

How to Set-up Your Team or Club in 2Mev

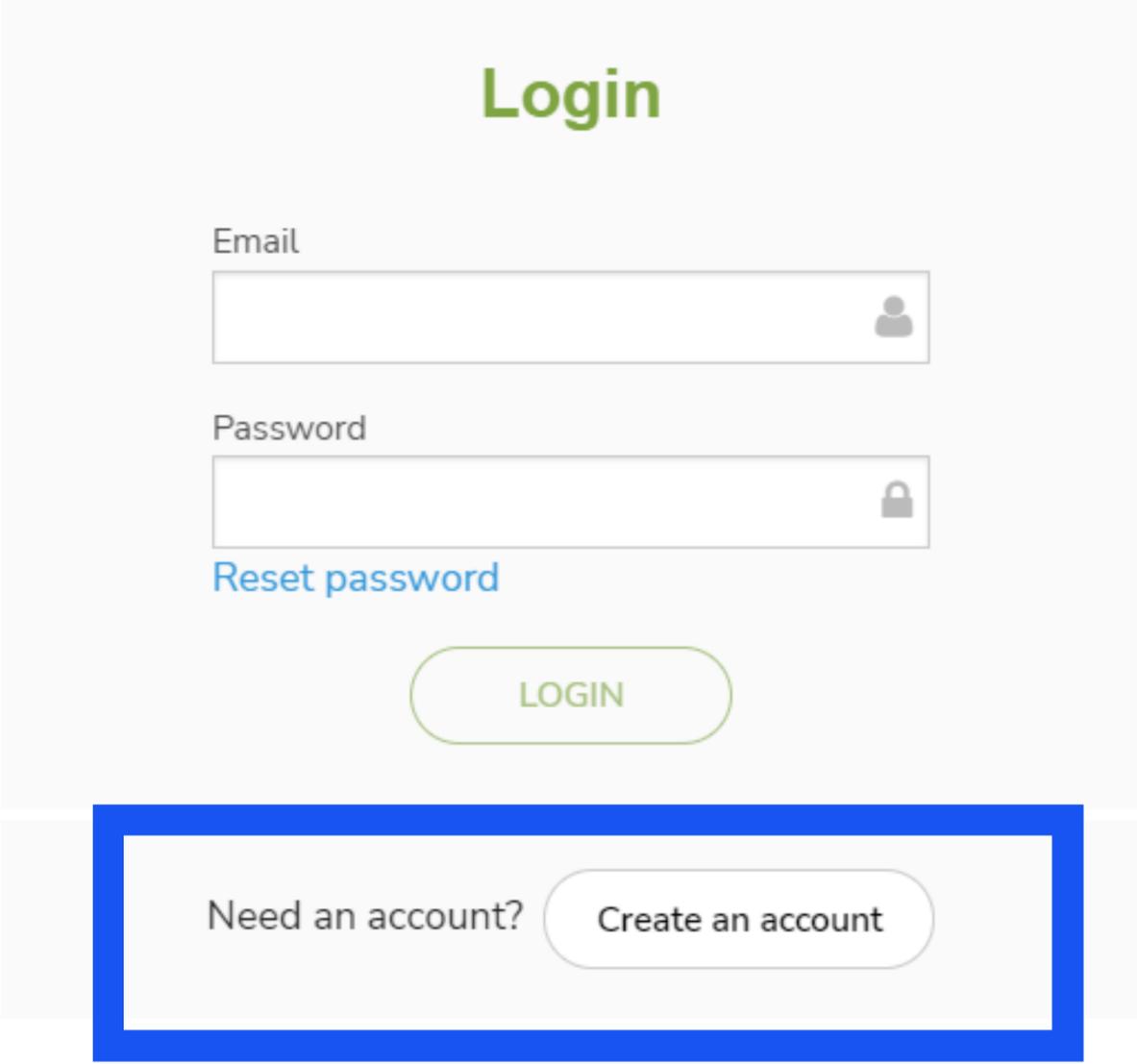
BC Wrestling Association





**To set-up your team, visit:
[https://2mev.com/#!/login/?
next=%2FCL%2Fsetup](https://2mev.com/#!/login/?next=%2FCL%2Fsetup)**

**If this is your first time
setting up a team, you will
need to create an account**



The image shows a login interface with the following elements:

- Header:** "Login" in green text.
- Email Field:** A text input box with a user icon on the right.
- Password Field:** A text input box with a lock icon on the right.
- Reset Link:** "Reset password" in blue text below the password field.
- Login Button:** A green rounded button labeled "LOGIN".
- Footer:** "Need an account?" followed by a white rounded button labeled "Create an account". This entire footer section is enclosed in a blue rectangular border.

