

# SPORTWRENCH CHECK IN INSTRUCTIONS

Online Team Check In Opens at February 6, 2022 at 10am EST!!!

You cannot complete online team check-in without valid rosters. Below you will find the information on how to check in your teams. If you run into any roster validation errors, please review our Roster Prep emails with common validation errors and fixes.

PLEASE NOTE: Online Team Check-In closes on February, 16, 2022 at 6pm EST.  
NO EXCEPTIONS

How to complete online team check in

- Log In
- Click the "My Teams Events" tab
- Click the blue "Manage Teams" button next to 2021 Capitol Hill Volleyball Classic
- Click the "Online Team Check In" tab
- Select the box next to any/all teams you want to check in
- Read the Statement of Authorization
- Click Submit

A QR code will be sent to the email address and phone number listed in SportWrench for staff members only. Please make sure that the email and phone number in SportWrench is correct or your staff will not receive their entry QR code.

You will NOT be able to complete online team check in with invalid rosters. To see your roster validation errors, click the red invalid under the roster validation column. This will inform you of your roster validation errors.

Once you check your team(s) in online, you will not be able to make modifications on your own. You will need to email [info@capitolhillvolleyball.com](mailto:info@capitolhillvolleyball.com) to unlock your roster and/or assist you with the changes.

*You have until Wednesday, February 16, 2022 at 6pm EST to complete online team check-in. DO NOT WAIT UNTIL THE LAST MINUTE TO COMPLETE YOUR REQUIREMENTS! With USAV switching to SportEngine, there is no guarantee that we will be able to assist you with your issues and will have to forward you along to the USAV helpline or SportEngine helpline.*