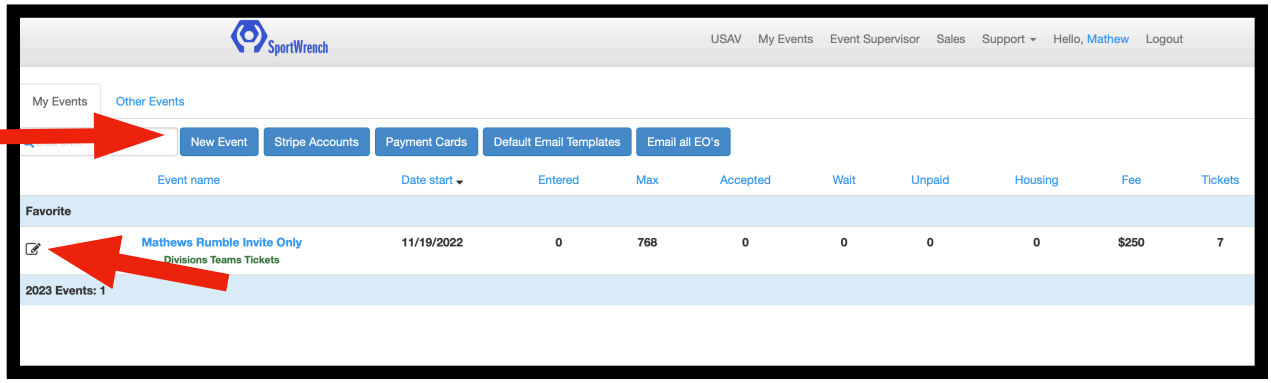
Event Creation in SportWrench

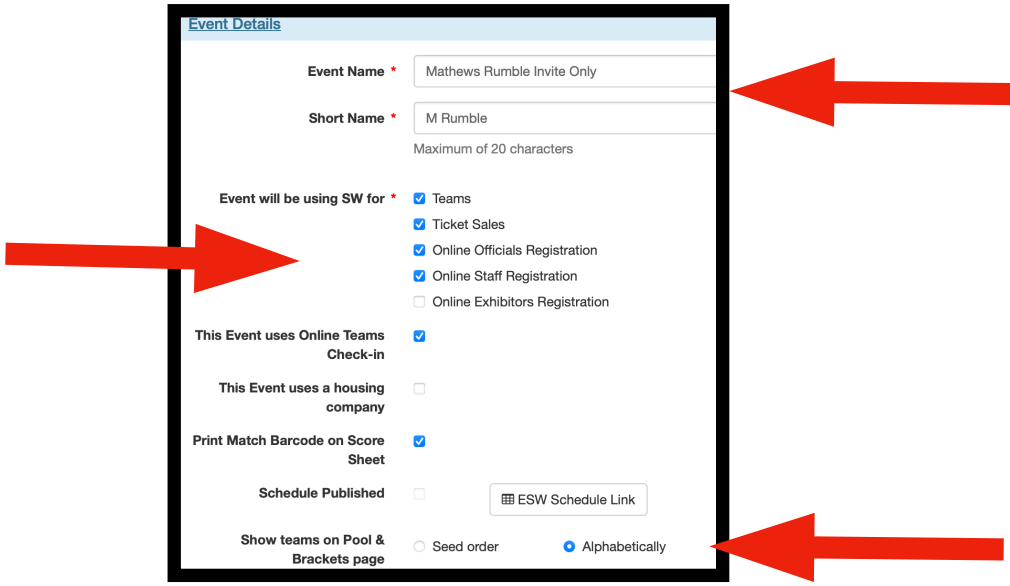
Step #1 - Create Event

-Login to your SportWrench account
-Click “New Event” in order to create a new event
-Click ✎ in order to edit an already existing event



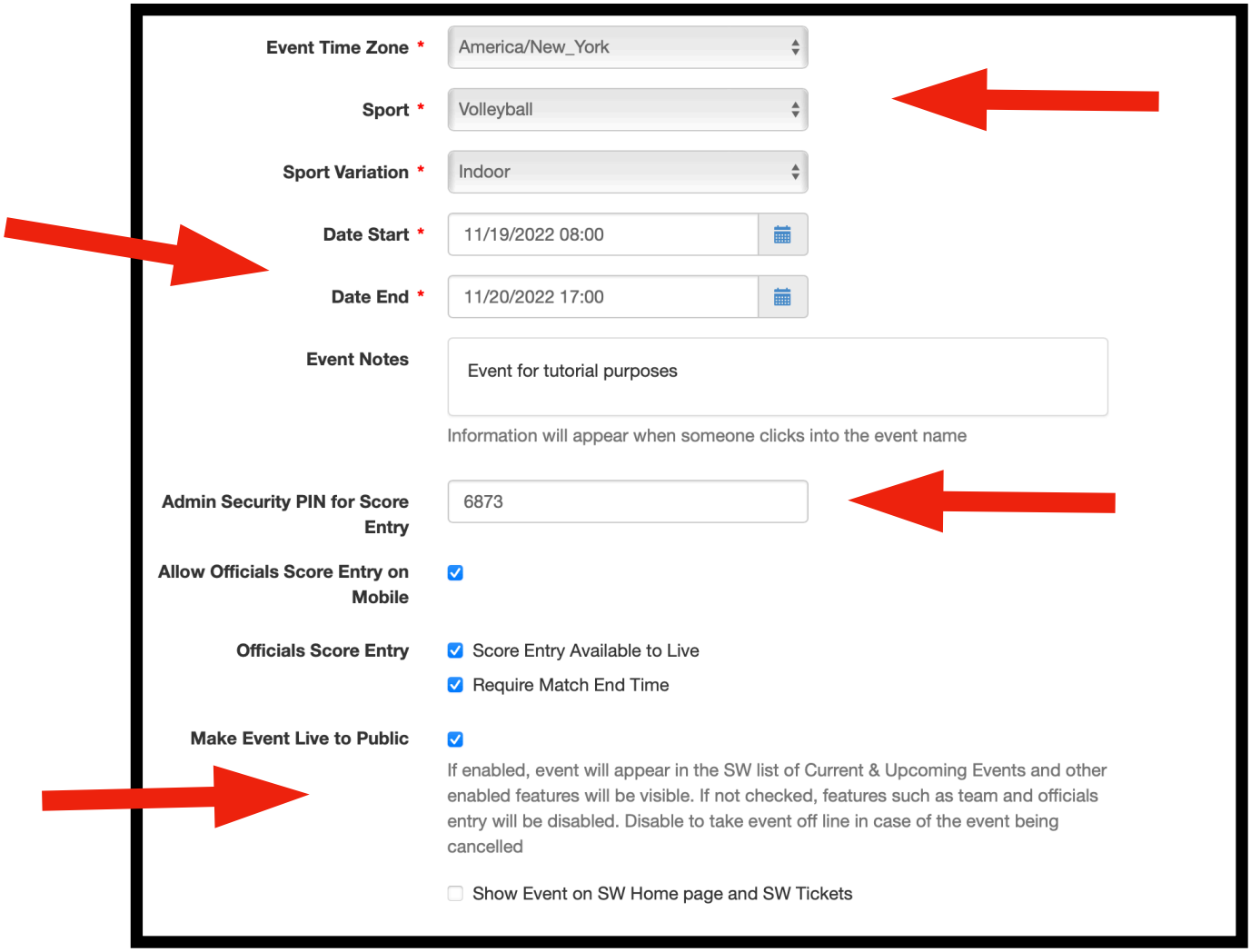
Step #2 - Event Details

-Click “Event Details”
-Name the event
-Click what services event will be using SportWrench for
-Click appropriate boxes for team check-in, housing, scoresheet, and team showing on Bracket page (if applicable)



-Set time zone, sport, and sport variation
-Set event dates and notes
-Set an admin pin for score entry

