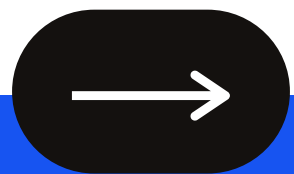



How to Set-up Your Team or Club in 2Mev

BC Wrestling Association

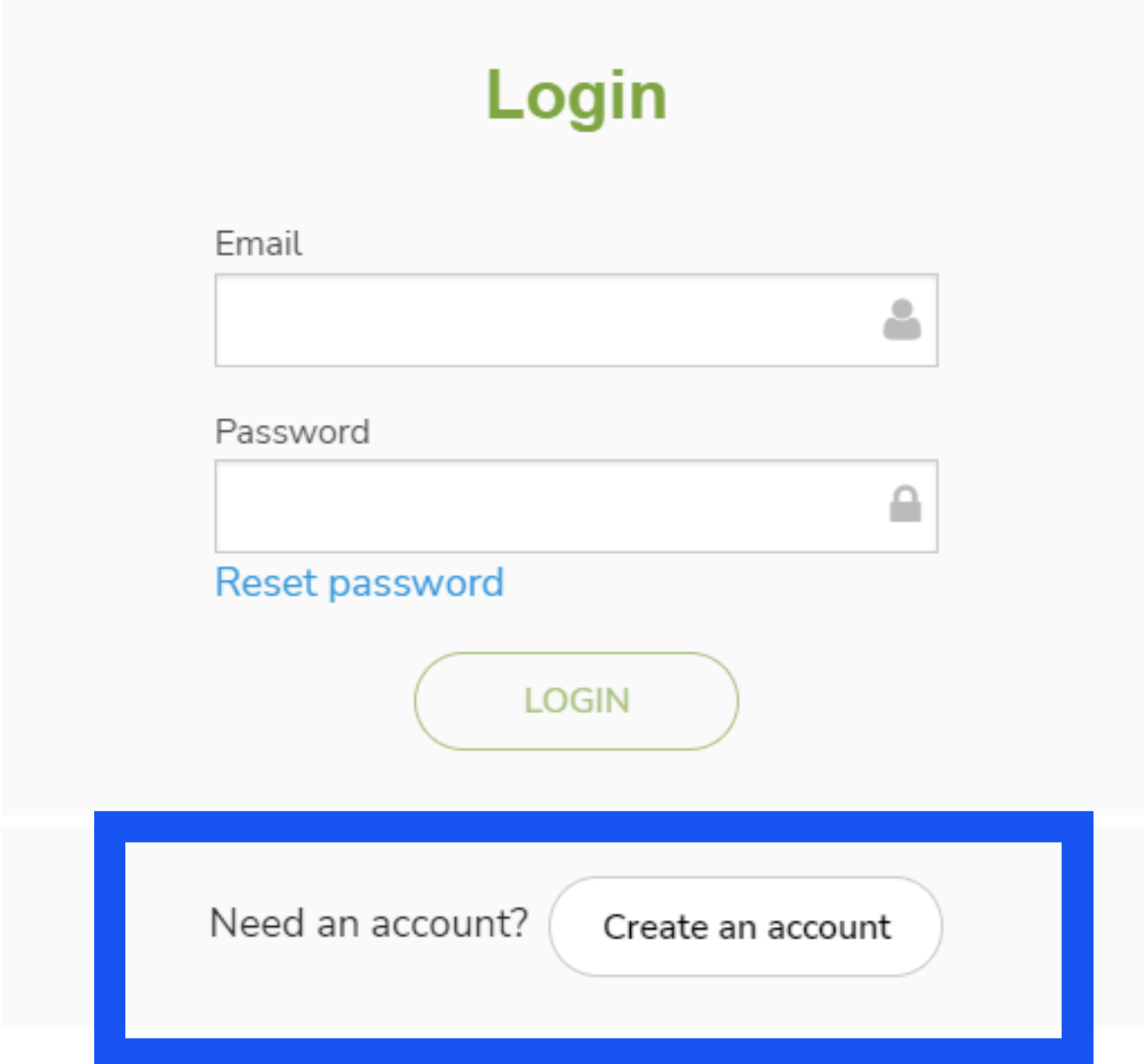


WRESTLING BC

A background image showing a person sitting at a desk with a computer monitor. The monitor displays a webpage with the text "Be inspired by other presenters". The entire image is covered with a semi-transparent blue overlay.

