

## Coaches FAQ: School Setup & Registration Guide:

### Contents:

*Setting up your school club page: Pg. 1-2*

*Inviting members to your school club: Pg. 2-4*

*Creating & editing team rosters: Pg.4-5*

*Registering Your Teams to a League: Pg.6*

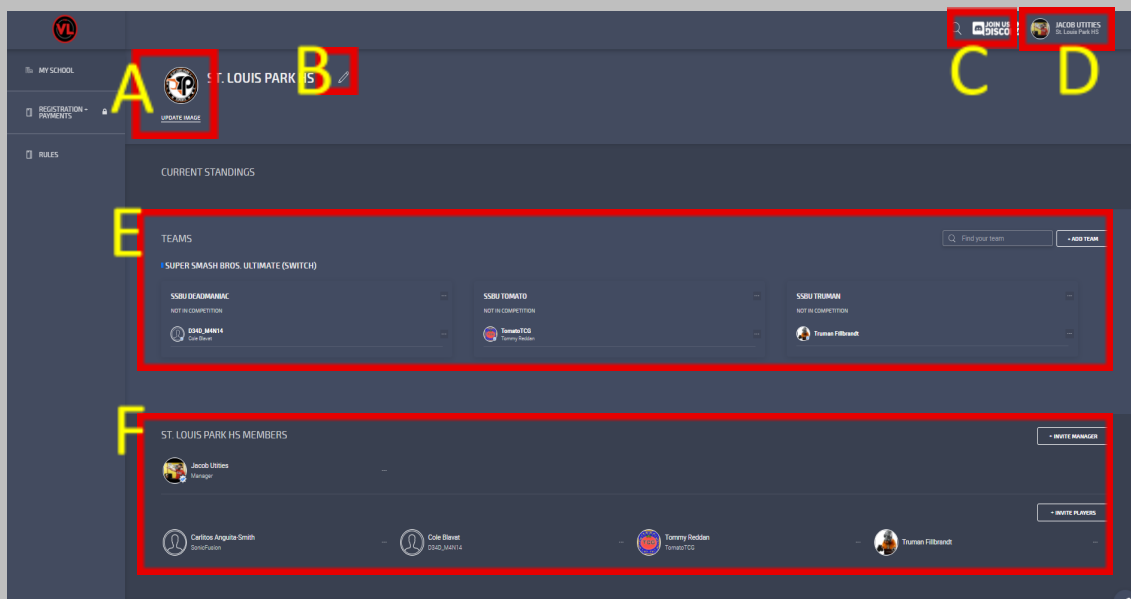
*Editing your personal profile (for you and your players): Pg.7-8*



### Setting up your school club page:

1. In order to set up your school page, you will first need an invite link from the league administrator. Please email [mnvl@wisdom.gg](mailto:mnvl@wisdom.gg) to get an invite link.
2. Once you have clicked the link you will be taken to the following page:
3. Fill out all required information and check the boxes to confirm eligibility
  - A. School Name: The full name of the school you represent
  - B. Username: What you will use to log in
  - C. Email: is your primary contact email, you will use this to log in
  - D. First + Last Name: Your (coordinator) first and last name
  - E. Password: Used to log in
4. Once you have filled in the above information, you will be taken to your school page (at first glance your page will be empty without any players, teams, or pictures added):