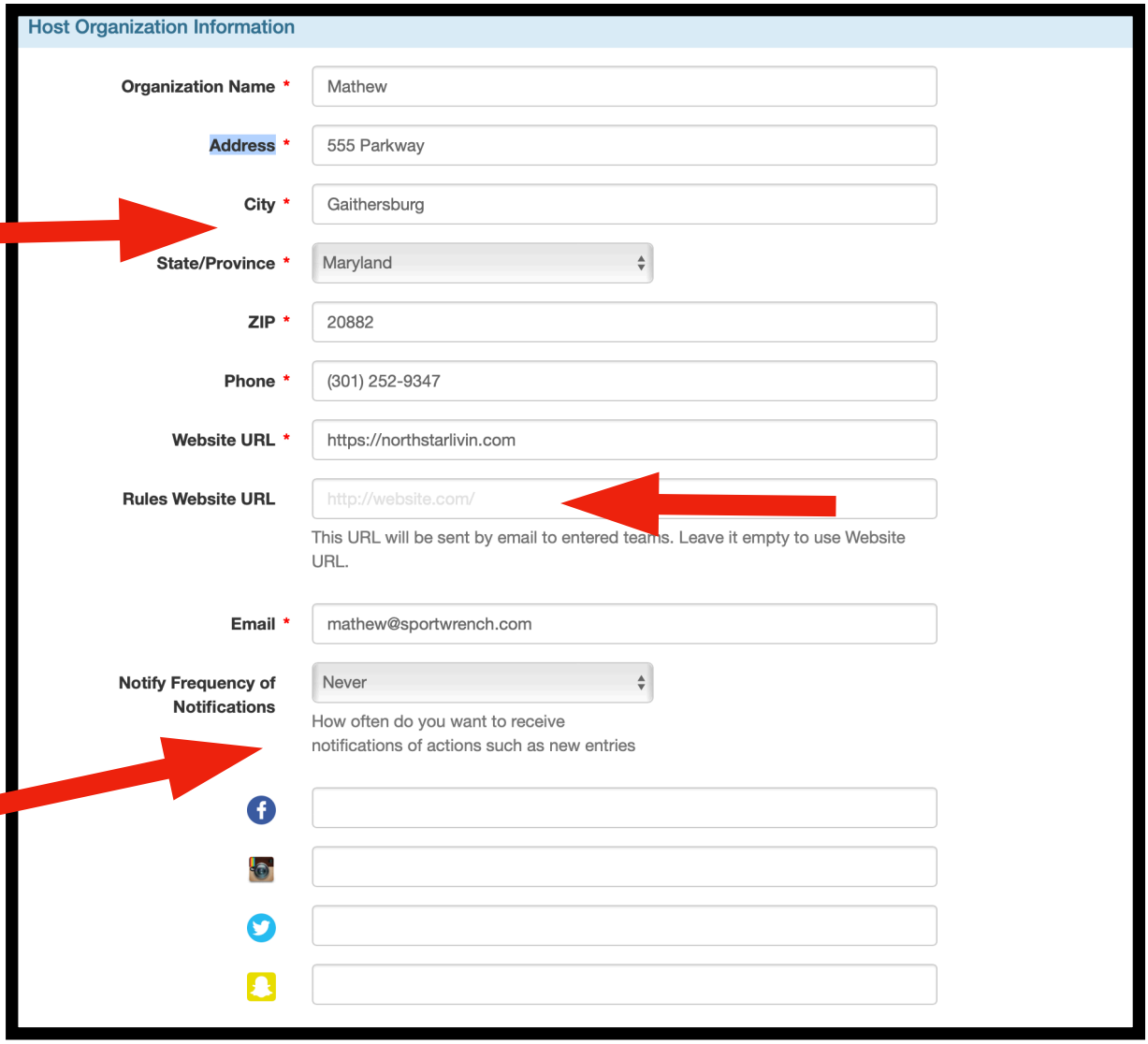
-Click “Make Event Live to Public” so all features will be enabled during set up.
-Only click “Show event on SW Home page and SW Tickets when your event is completely set up and ready for the public



Step #3 - Host Organization Information

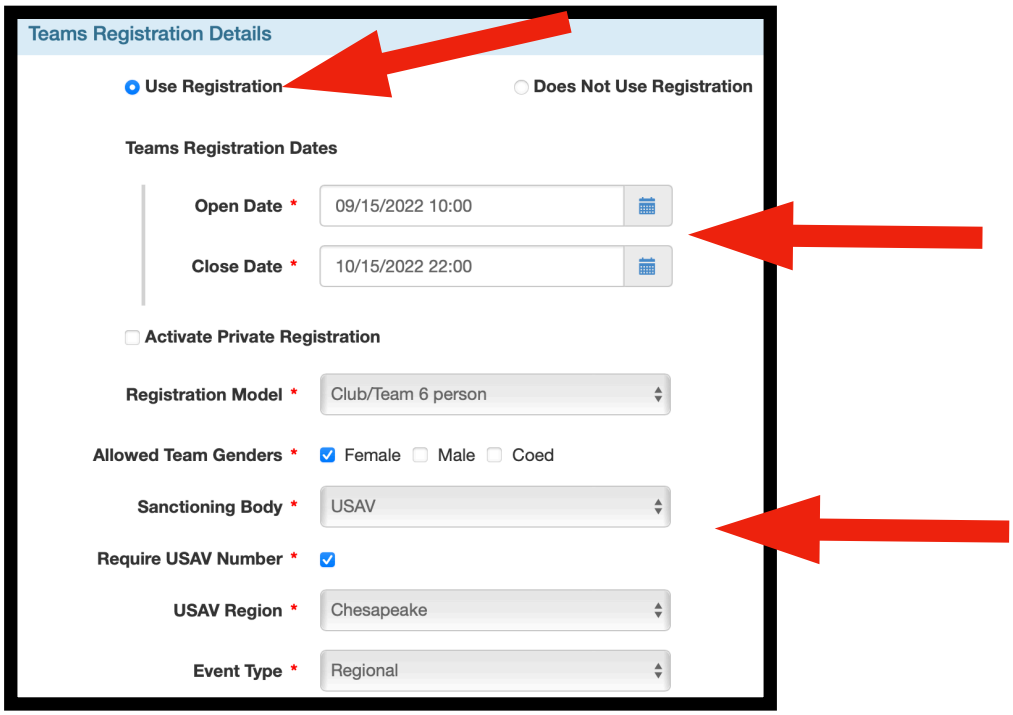
-Set Host Organization Information
-Only add a “Rules Website URL” if you want them to go to a different site than the event website. If left black event website will display here
-Set notification frequency desired.
-Insert an social media accounts desired

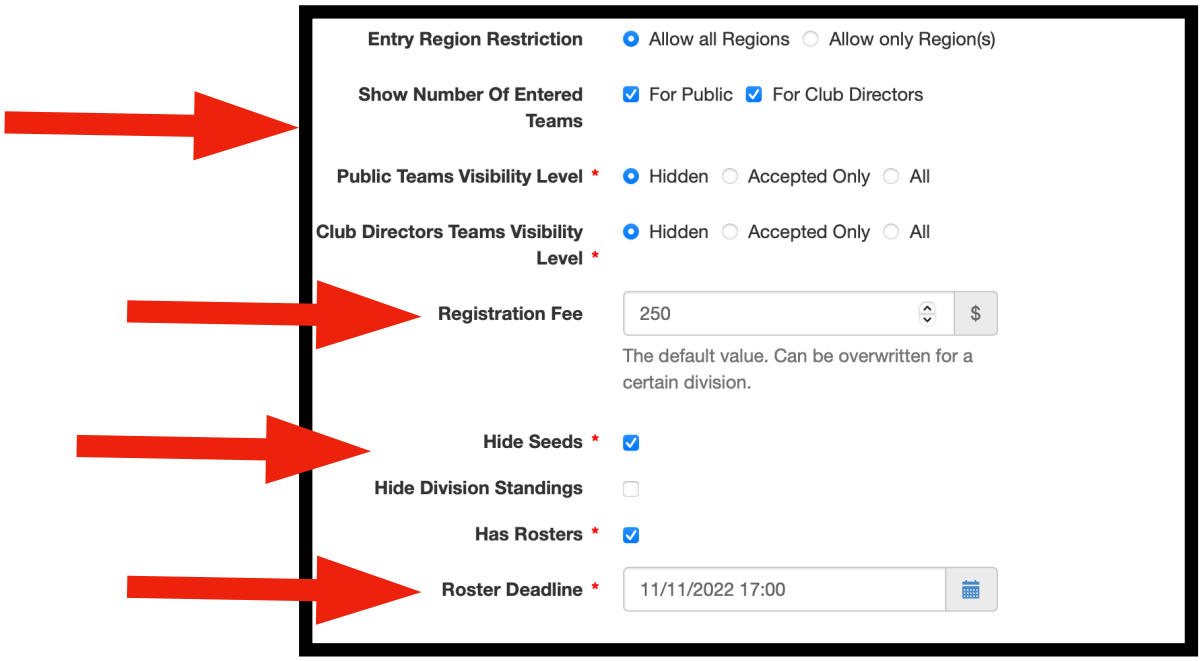
**If event is Ticketing Only skip steps 4-8



