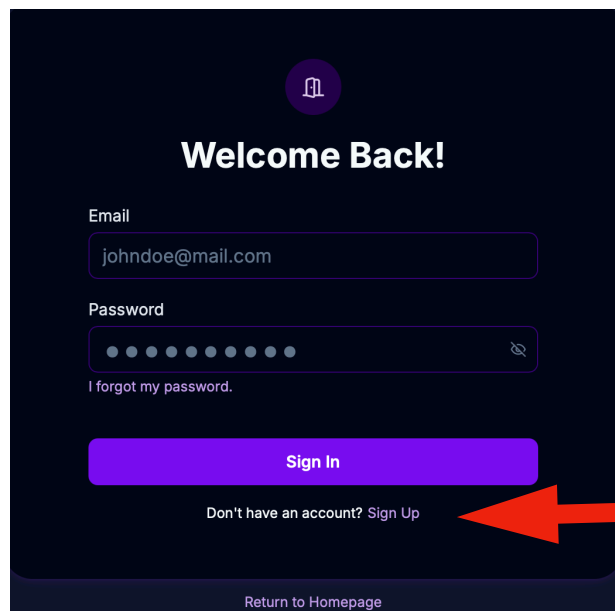


Step #1

- Go to: <https://ottoevent.ai/login>
- Click the SIGN UP button on top right of page
- Fill out required information and set password
- Under “Choose Roles” check box for “Club Director”
- Click the blue “Sign Up” button on bottom



Welcome Back!

Email

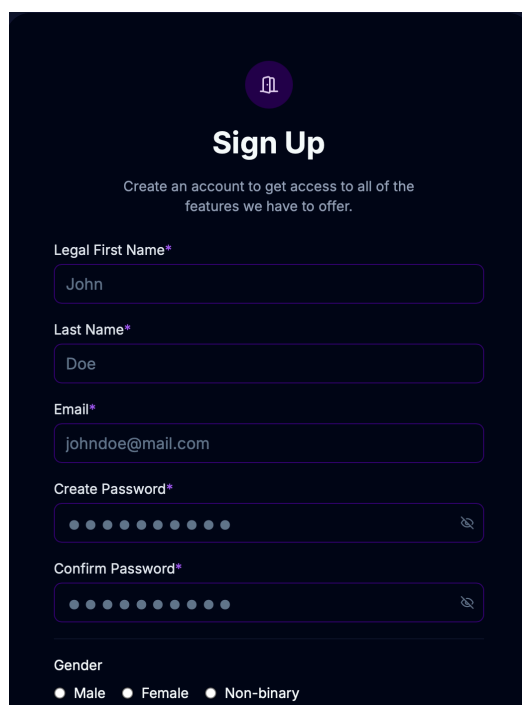
Password

[I forgot my password.](#)

[Sign In](#)

[Don't have an account? Sign Up](#)

[Return to Homepage](#)



Sign Up

Create an account to get access to all of the features we have to offer.

Legal First Name*

Last Name*

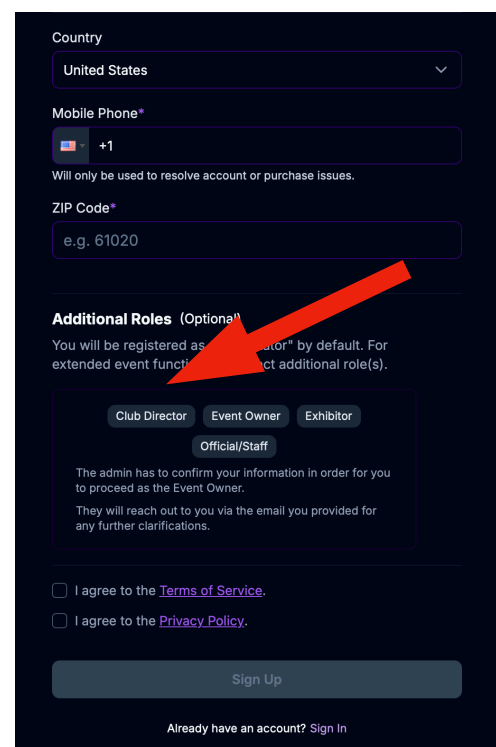
Email*

Create Password*

Confirm Password*

Gender

☒ Male ☐ Female ☐ Non-binary



Country

Mobile Phone*

Will only be used to resolve account or purchase issues.