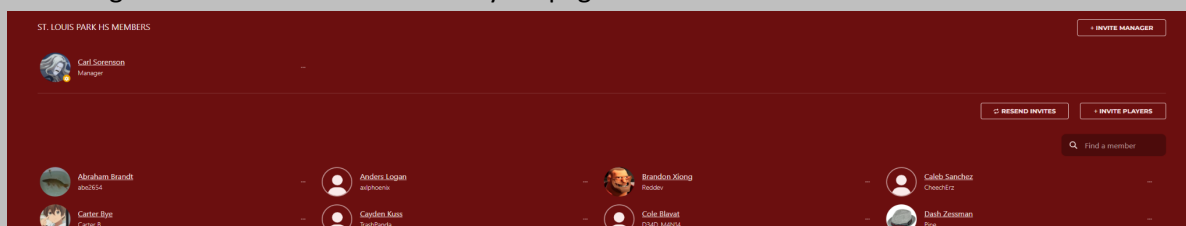
 This is a screenshot of the registration page for the Minnesota Varsity League. The page has a dark red background. At the top center is the league's logo. Below the logo, the text reads "WELCOME TO MINNESOTA VARSITY LEAGUE". Underneath, it says "Participate in Minnesota Varsity League's official esports league! Register your school today by filling in the information below." There is a blue button that says "YOU ARE ALREADY A MEMBER OF MINNESOTA VARSITY LEAGUE. CLICK HERE TO CONTINUE." Below this, it states "All fields are required." and lists the registration fields: "School Name" (with the example "Test"), "Username" (with the example "Testestest|"), "Email", "First name", "Last name", "Date of birth (MM-DD-YYYY)", "Password", and "Password (repeat)". There is a yellow warning box that says "If you have used LeagueSpot before, use your existing username. Otherwise, enter your preferred username below. Click here if you've forgotten your username." At the bottom, there is a checkbox for "I consent to the Terms of Service." and a blue "Create School" button.



5. The following options can be found as coded above by a red outline and yellow letter (background color may be different from what is displayed here):
- Update Image:** Clicking this allows you to upload an image for your school page. This will be seen by other schools and should be a school logo.
  - Edit Pencil:** Allows you to edit the name of your school and contact phone number
  - Discord:** Click this link to join the MNVL Discord Server
  - Profile:** Allows you to edit your personal profile settings (more on this below)
  - Teams:** Allows you to see your current team rosters, and is used to add new teams and edit current rosters (more on this below)
  - Members:** Allows you to see all current members of your school club, and is used to invite new members (more on this below)

## Inviting members to your school club:

1. First navigate to the members section of your page:



2. You can invite a manager by clicking the “Invite Manager” button:

×

INVITE MANAGER TO YOUR SCHOOL

MANAGER EMAIL ADDRESS

SEND INVITES

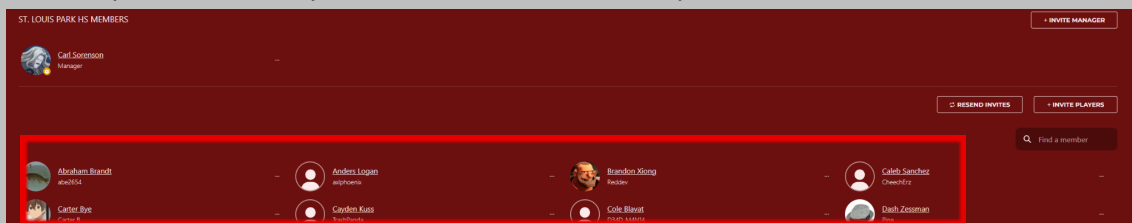


- a. **NOTE: Managers have all the permissions you will have.** They can invite players, create rosters, sign rosters up for leagues, edit the profile page, and check teams in for their matches. Only invite those you trust to be a manager! (we do not suggest you ever allow a student to be a manager, team captains are better roles for students)
3. To invite players, click “Invite Players” button found on the far right of the page. It will open the following dialogue box:

4. You can invite players by either giving them the provided “Join Link” or by entering their emails. If you enter their email address, they will receive an email with a link to join the club page.
5. When they click the join link they will be asked to fill out the following form:



6. Once they fill that out they will be listed as a member of your club here:



7. You will now be able to add them to a team roster (info in next section)  
 a. **Note:** They will need accept your invite and fill out their profile in order to compete
8. **PLEASE HAVE ALL PLAYERS FILL OUT THEIR PERSONAL PROFILE ONCE THEY JOIN! INFO HOW TO DO THIS IN THE BOTTOM SECTION!**