Step #4 - Team Registration Details

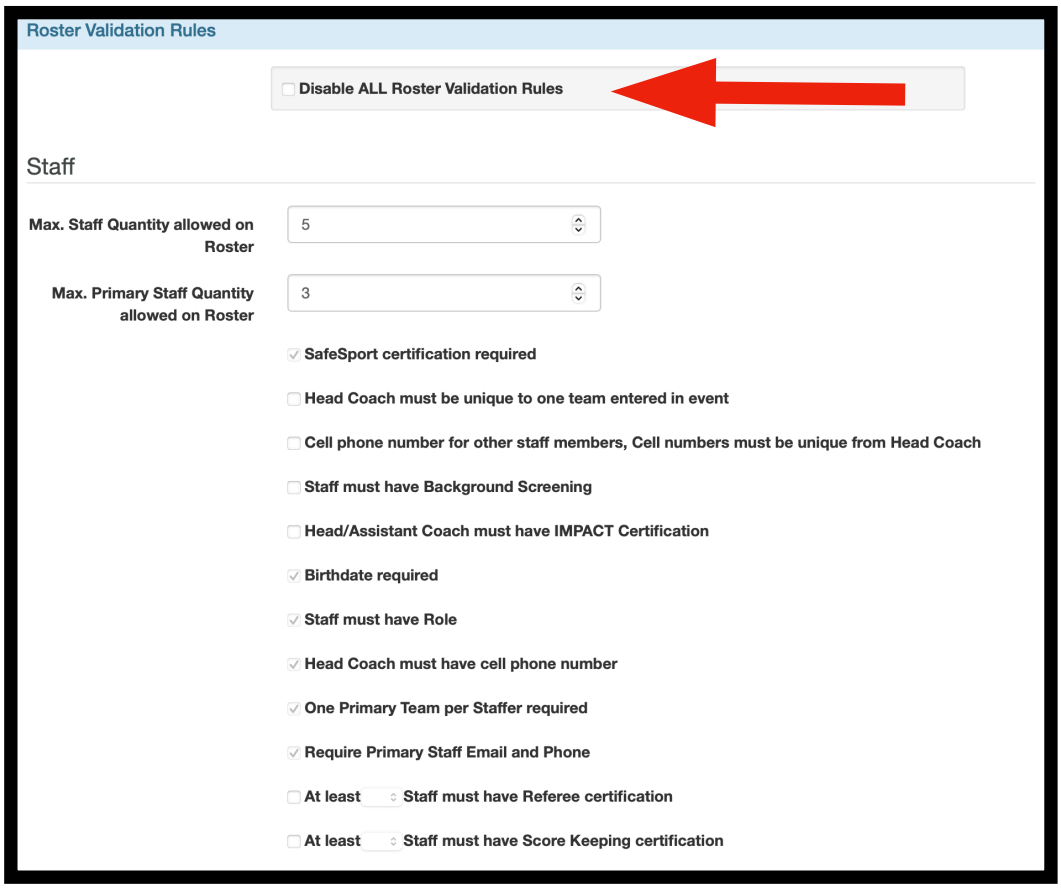
-Click “Use Registration
-Set Registration open and close dates
*If private event click “Activate Private Registration” and it will create a private registration link you can copy and share with specific teams
-Create details specific to event (gender, sanctioning body etc)
-Set desired Registration fee
-Set desired information in regard to seeds, standings and rosters
-Set roster submission deadline





Step #5 - Roster Validation Rules

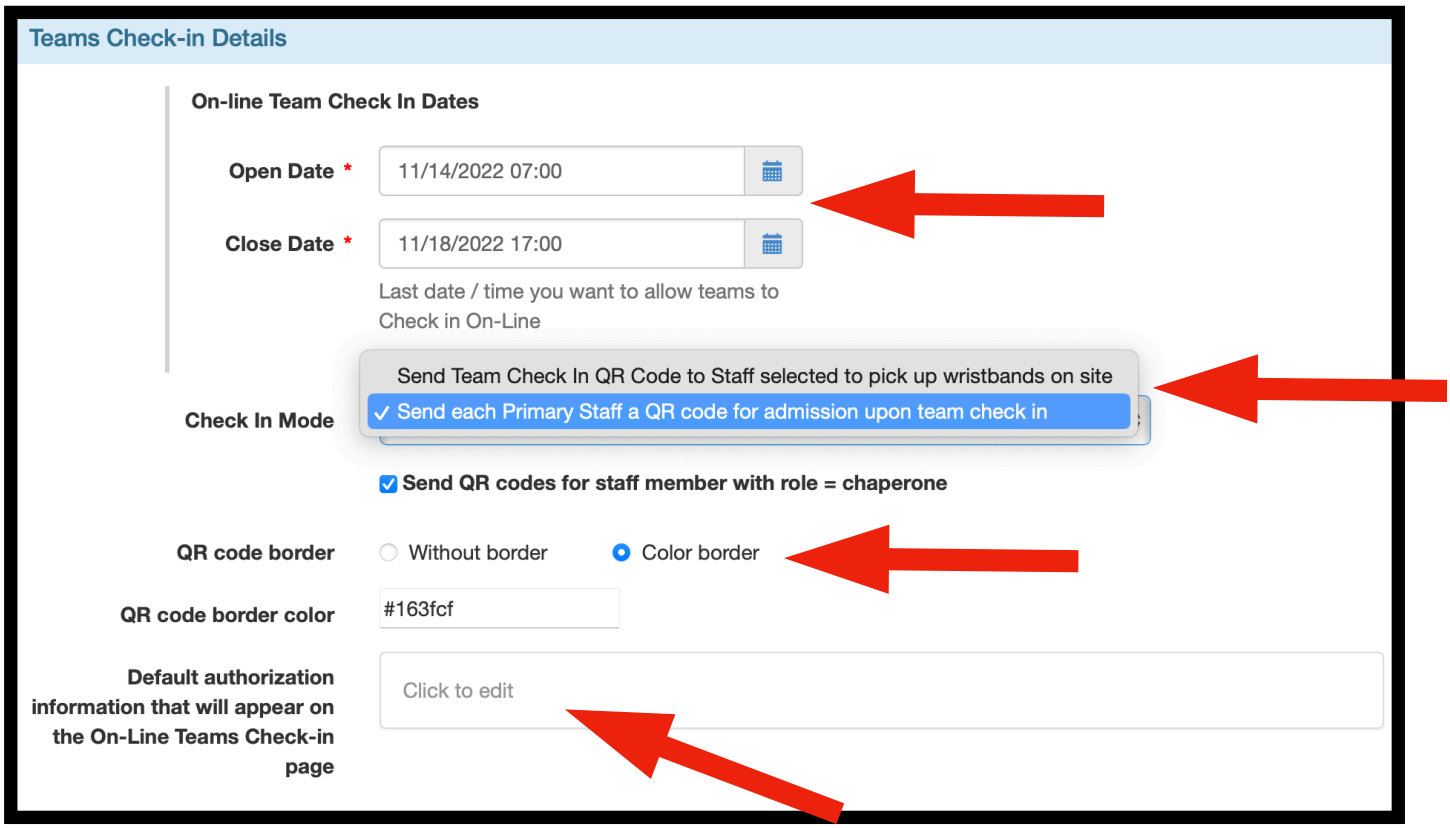
-You may disable all Roster Validation rules if you desire
    -If you disable, step 5 is complete
-Or set all roster validations as desired





Step #6 - Team Check-in Details

-Set Online Team Check in Dates
-Set either QR code to staff selected to pick up wristbands on site or Send each Primary a QR code for admission upon team check-in
-Set colored border or without border for staff QR codes.
    -If color border, choose a color
-If desired, set information that will appear for clubs when they do online check-in

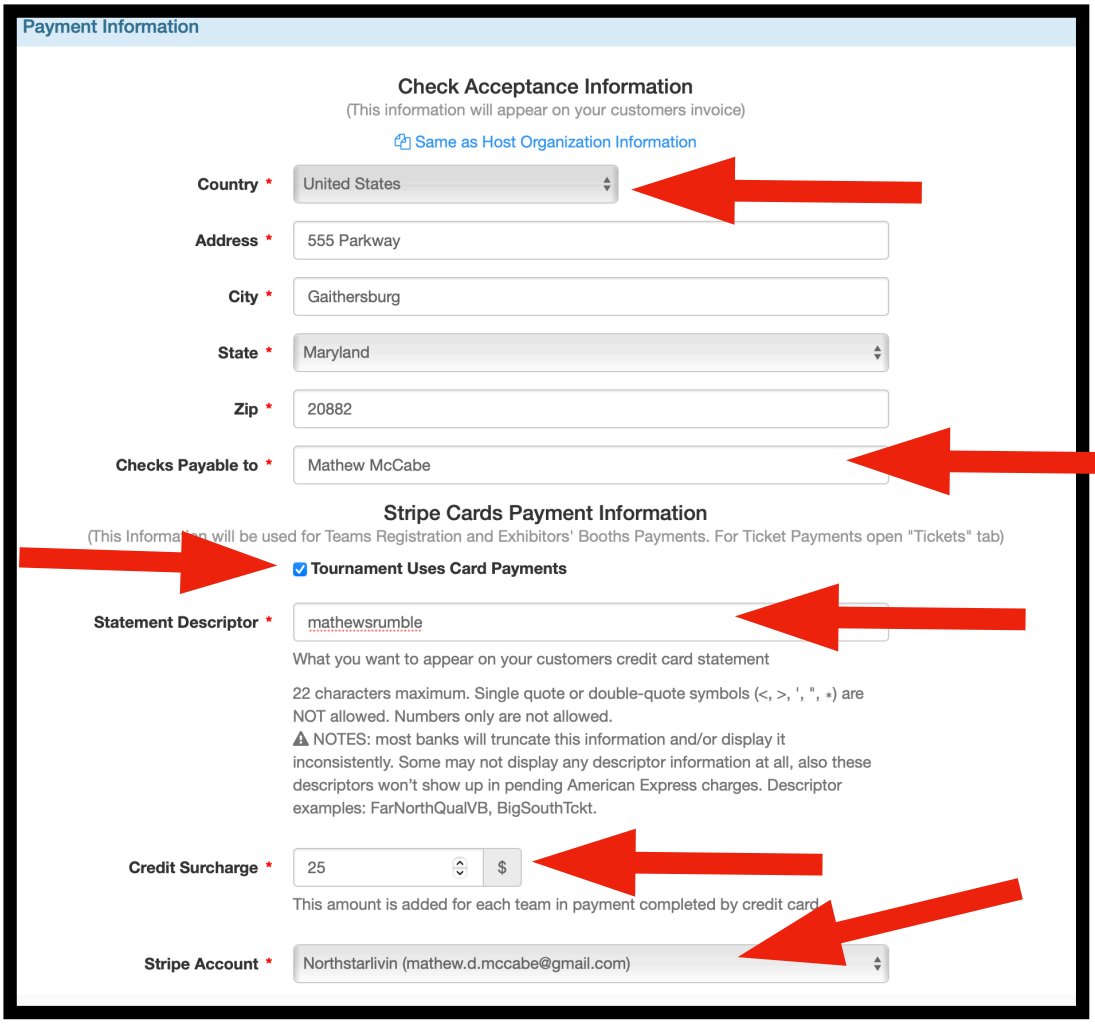


Step #7 - Payment Information

-Copy Host Organization Information or enter different information if it is different than host information
-Enter information as to who checks should be made payable
-Check the box labeled “Tournament Uses Card Payments”
-Fill in your Statement Descriptor. (What will appear on your customers credit card statement)
-Add a credit surcharge if you desire. Or just enter 0 if you have fees built into entry fee and do not want to capture any additional fees with team registration
-Add your Stripe account from dropdown menu