You will be prompted to enter in your information - once everything is entered in, check off the privacy and policy terms, "I'm not a robot", and hit 'Sign Up'

Sign Up

Already have an account?

First Name

Last Name

Email

Confirm Email

Password (min. 6 characters)

Confirm Password

Accept [Privacy Policy & Terms and](#)

[Conditions](#) (required)

I'm not a robot



reCAPTCHA
Privacy - Terms

Here you can enter in your club details! For membership Start and End date:

Start - September 1

End - August 31

For example, for the 2021/2022 season, the start date would be Sept 1, 2021 and end date would be Aug 31, 2022

If your club does not have a website, simply enter in 'bcwrestling.com'

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

Edit existing application

Listing Details

Club Name *

Club Name

Membership Start Date

Time (24H)

yyyy-mm-dd



00 : 00

Membership End Date

Time (24H)

yyyy-mm-dd



00 : 00

Apt/Suite Number

Apt/Suite Number

Club Location (at least, City/Town) *

Club Location (at least, City/Town)



Club Website *

Club Website

Contact Email *

Contact Email

Contact Phone Number

Contact Phone Number



*Phone number is displayed / visible to the public

CLUB LOGO



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

Size limit: 20 MB

Done

Once clicking done,
Membership Classification will
prompt you to select a listing
type. Click on 'Club' and then hit
'Done'

and you can always comeback and edit something later too.

New application

Edit existing application

+ Listing Details

- Classification

Check all that apply

LISTING TYPE

Club

Done

Social Media Links

Now, if you have any pre-existing social media accounts you would like your members to know about, you can enter them here! If not, click 'Done'

New application Edit existing application

+ Listing Details

+ Classification

- 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	<input type="text" value="https://facebook.com/"/>	YouTube	<input type="text" value="https://youtube.com/"/>
Instagram	<input type="text" value="https://instagram.com/"/>	Twitter	<input type="text" value="https://twitter.com/"/>

Done

Setting up a Registration Category

Some teams choose to collect their team fees through the system. In other words, if your team charges athletes a monthly or yearly fee, everything can be done through the system! This is optional - however, everyone must set up at least one registration category so that athletes may affiliate with your team. Below, we will give you two options to either:

- 1) Set up your team to collect fees through the system
- 2) Set up a free registration category

**If using the system for fee collection, keep in mind it does charge the user/registrant a small processing fee.*

The screenshot shows a web interface for a 'New application'. At the top right, there are links for 'English', 'Français', and 'Services'. Below the header, there is a 'New application' tab. The main content area is divided into three sections: 'Listing Details', 'Classification', and 'Social Media Links', each with a plus icon. Below these sections is a 'What's Next?' section with three columns. The first column, titled 'Setup your online registration with 2M.', contains the text 'Configure registration categories, the registration process, waivers and more' and a 'SET UP REGISTRATION' button. The second column, titled 'Apply for a permit for this event.', contains the text 'Click below to begin your permitting application' and an 'APPLY FOR A PERMIT' button. The third column, titled 'If you don't have everything ready you can visit the event dashboard, and at a later point finish your application.', contains a 'SAVE & COME BACK LATER' button. At the bottom right, there is a 'powered by Interpodia' logo and a 'Contact Support' link.

Setting up a Registration Category

The next step will be to fill out the registration category information. Ensure to select the 'user' is paying the processing fees and set the currency to CAD. Once done, click on 'Done'

**Even if you are not collecting team fees through the system, still enter in this information. During the next steps, you can set the 'registration team fee' to \$0.00*

To create the main structure of your registration process, please follow the below steps. You will be able to adjust and edit your settings later from your dashboard.

New Registration Setup

Registration set up

Timezone - America/Vancouver (PST)

Registration Opens	Time (24H)	Registration Closes	Time (24H)
<input type="text" value="2022-01-01"/>	<input type="text" value="00 : 00"/>	<input type="text" value="2022-12-31"/>	<input type="text" value="00 : 00"/>

Who is paying the processing fees?

Currency

Tax Country

Do you need to collect sales taxes on registration prices?
 YES
 NO

Registration Categories

Registration Fields

Setting up a Registration Category

Now you are going to create your first registration category! Click on 'Add New Category'

If you would like to collect team fees through the system, in the next step you will set up what information you would like to collect.