### Creating and editing team rosters:

1. To create a new roster, navigate to the “Teams” section of your club page:



2. Click “Add Team” and the following dialogue box will appear:

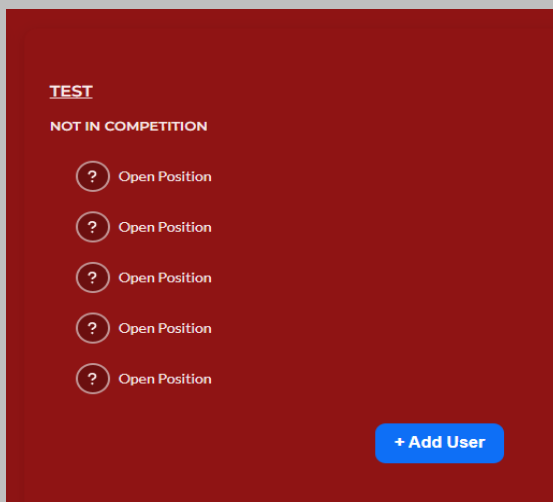
**CREATE NEW TEAM** ×

TEAM NAME

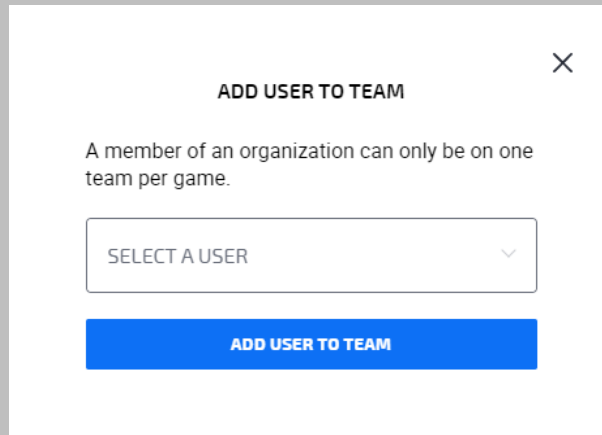
SELECT A GAME

[CREATE TEAM](#)

3. Enter the team name and select which game they will be playing (only games offered by MNVL will be able to be selected)
4. Once complete you will see the empty roster appear



5. Click "+ADD PLAYER" and a dialogue box will ask which player to add:
  - a. Select a player from your list of active members and click "Add User To Team"



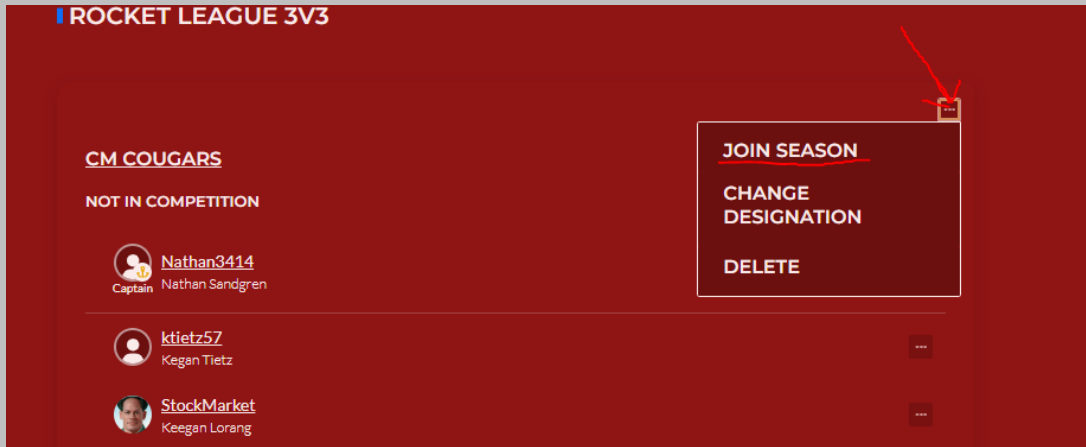
The image shows a white dialog box with a black 'X' in the top right corner. The title is "ADD USER TO TEAM". Below the title is the text "A member of an organization can only be on one team per game." There is a dropdown menu with the text "SELECT A USER" and a downward arrow. At the bottom is a blue button with the text "ADD USER TO TEAM".