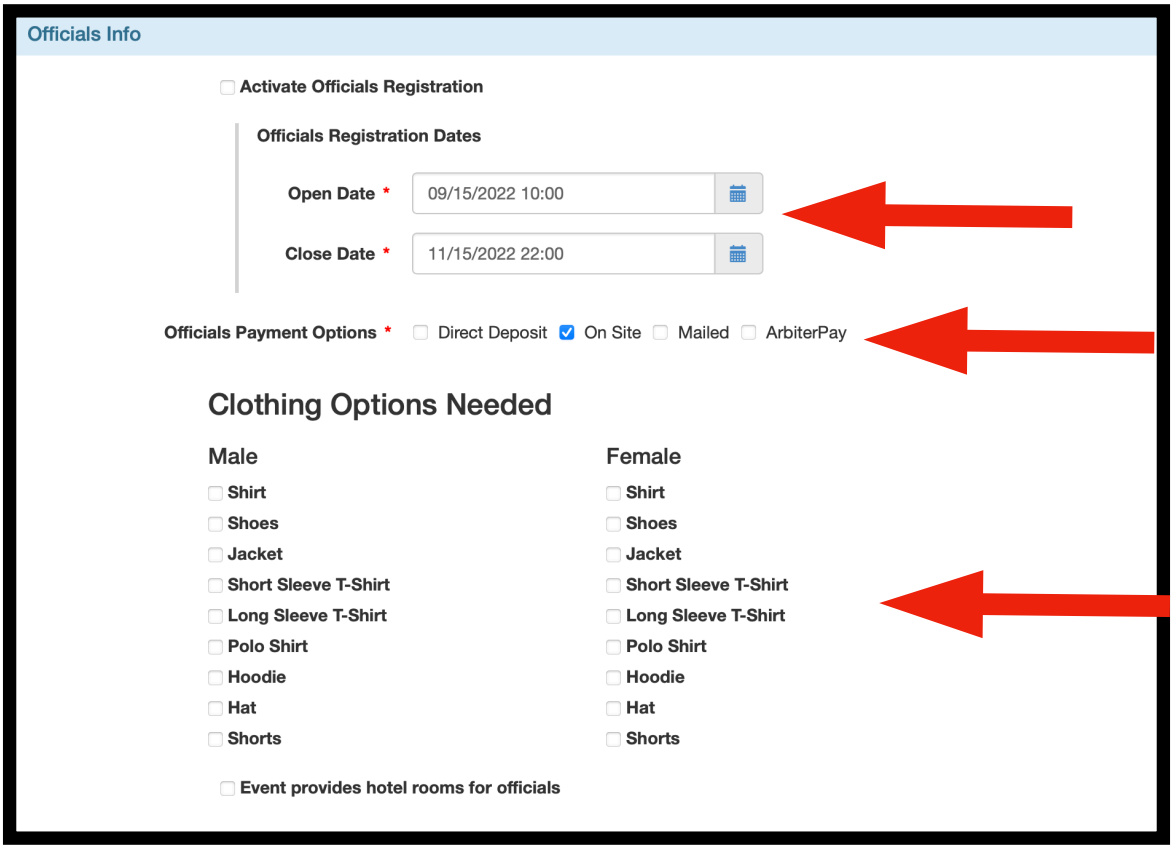
*If you have not yet connected your Stripe Account to SportWrench, please see the Stripe Connection Tutorial

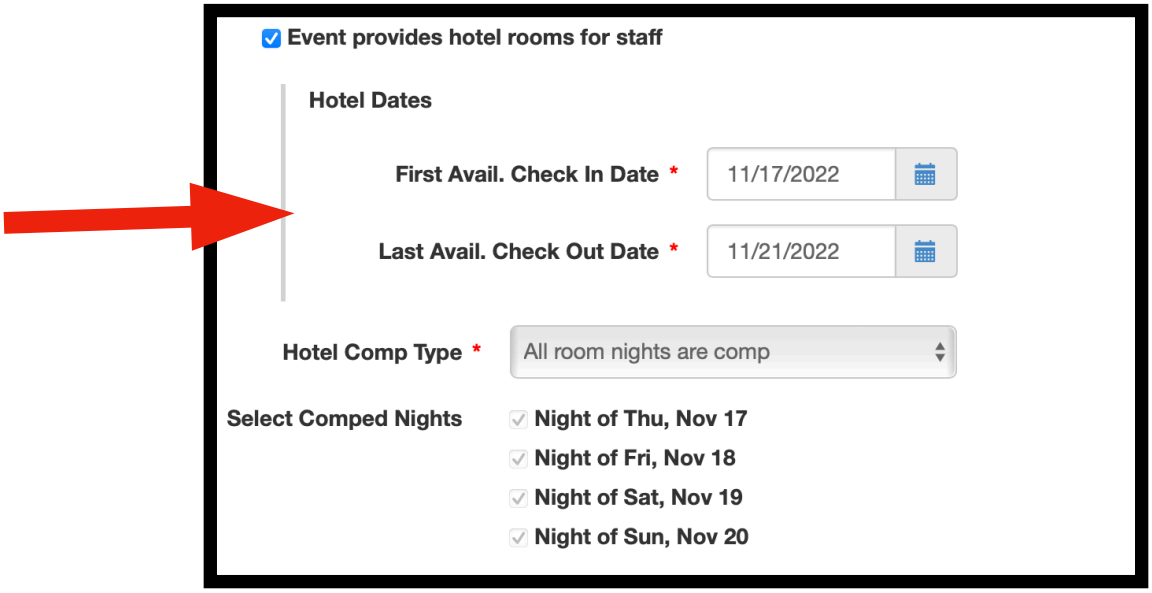
*If you don’t have your Stripe Account set up yet, make sure “Tournament Uses Card Payment” is NOT checked or it will not allow you to save your event. You can come back and check it after your Stripe Account is connected.



Step #8 - Officials and Staff

**If applicable to your event
-Set registration dates for Officials and Staff
-Click on desired payment method
-Check clothing sizes needed if applicable
-If applicable enter hotel information



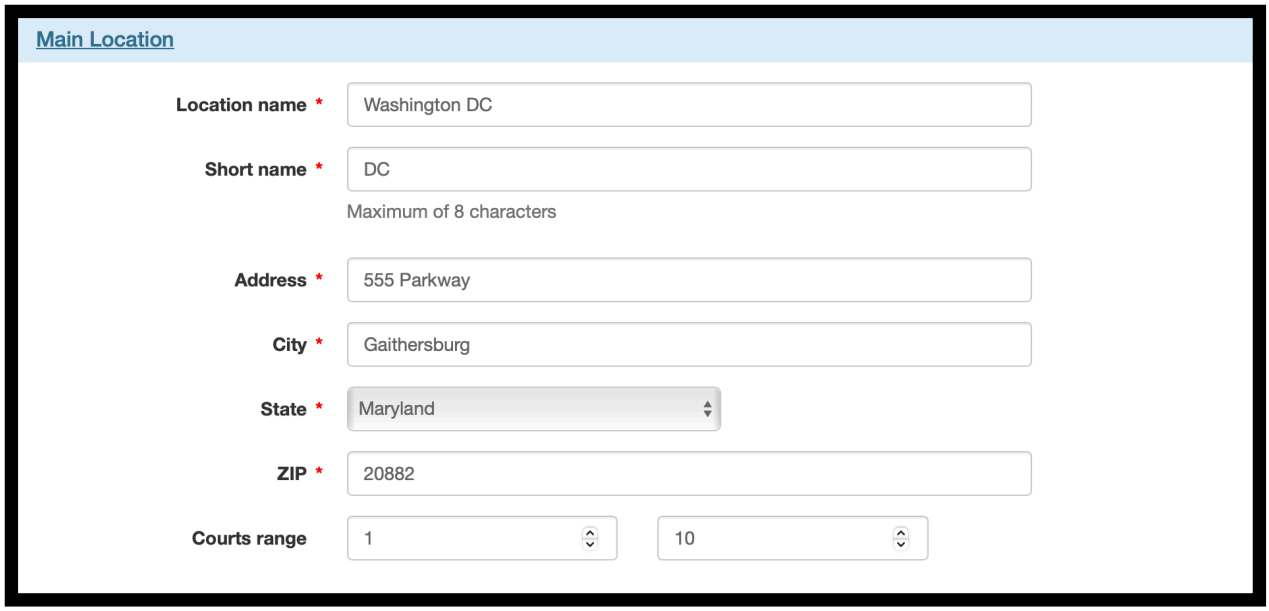


Step #9 - Main Location & Event Images

SportWrench

-Enter Location of Event
-Enter Court range (if applicable)
-Upload Event Logo and Event Cover Image