If you are NOT collecting team fees through the system, in the next step you will set up a 'free' registration category.

New Registration Setup

+ Registration set up

- Registration Categories

Individual Registration Categories

Edit	Order	Name	Price	Discounts	Payment Method	Is used for	Action	Gender	Age	Capacity	Delete
No categories created yet											

Do you want to create Category Combos for your registration process?
 YES NO

Would you like to set an overall event capacity?
Overall Event Capacity: (required)
1000

Registration Fields

- Agreements and Waivers

Do your registrants need to agree to anything (eg. a waiver or refund policy) by signing an electronic document online?

Add new agreement

Registrants/Purchasers must agree to the following agreements applicable to them via online

Setting up a Registration Category

Next, enter in the registration category information tailored to your need. If you are not collecting team fees through the system:

- 1) You can set the capacity to any number you would like (ex. 500)
- 2) Set the price to \$0.00
- 3) Set the category price name to anything you would like (ex. team member)

Once the mandatory sections are filled out (those in red), click on save.

Athlete - Category Configuration

Name

Category Description

Capacity

Start Date

Start Time

Sort Order

Duration | Distance | Length

Restricted By Age

Min Age

Max Age

Restricted By Gender

Choose Gender

Price Description

Price

Price before tax

Category Price Name

ADD DISCOUNT

Price

Price before tax

Category Price Name

ADD DISCOUNT

Save and Create Another

*You are also welcome to 'save and create another' and create multiple registration categories. Typically, this is most helpful if you are charging member fees and have multiple registration categories (i.e. monthly, yearly, junior or senior members, etc.). But, this is optional!

Setting up a Registration Category

Once you hit save, you will see a summary of the registration category you have created. Keep in mind, you can always edit this later from your team dashboard.

Once you are happy with the summary, click on 'Done'

Registration Categories

Individual Registration Categories Fields Displayed to Registrants ▼ Add New Category

Edit	Order	Name	Price	Discounts	Payment Method	Is used for	Action	Gender	Age	Capacity	Delete
	1	Athlete	\$0.00	-	Full (one-time)	Solo	-	Not Required	---	999	

Do you want to create Category Combos for your registration process?
 YES NO

Would you like to set an overall event capacity?
Overall Event Capacity: (required)

Done

Setting up a Registration Category

If you would like to collect specific information from athletes (teams sometimes do this for grant information collection purposes). If you do not want to collect specific information, you can set all categories to 'hidden'. Once done, select 'Done'

Registration Fields

What information do you need from registrants?

Gender

Required
Hidden
Optional
Required

Date Of Birth

Required

Nationality

Hidden

Address

Required

Do you like to ask registrants?

Create New Form

Include fully customizable questions in your registration process. Forms can shown to everyone or targeted to specific registration options.

NOTE:

- You do not need to create questions for First Name, Last Name, and Email. These fields are defaulted into your registration process
- If you want to use an existing form that has already been created for another registration process you manage, email info@2mev.com

Registration process has no forms

Done

*If you are collecting information, you can also click on 'Create New Form' and ask athletes/registrants specific information. This is optional!

Setting up a Registration Category

In the final step, you are welcome to set up athlete agreements or waivers - this is completely optional, but some teams choose to create their own waivers for their registrants. Once done, select 'Done'

[-] Agreements and Waivers

Do your registrants need to agree to anything (eg. a waiver or refund policy) by signing an electronic document online?