6. Rosters can be deleted by clicking the "... " next to the roster name
7. Players can be removed or made a team captain by clicking the "... " next to their name

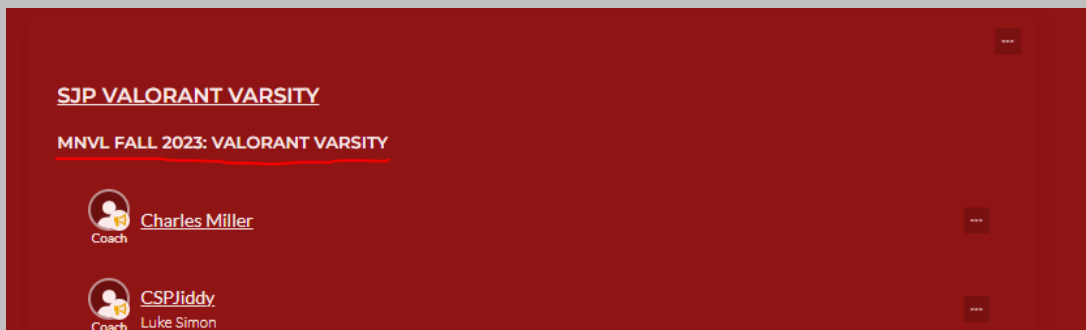


## Registering Your Teams to a League:

1. Register rosters to their respective leagues. You can do so by clicking the three dots next to the team name, and clicking join season



2. When done correctly, the “NOT IN COMPETITION” under the name of the team will change to “WILL COMPETE IN (Name of season here)”, see example below.

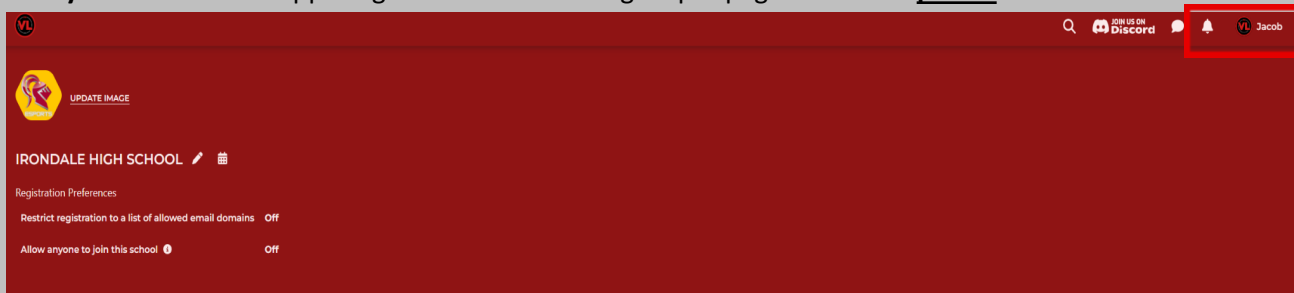


After you see the name of the League you want to enter appear underneath your team name (shown above), then you are considered entered into the League and ready to go for your first match!