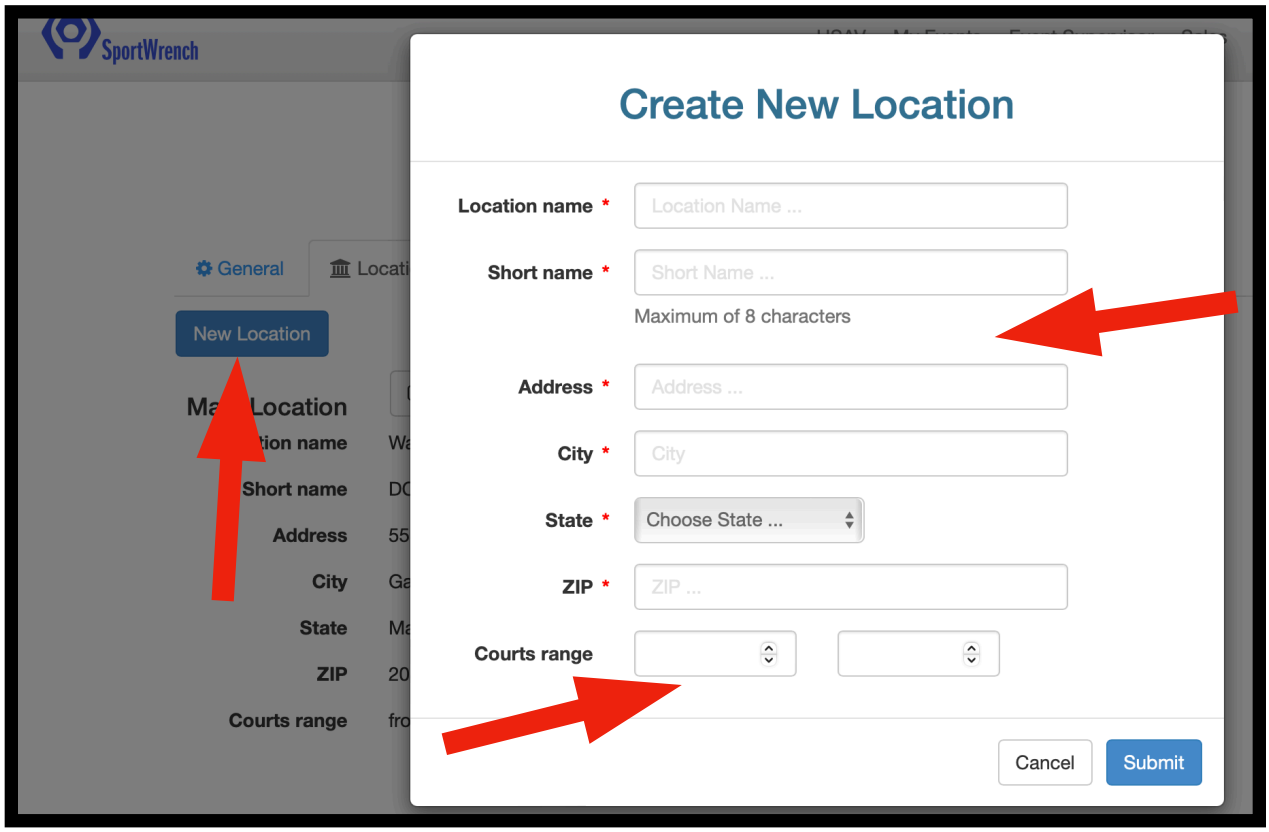
-Click the Save Button





Step #10 - Locations

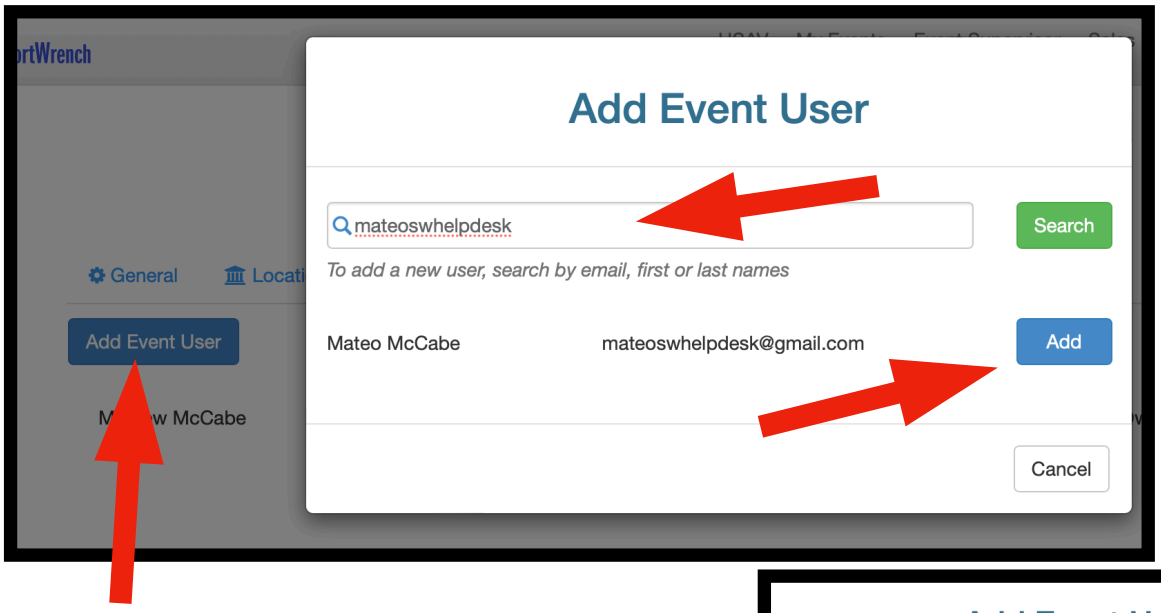
-If Event is at multiple locations, add additional locations and court range (if applicable)

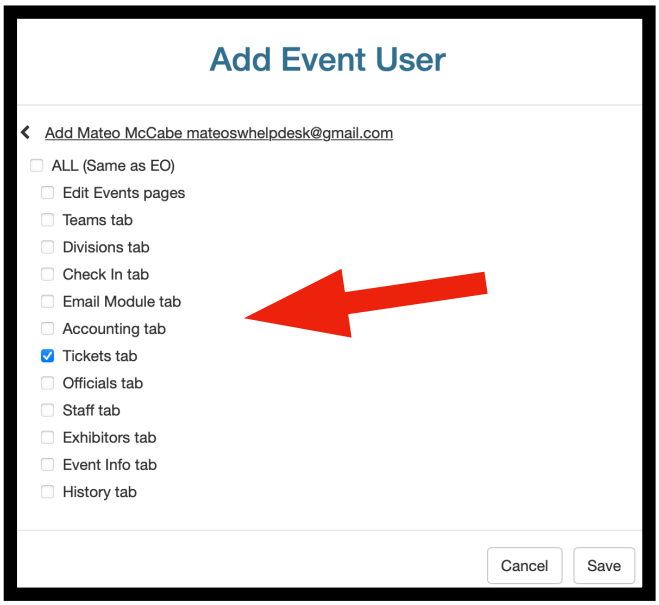


Step #11 - Event Users

-You can create additional users for this event who only have access to certain information (Example: Ticketing Help Desk User)

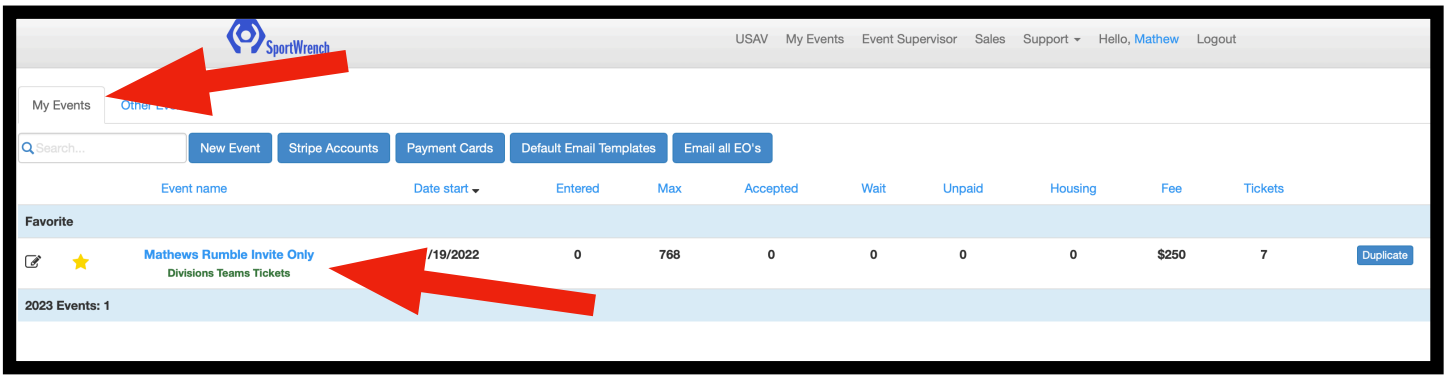
-Have person register an account with SportWrench
*They must register as and Event Owner with SportWrench
-Once SportWrench support approves their registration:
-Click Add Event User
-Search email address of desired user
-Click Add
-Check boxes for information you want them to have access to
-Click Save