ZIP Code*

Additional Roles (Optional)

You will be registered as "Club Director" by default. For extended event functions, you can select additional role(s).

☒ Club Director ☐ Event Owner ☐ Exhibitor

☐ Official/Staff

The admin has to confirm your information in order for you to proceed as the Event Owner.

They will reach out to you via the email you provided for any further clarifications.

☐ I agree to the [Terms of Service](#).

☐ I agree to the [Privacy Policy](#).

[Sign Up](#)

[Already have an account? Sign In](#)

Step #2

- Retrieve the Activation email from your email account
 - *If email not found in inbox, check “junk” or “spam” folder
- Click the “Activate Account!” Link in the email
- This will take you back to the OTTO EVENT login screen
- Login using your email and the password you created

Congratulations!

You have been registered at [OTTO EVENT](#)

Please click the button below to activate your account:

Activate Account!

Welcome Back!

Email

johndoe@mail.com

Password

● ● ● ● ● ● ● ● ● ●

[I forgot my password.](#)

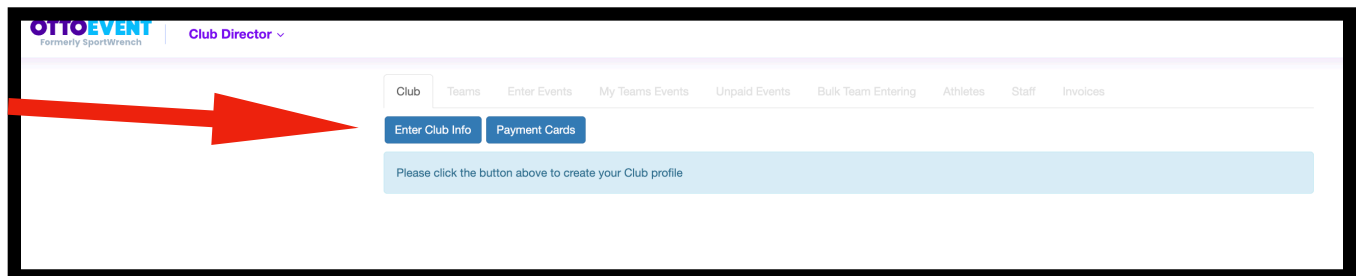
Sign In

Don't have an account? [Sign Up](#)

[Return to Homepage](#)

Step #3

- Once logged in you will need to create your Club profile
- Click the Blue “Enter Club Info” button
- Enter all Required Information
 - *For Sanctioning choose all that apply. (For USAV and AAU you will be required to add additional information if chosen)
 - *High School/Middle School teams should choose “None”
- Administrative email will need to be different than club director email. Our system requires two email addresses to ensure information is communicated by event owners.
- Click Submit at the bottom the dialog box



Club Profile

Country *

Club Name *

Short Club Name *

This field should contain enough of your club name that it's easily recognizable. Your team's age and rank will be automatically added to the end when you create teams.

Sport *

Sport Variations * ☐ Indoor ☐ Doubles

Team Genders * ☐ Female ☐ Male ☐ Coed

LOVB Club ☐

Sanctioned By * ☐ AAU ☐ JVA ☐ USAV
☐ 9 Man ☐ None

Address *

City *

State *

ZIP *

Administrative Email *

Club Director

First *

Last *

Email *

USAV Club Director Membership number:

