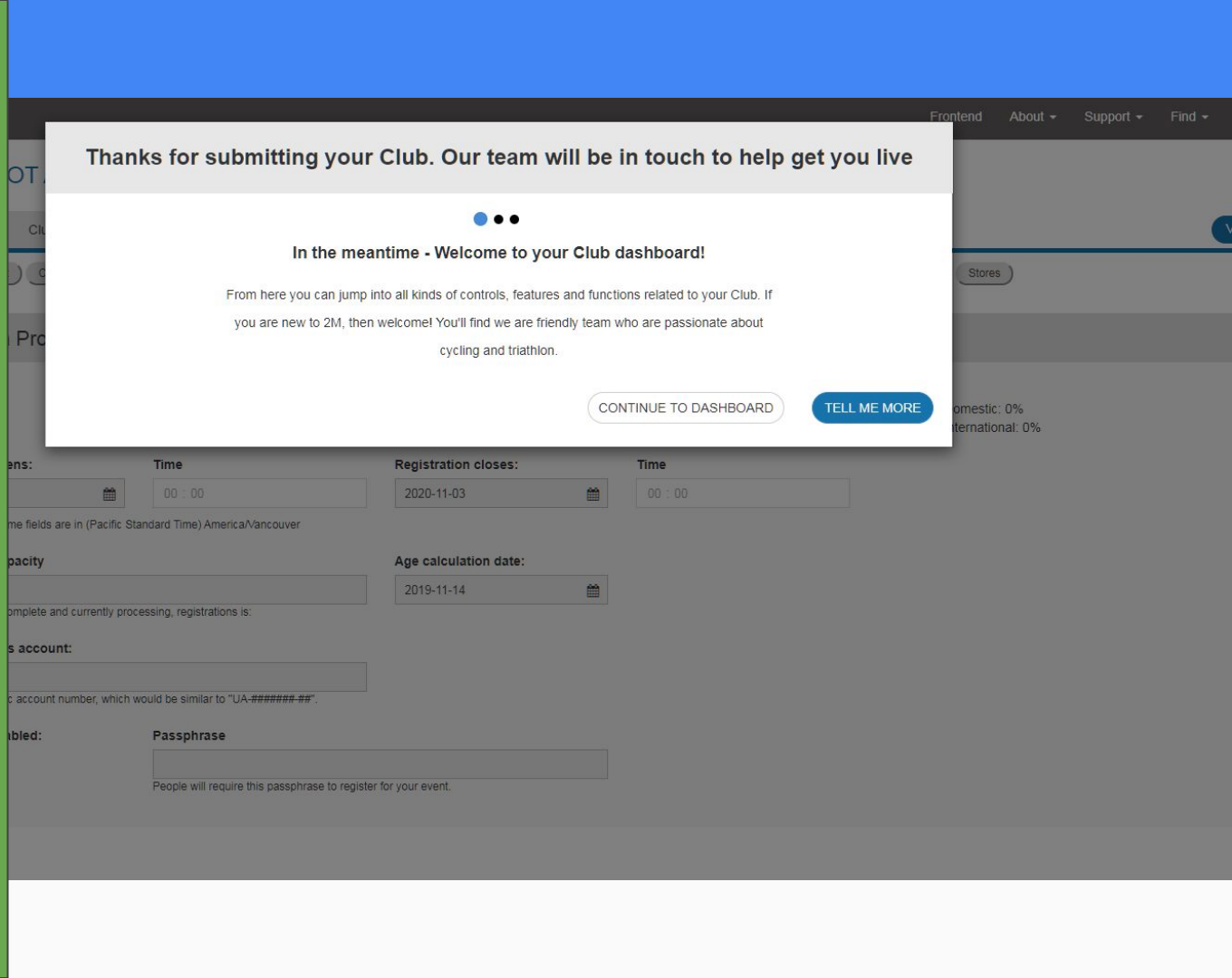
Submit to 2M for review and someone will be in touch to help you finalize and launch.

[SUBMIT FOR REVIEW](#)

Once you click on it, this confirmation should appear:



The last thing you will be shown is this message on the right. The only thing left to do is to wait for the Interpodia team to contact you!



Thanks for submitting your Club. Our team will be in touch to help get you live



In the meantime - Welcome to your Club dashboard!

From here you can jump into all kinds of controls, features and functions related to your Club. If you are new to 2M, then welcome! You'll find we are friendly team who are passionate about cycling and triathlon.

CONTINUE TO DASHBOARD

TELL ME MORE

Congratulations! You have completed the team/club setup tutorial!

If you are experiencing any technical issues, please contact the Interpodia tech team at:

Email: info@2mev.com

Phone: 1-866-606-2638

Once your club is published by the administrative team, parents and athletes can sign themselves up to your club using this link:

<https://2mev.com/#!/memberships/bc-wrestling-association>