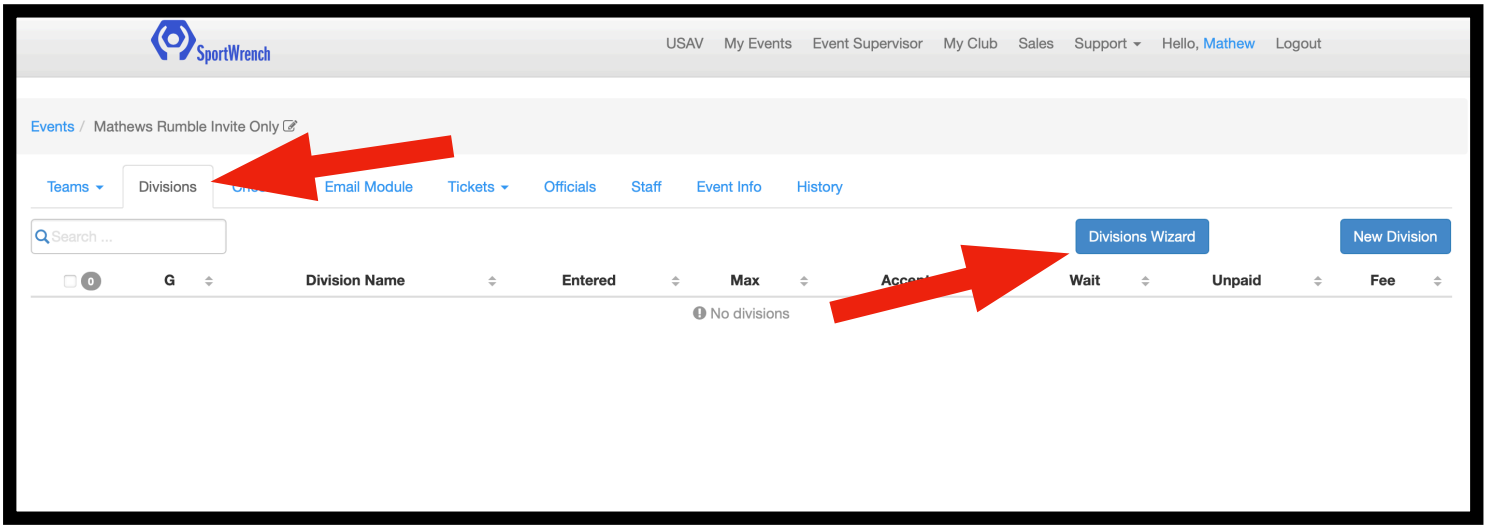




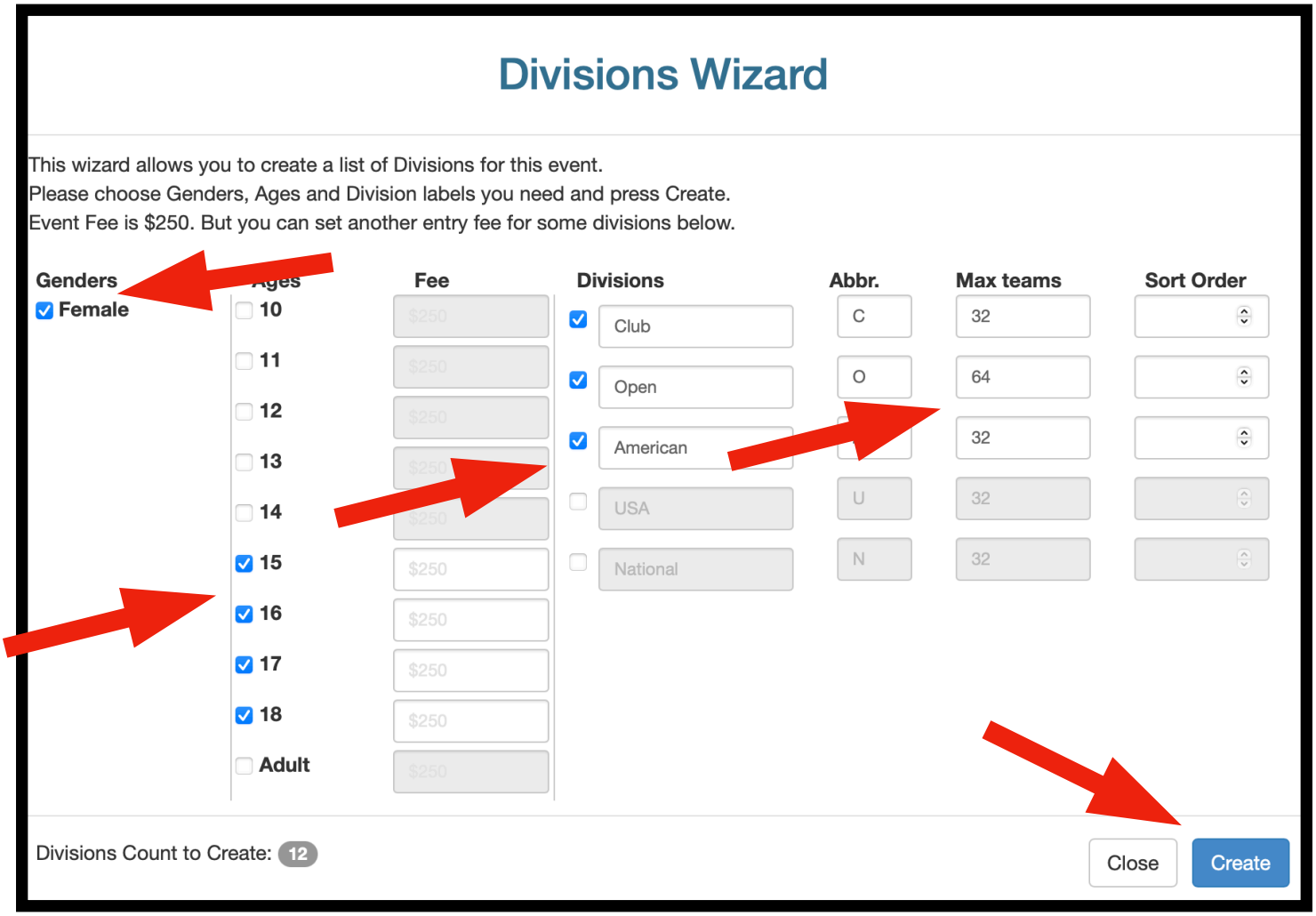
Step #12 - Teams & Divisions

-Navigate to your event in SportWrench
-Click the My Events link at top of page
-Click on your event
-Click on Divisions
-Click on Divisions Wizard



