



Feb 15 - 17, 2020
Washington, DC

VIRTUAL TEAM CHECK IN DEADLINE

THURSDAY, FEBRUARY 13th, 6pm

1. Log in to your SportWrench account, click on 'My Teams Events' tab.
2. Click on 'Manage Teams' next to Capitol Hill Classic.
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 roster validation status.
5. To correct a 'Failed' validation roster follow steps below:
 - Click on 'Failed' to see the errors for a particular team
 - Click on the 'Event Roster' tab to access the rosters to be corrected
 - Correct each roster as required
 - Return to the Online Team Check In page once you are finished
6. Once every team has a valid roster status, select the check boxes of the team(s) you wish to check in on the far left
7. Click 'Submit'

Questions or problems? Email us at info@capitolhillvolleyball.com