To set-up your team, visit:
[https://2mev.com/#!/login/?](https://2mev.com/#!/login/?next=%2FCL%2Fsetup)
[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 and account creation interface. At the top, the word "Login" is displayed in a green font. Below it are two input fields: "Email" and "Password". The "Email" field has a user icon on the right, and the "Password" field has a lock icon on the right. Below the "Password" field is a link that says "Reset password" in blue text. Below these fields is a green "LOGIN" button. At the bottom, there is a blue-bordered box containing the text "Need an account?" followed by a "Create an account" button.

Login

Email

Password

[Reset password](#)

LOGIN

Need an account? [Create an account](#)

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?


Login


 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




YouTube



Instagram



Twitter



Done

Whats Next will now appear on your screen. You will be given four 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 for registration, permit and save and come back later can be ignored for now.

[New application](#) [Edit existing application](#)

+ Listing Details

+ Classification

+ Social Media Links

What's Next?

Setup your online registration with 2M.

Configure registration categories, the registration process, waivers and more

[SET UP REGISTRATION](#)

Apply for a permit for this event.

Click below to begin your permitting application

[APPLY FOR A PERMIT](#)

If you don't have everything ready you can visit the event dashboard, and at a later point finish your application.

[SAVE & COME BACK LATER](#)

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

[SUBMIT FOR REVIEW](#)

PM

Quickly find People, Registrations or Memberships

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BC Wrestling

DASHBOARD

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CLUBS / TEAMS

LISTINGS

MEMBERSHIP ORGANIZATIONS

MEMBERSHIP LOOKUP

AFFILIATION / SANCTIONING

FINANCIALS & ACCOUNTING

COUPONS

REFUNDS

CUSTOMER SEARCH

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PEOPLE

REGISTRATIONS

TEAMS/FAMILIES

ORDERS

SUBSCRIPTIONS / RECURRING BILLING

MEMBERSHIPS

Test 3

Dashboard Home

Club

Club Name

Multi-l

Test 3

Listing Details

Listing Status

Submitted

Listing Visibility

☐ Visible

Membership Start Date

2021-09-01

Time (24H)

00 : 00

Membership End Date

2022-08-31

Time (24H)

00 : 00

Valid From

yyyy-mm-dd

Valid To

yyyy-mm-dd

Apt/Suite Number

Apt/Suite Number

Club Location (at least, City/Town)

Burnaby, BC, Canada

Club Website

http://test.com

Contact Email

info@bcwrestling.com

Contact Phone Number

6047373092

*Phone number is displayed / visible to the public

CLUB LOGO

DRAG & DROP

Listing Preview

Edit

View

Listing Preview

Edit

Timezone - America/Vancouver (PDT)

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

PM

2M Support Team

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'.

A background image showing three people (two women and one man) sitting at a long table in a meeting room, working on laptops. The image is dimmed to serve as a background for the text.

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).

PM

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ORDERS

SUBSCRIPTIONS / RECURRING BILLING

MEMBERSHIPS

Test 3

Dashboard Home

Club

Club Name

Multi-l

Test 3

Listing Details

Listing Status

Submitted

Listing Visibility

☐ Visible

Timezone - America/Vancouver (PDT)

Membership Start Date

2021-09-01

Time (24H)

00 : 00

Membership End Date

2022-08-31

Time (24H)

00 : 00

Valid From

yyyy-mm-dd

Valid To

yyyy-mm-dd

Apt/Suite Number

Apt/Suite Number

Club Location (at least, City/Town)

Burnaby, BC, Canada

Club Website

http://test.com

Contact Email

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CLUB LOGO

DRAG & DROP

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CONTINUE TO DASHBOARD

TELL ME MORE

PM

2M Support Team

While your club is in the review process, you can manage/explore 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'.

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**