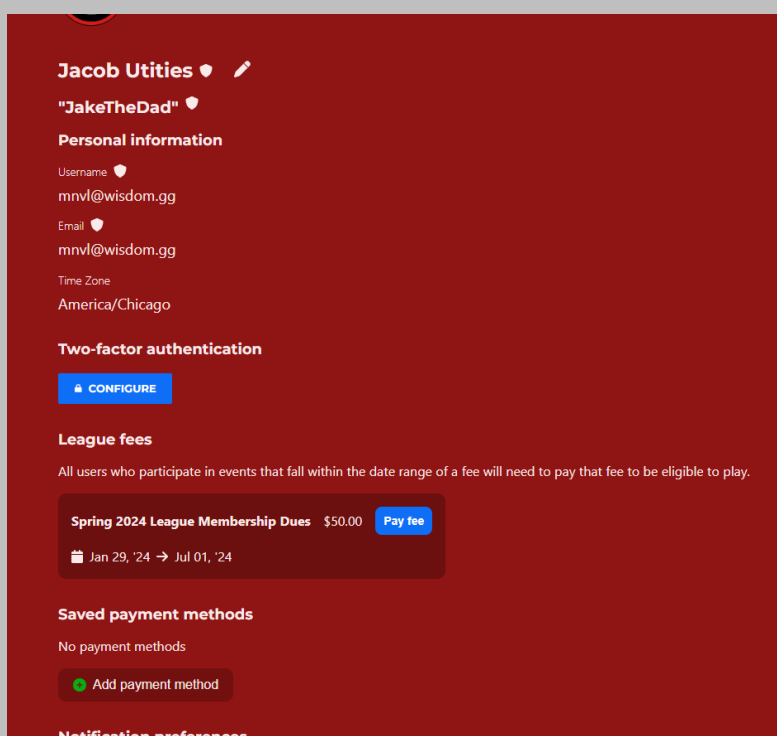


## Editing your personal profile (for you and your players):

1. Click your name in the upper right corner of the LeagueSpot page and select **profile**:



2. Once this is clicked you will be taken to the following page:



3. From here you have the following options:
  - a. Update Image: Changes the displayed image on your personal profile
  - b. Change Password: Change your account password
  - c. **Pay League Fee:** Pay the fee that allows you to participate in leagues and tournaments
  - d. Update Notifications: Change your settings to receive reminders 15 minutes before your match
  - e. Link your Twitch, Battle.net, and Discord accounts
  - f. Add game handles for the games you participate in (at bottom of page, not pictured)



4. If you click the Pencil Icon you will be able to add your general gamertag and edit personal information if needed:

First Name  
Jacob

Last Name  
Utities

Pronouns  
Don't show

Gamer Nickname (What should people call you?)  
JakeTheDad

Username  
mnl@wisdom.gg

Email  
mnl@wisdom.gg

Birthdate (MM-DD-YYYY)

Please contact an administrator if you want to change this field

Time zone  
America/Chicago

*Submitting inappropriate information will result in a ban from this platform at the discretion of the league host.*

#### 5. Adding a New Game Handle:

- a. For most of our titles, you can link your gamertag by clicking the “Link” button for each listed title and/or publisher. Once asked in a new tab, click “Approve” to link your account to Leaguespot