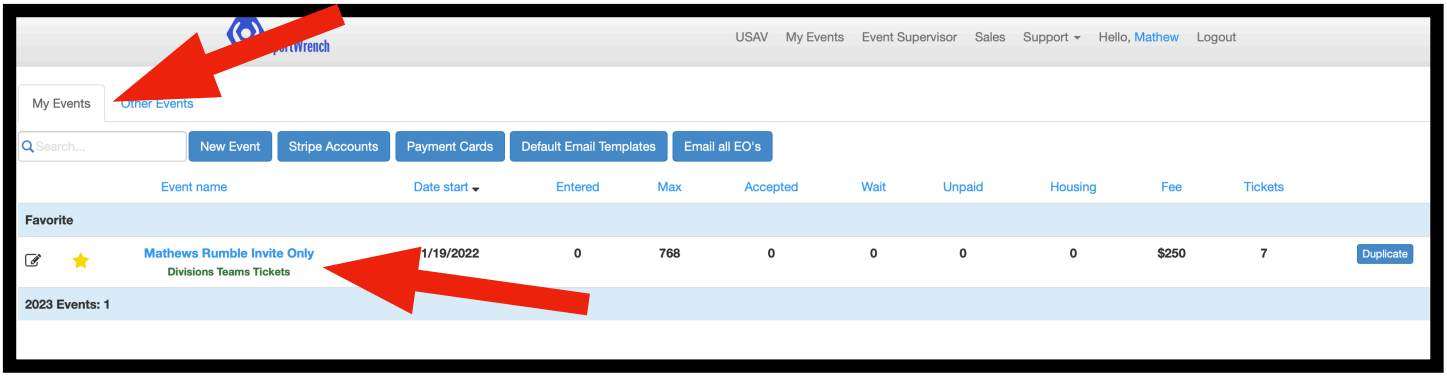


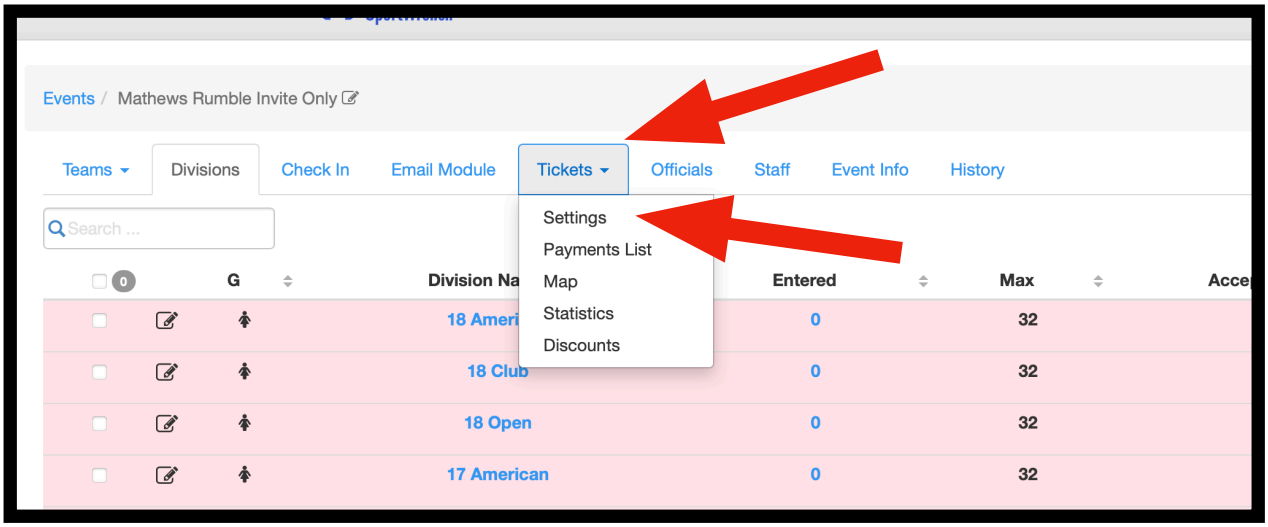
-Click the ages you want included in your event
-Click the Divisions you want to include in your event
-Fill in the Max teams you will allow in each division
-Click the checkbox under Genders
-Click the Create button



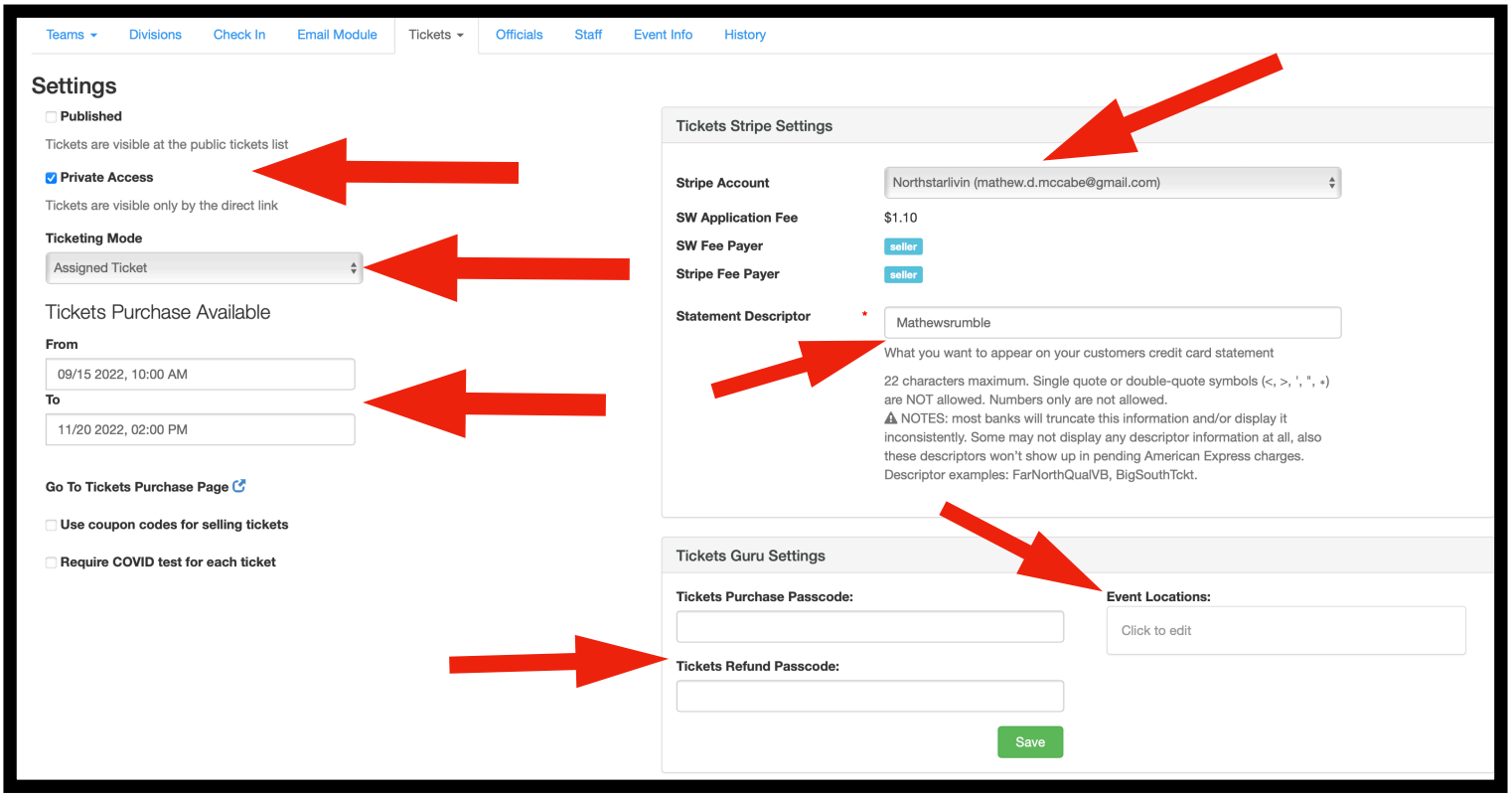
Step #13 - Ticketing Settings

-Navigate to your event in SportWrench
-Click the My Events link at top of page
-Click on your event
-Click on Tickets
-Click on Settings





-Set tickets to “Private Access” initially until you are satisfied with all settings and then change to “Published” to make live to public
-Choose “Assigned Ticket” if using QR code scan and basic ticket if using wristband
-Assign Ticket Purchase date range
-Connect your Stripe Account via dropdown menu
    **by default the SW fee and the Stripe fee are paid by the seller. If you would like to change that to the buyer, contact SportWrench Support or your account manager.
-Enter Statement Descriptor (what will appear on your customers credit card statement)
-Ticket Guru Settings (Purchase passcode and refund passcode) are only for clients using “basic” ticketing (wristbands). Leave these fields blank and contact SportWrench Support if you are using wristbands for ticketing
    *Event Location is where you can add the different scanning locations your event will have. Your scanning staff will be able to choose the scanning location they are scanning from on the Ticket Guru App

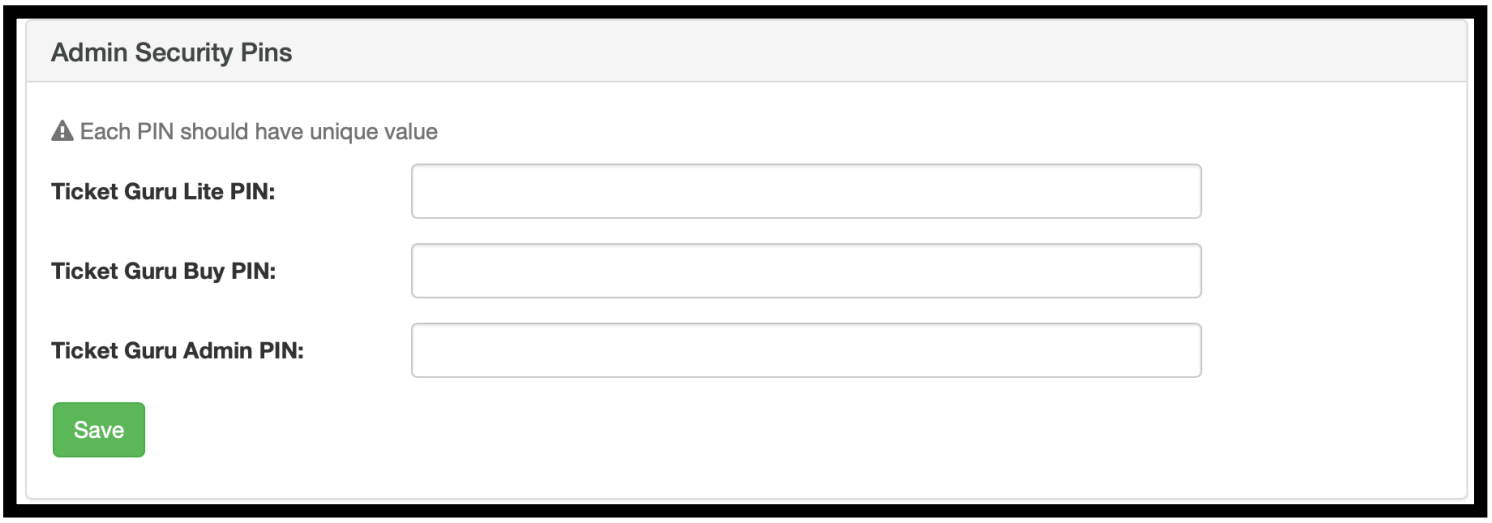


-Ticket Guru Lite PIN (Required): Create a 4 digit pin that will allow ticket scanners to log into your event. They will only have access to scanning tickets with this pin.