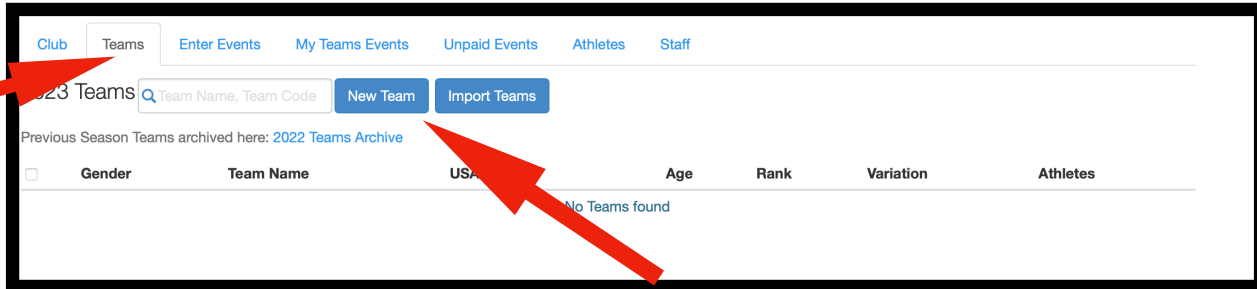
Phone *

Gender * Male: ☐ Female: ☐ Non-binary: ☐

Birthdate *

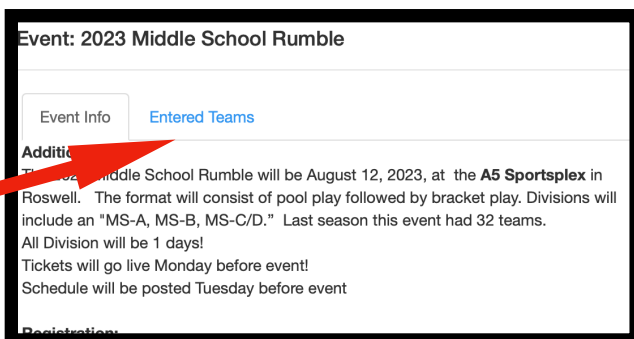
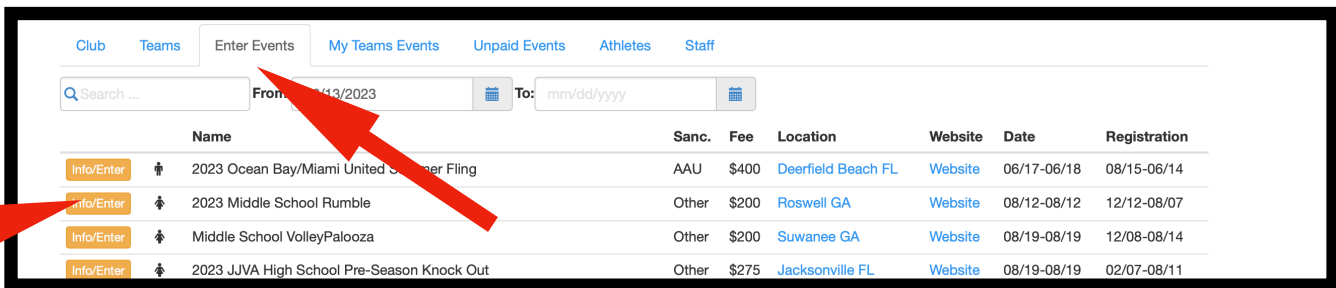
Step #4

- Click the “Teams” tab
- Click the blue “New Team” button
- Create the name of the team you want to create
- Repeat this process until all teams desired are created



Step #5

- Click the “Enter Events” tab
- Use the Search bar to search for event you desire to register for
- Click the yellow “Info/Enter” button to the left of desired event
- Click the “Entered Teams” link
- Click the green “Enter Event and Manage Teams” button



Gender	Division name	Maximum	Entered teams	Accepted teams
» ♀	18 Middle School A	12	7	2
» ♀	18 Middle School B	12	6	2
» ♀	18 Middle School C/D	8	2	0
Total:		32	15	4

Enter Event and Manage Teams

Step #6

- Click the drop down arrow next to each team where it says “not entered”
- Click the division you wish to enter that team into
- Repeat until all teams are registered
- Click the “not paid” link to make a payment for the event
- *You can pay for all teams in one transaction

Club Teams Enter Events My Teams Events Unpaid Events Athletes Staff 2023 Middle School Rumble

Event info Teams Entry Event Roster Online Team Check In

Pay Search Show: All Teams Age: From To Rank: From To Gender: ☒ Print All Rosters

Warning: Please verify that your team code is correct before entering it into an event. You can not change anything about a team code after entering.

Event Division	G	Team Name	USAV Code	Age	Rank	Payment	Entry	Housing
Not entered	♀	McCabe 18 1	G18107681XX	18	1	Not paid		

Warning: Please verify that your team code is correct before entering it into an event. You can not change anything about a team code after entering.

♀ 18 Middle School A
♀ 18 Middle School B
♀ 18 Middle School C/D
✓ Not entered

G	Team Name
♀	McCabe 18 1

If you have questions or need support, contact:
info@ottoevent.ai

