

TM2Sign Instructions

How to setup an account as a Club Director

Step 1: Create an Account

Go to the following website

<https://tm2sign.com/>

Top Right side, Click the blue button “Log On”

Scroll to the bottom of the screen and click “sign up for an account”

Enter your Account Information

Review and agree to the Privacy Policy and Terms of Service

Create Your Account!

First name *	Last name *	
Birth date		
Month	Day	Year
Email		!
Email address is required		
Password		!
Please use minimum 8 characters		
Confirm Password		

SAVE

[Already have an account? Log in](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Step 2: Create a Club

From the top black menu on the left side click "My Clubs"

Near the top right, click the blue button "Create Club"

Complete all the required fields

Click the toggle "We participate in USA Volleyball Events"

Enter your Club Code and select your region

Click Save

Create Club

Club name *

Club alias
A short version of your club name for constructing team names

Club phone number *

Club address *

Suite/unit

Club city *

Club state/province *
2 Character Abbreviation

Club zip/postal code *

We participate in JVA Events

We participate in AAU Events

We participate in USA Volleyball Events

USA Volleyball Club Information

5 Character Club Code

5 Character Club Code assigned to you by your region

USAV Region

CANCEL SAVE

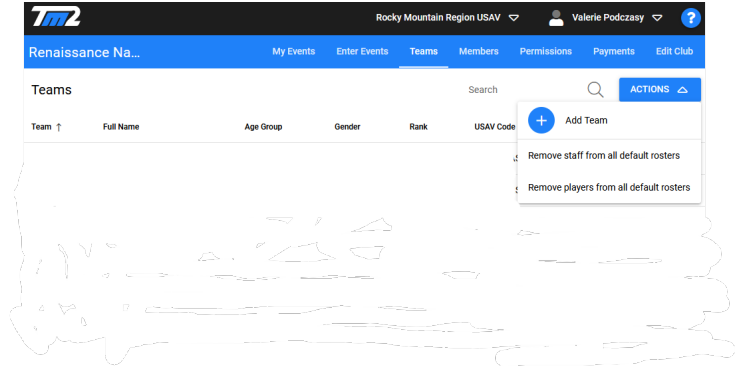
Step 3: Add Teams

In the blue menu bar, to the top right, Click teams tab

Click the blue Actions button and select Add Team

Complete all the required fields

Click Save or Save and Add Another



Step 4: Import Members

In the blue menu bar, to the top right,
Click the Members tab

Click the blue Actions button and select
Import From USAV

Please remember only eligible
members will import to tm2sign. If
they are not importing there is
something missing on the SportsEngine
side (i.e. no membership or missing
BGS, safesport, or impact)

**DO NOT IMPORT FROM A
SPREADSHEET. THIS WILL CAUSE
PROBLEMS**

