

Online Team Check-in Instructions

Online team check in can occur at any time between now and the closing date/time listed above. You can check multiple or individual teams in once rosters are completed. You can return to this process at any time to check in remaining teams.

ONLINE Team Check In Procedures:

1. Log into your Sportwrench account, click on “My Teams Events” tab.
2. Click on “Manage Teams” next to Music City Volleyball Championships.
3. Click on “Online Team Check In” in the tab section above.
4. Under “Roster Validation” your team will either have a label of ‘Valid’ or ‘Failed.’ You cannot check in a team that has a failed validation status.

To correct ‘Failed’ validation roster:

- Click ‘Failed’ to see the errors for a particular team.
- Click on the ‘Event Roster’ tab to access the rosters that need to be corrected.
- Correct each roster as required.
- Return to Online Team Check In page once you are finished.

Next Steps

1. Read Statement of Authorization to be aware of what you are agreeing to for each team you are checking in.
2. Select the boxes on the far left for teams you wish to check in.
3. Click Submit

Remember

- Make sure to bring the email with the barcode to the team check in area on site to pick up your credentials.
- You DO NOT need to bring a roster if you have submitted it online.
- All credentials for a particular team must be picked up at the same time.

Need Roster Corrections After Online Team Check In?

1. Contact info@musiccityvb.com to have your roster 'unlocked.'
 2. Log in and make necessary changes.
 3. Return to Team Check In page and follow steps above.
- **NOTE: No roster changes will be allowed on locked rosters after 10:00 pm on Thursday, Jan. 17.**