Add new agreement

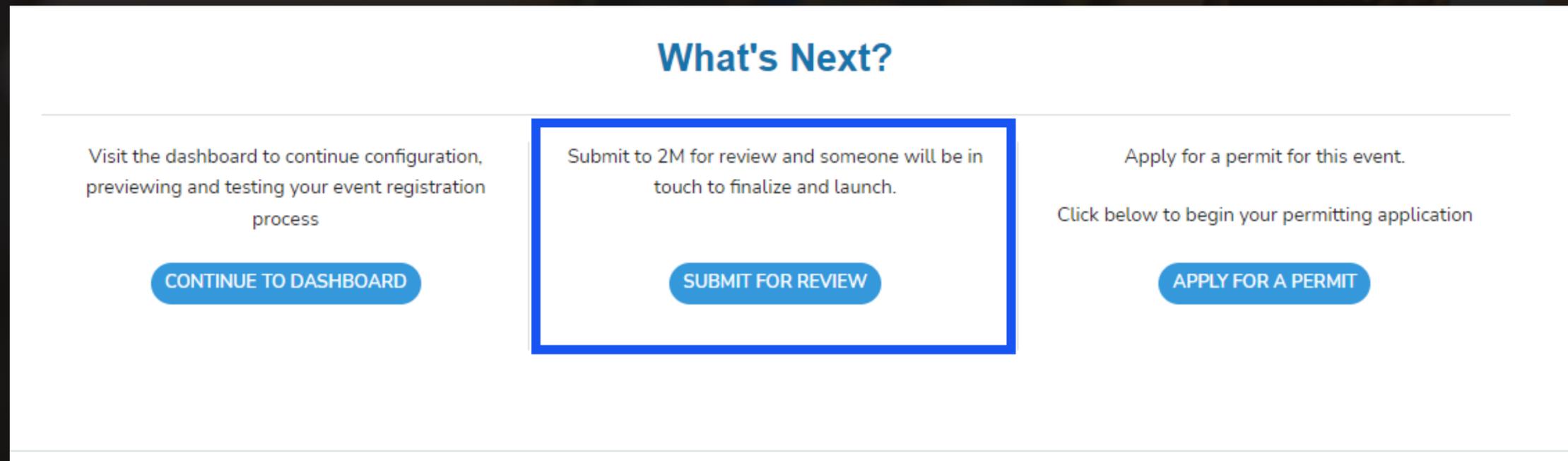
Registrants/Purchasers must agree to the following agreements applicable to them via online signature:

No Agreements Yet

Done

Submit for Review

Whats Next will now appear on your screen. You will be given three options, but the main option you will need to select is 'Submit for Review'. This will submit your club for review to the 2Mev Interpodia team to ensure that everything you have entered in is correct! The other three options can be ignored for now.



What's Next?

Visit the dashboard to continue configuration, previewing and testing your event registration process

[CONTINUE TO DASHBOARD](#)

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

[SUBMIT FOR REVIEW](#)

Apply for a permit for this event.

Click below to begin your permitting application

[APPLY FOR A PERMIT](#)

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



In the meantime - Welcome to your Club dashboard!

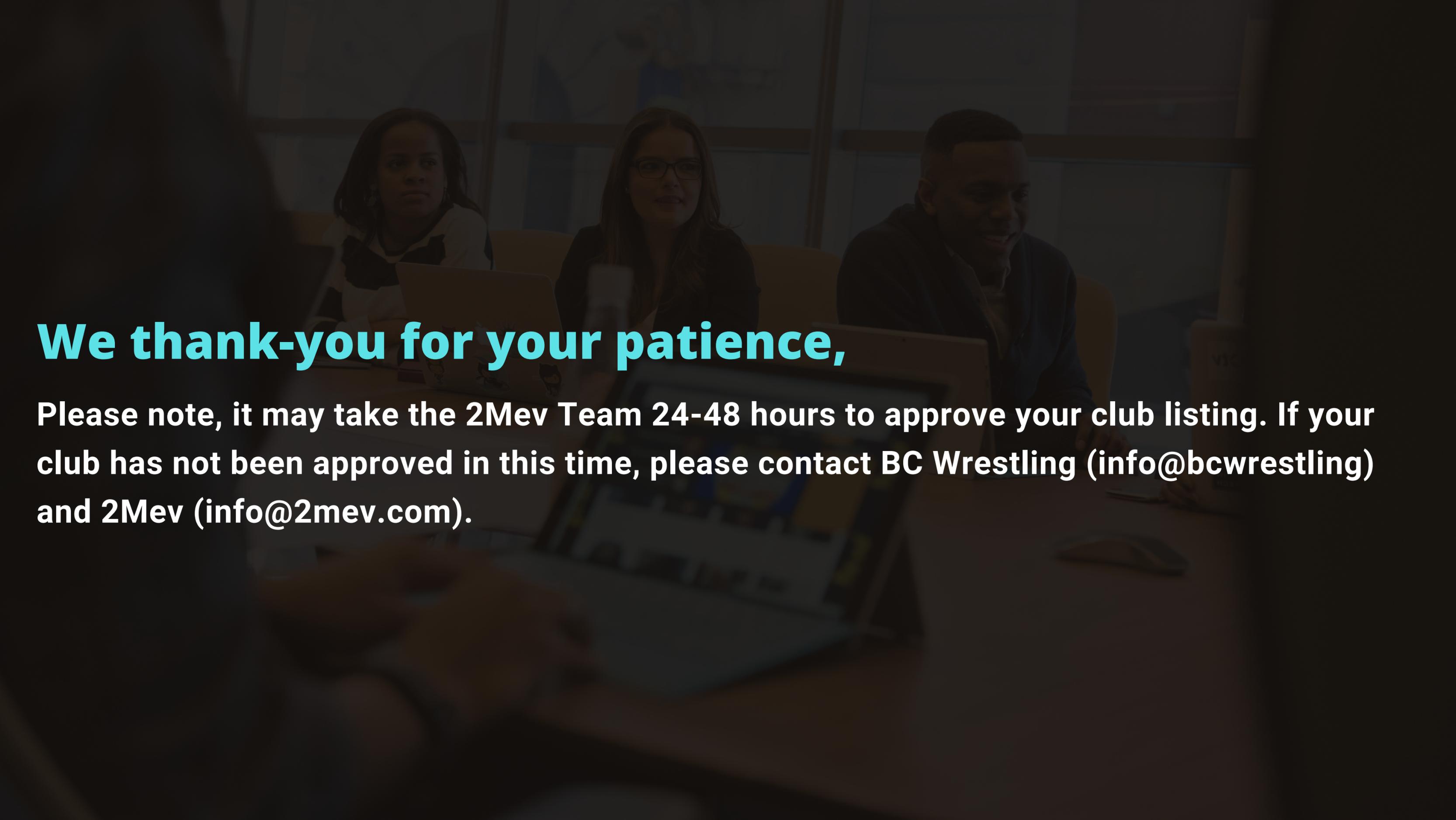
From here you can change or update your Club configuration, view registrations once it's live, and access helpful reports.