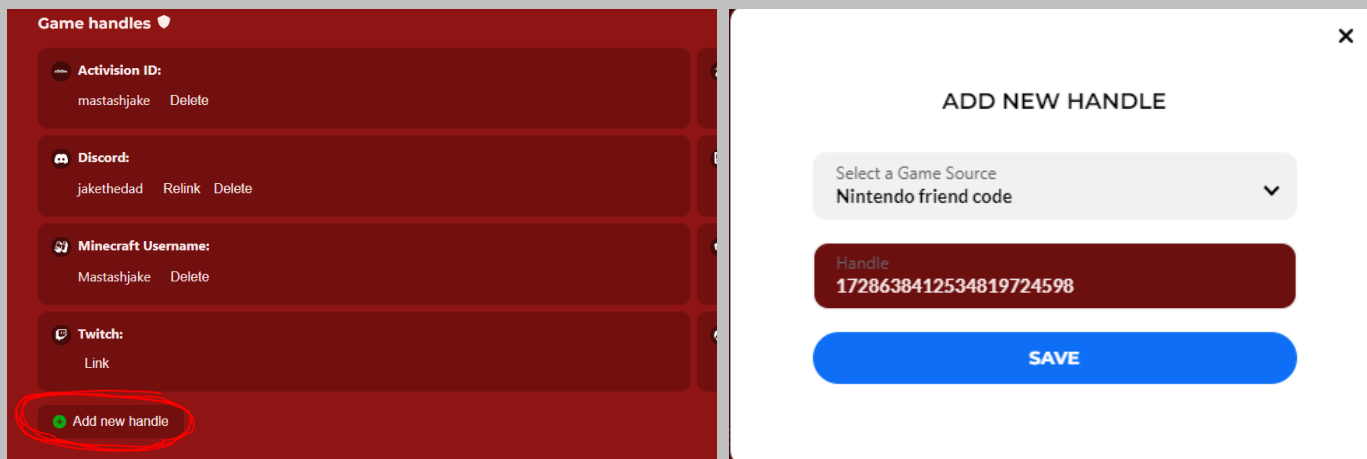
Game handles

<p>Activision ID: mastashjake Delete</p>	<p>Battle.net ID: Link</p>	<p>Chess.com Username: mastashjake Relink Delete</p>
<p>Discord: jakethedad Relink Delete</p>	<p>Epic Games ID: Link</p>	<p>Hi-Rez Username: mastashjake Delete</p>
<p>Minecraft Username: Mastashjake Delete</p>	<p>Riot ID: Link</p>	<p>Steam ID: Link</p>
<p>Twitch: Link</p>	<p>Xbox Live Gamertag: Link</p>	

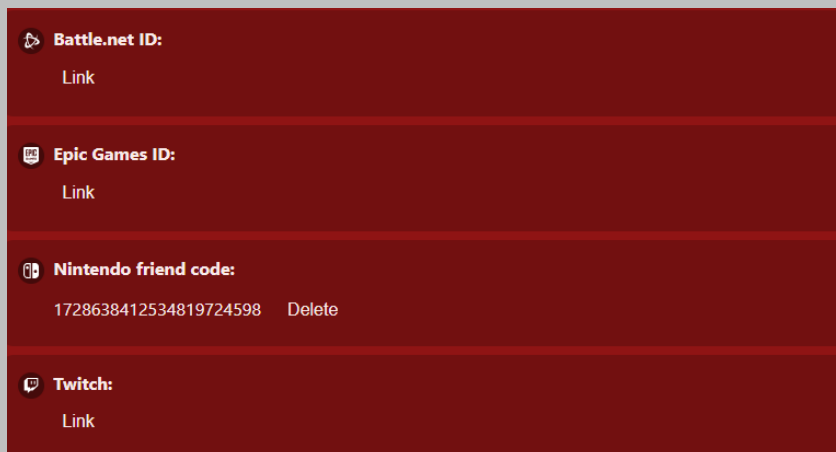
- b. For any titles NOT LISTED: Scroll towards the bottom of the page underneath the “Game handles” section and click “+ ADD NEW HANDLE”. You’ll then select the game source that you will compete in and input your In-Game-Name/Handle. (the name that can be used to add you in that game).





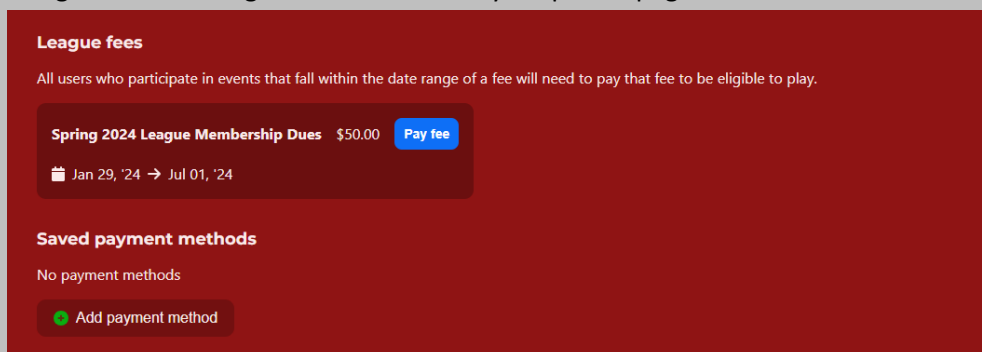


- c. After clicking the blue “SAVE” button, your Handle should be listed underneath your profile. You will need to repeat these steps until all accounts for the titles you compete in are linked.