We'll be in touch soon!

CONTINUE TO DASHBOARD

TELL ME MORE

While your club is in the review process, you can manage your club dashboard. For a tutorial on your dashboard, click on 'Tell me More'. If you would like to explore on your own, click on 'Continue to Dashboard'.



We thank-you for your patience,

Please note, it may take the 2Mev Team 24-48 hours to approve your club listing. If your club has not been approved in this time, please contact BC Wrestling (info@bcwrestling) and 2Mev (info@2mev.com).

What can I do in my team dashboard?

In your club dashboard, you can review those who have affiliated with your club.

Beyond this, you can also:

- Set-up annual or monthly payments for your own private club members
- Organize events so that others may register directly through the 2Mev system

Keep in mind, this is a bit more complicated than what is needed, so reach out to the 2Mev Team (info@2mev.com or 1-866-606-2638) or BC Wrestling

(info@bcwrestling.com) if you would like to set-up private club fees for your members or events on the 2mev system.

2Mev FAQ's

"Ok, I've set up my team. Now how do I register myself, my athletes and other members?"

To register for a BCWA membership, view the registration guide on our membership page. Note, members can also register themselves on the system on their own behalf and affiliate with your team once it is approved! If your team is not yet approved and you need to register your members (i.e. time sensitive), contact BC Wrestling. You can register them in the meantime, but they will need to be affiliated at a later date.

"What do you mean by affiliate or affiliated?"

Similar to a roster, affiliation means that athletes or members will be connected to your team over the 2Mev database so that they can be registered for future events. Note, coaches may register athletes or they may register themselves. This function takes the administrative load off of the coach as athletes may now register themselves and affiliate with the team.

"One of my athletes is no longer apart of my team. How do I remove them as an affiliate?"

To remote a member affiliate, contact 2Mev and/or BC Wrestling with the member name. Please note, if it is a new season and your athlete has gone on to graduate, you will not need to remove them as you will just not select their name during the membership renewal process- see registration/renewal guide.

"Can I have multiple coaches on my account?"

Yes. To retroactively affiliate someone, contact 2mev and request they be affiliated with your team. Note, they can also affiliate with your team when they are going through the registration process, or you can register them on their behalf.

"A parent registered an athlete but forgot/didn't affiliate with my team. Do I have to re-register them to register them for events, or can they retroactively be affiliated with my team?"

Yes, they can retroactively be affiliated with your team. To have them affiliated, contact 2Mev or BC Wrestling, provide their name and request affiliation.

**Congratulations! You have
completed the team/club set-up
tutorial!**



**If you are experiencing any technical issues, please contact the
Interpodia tech team at:
Email: info@2mev.com
Phone: 1-866-606-2638**