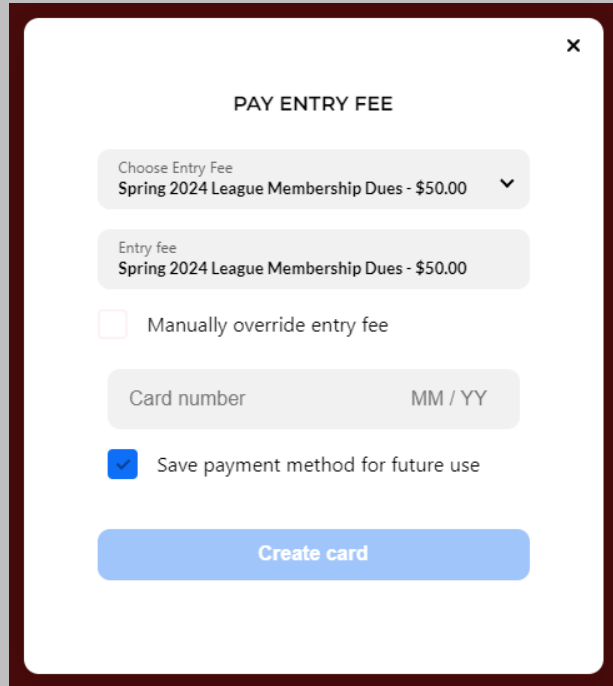


## 6. Paying your League Fee:

- a. Navigate to the “League Fees” section of your profile page:



- b. Click: “Pay Fee” for the season you wish to compete in. A date range for the fee will be shown if you are unsure which to choose.



PAY ENTRY FEE

Choose Entry Fee  
Spring 2024 League Membership Dues - \$50.00

Entry fee  
Spring 2024 League Membership Dues - \$50.00

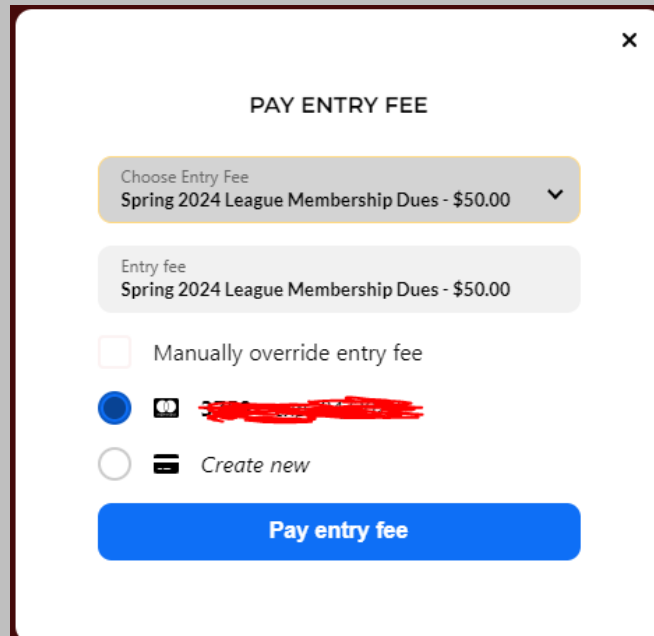
Manually override entry fee

Card number      MM / YY

Save payment method for future use

Create card

- c. Enter your card information in the dialogue box.
- Click “Create Card”
  - In the follwup box, click “Pay entry fee”




PAY ENTRY FEE

Choose Entry Fee  
Spring 2024 League Membership Dues - \$50.00

Entry fee  
Spring 2024 League Membership Dues - \$50.00

Manually override entry fee



Create new

Pay entry fee