**This is the only Pin you are required to create. Next two are optional

-Ticket Guru Buy PIN (Optional): Create a 6 digit pin that will allow ticket scanners to log into your event and have access to both scanning and an option to sell tickets from their device

-Ticket Guru Admin PIN (Optional): Create an 8 digit pin that will give user access to scanning, ticket purchasing, as well as statistics and data. Mainly designed for event owner who wants to check those stats on mobile device without logging into event on a computer.

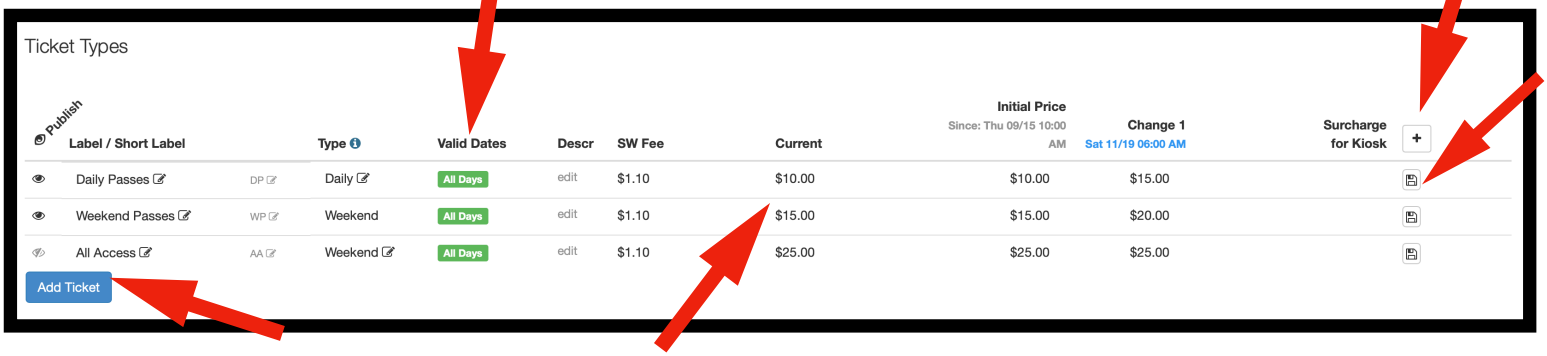


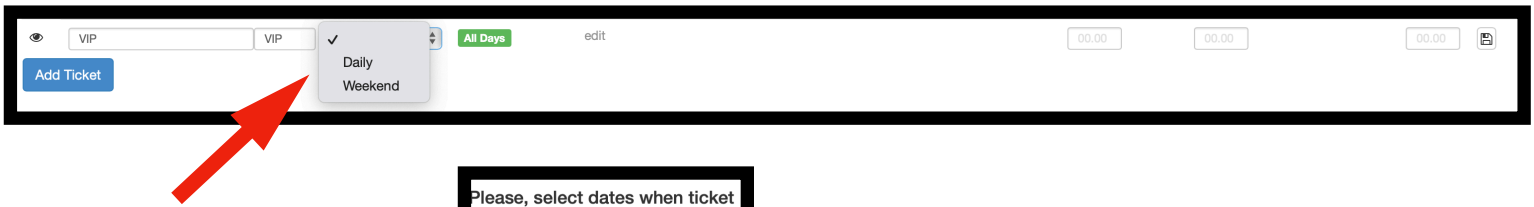
-Create desired tickets
    -Click Add Ticket
    -Choose Daily or Weekend
    -Enter ticket cost
    -IMPORTANT: Click the save button on far right

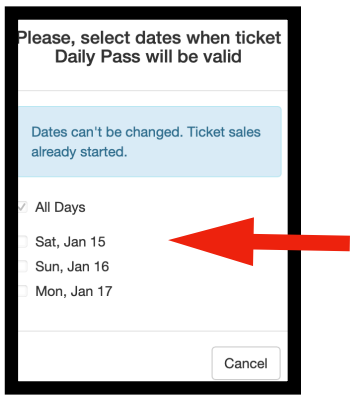


-Daily Ticket options
    -You can make them valid for “all days”. Ticket will be valid for any day until it is first scanned. Then it will be assigned to that day only
    -You can assign a ticket to a specific day. Click the green Valid Dates to assign to specific day or keep as “all days”

-OPTIONAL: Create a automatic price increase for tickets
    -Click + button on far right to create the Change 1 column
    -Click on the blue date to change the date desired for price increase
    -Edit ticket price to desired increase in the Change 1 column







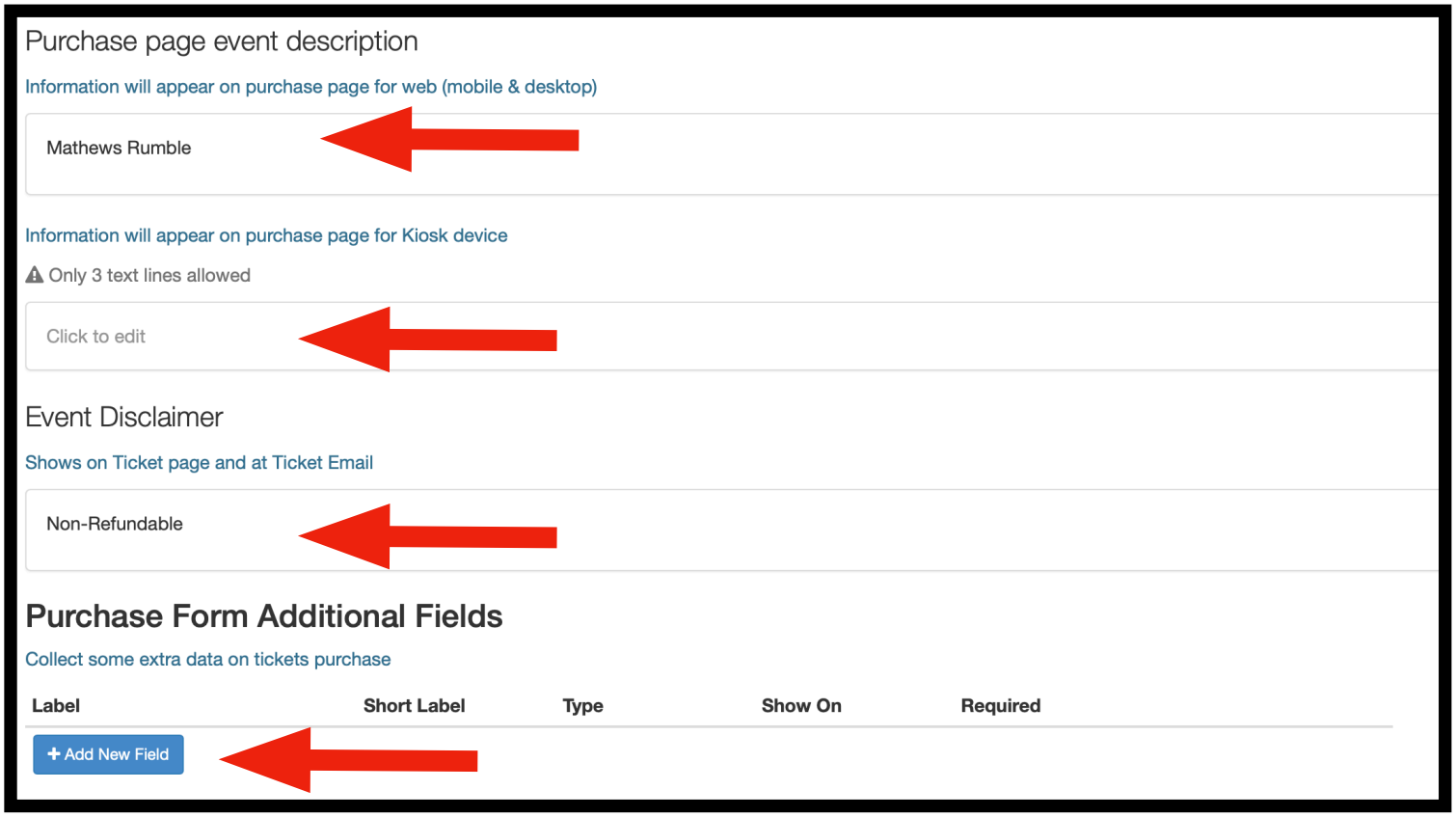
-Enter information that will appear on purchase page (mobile and desktop)

-Enter information for Kiosk devices if applicable

-Enter any desired Event Disclaimer

-If you desire to collect any additional information from ticket purchasers add those fields here

**by default you will collect name, phone, and email



Additional Information

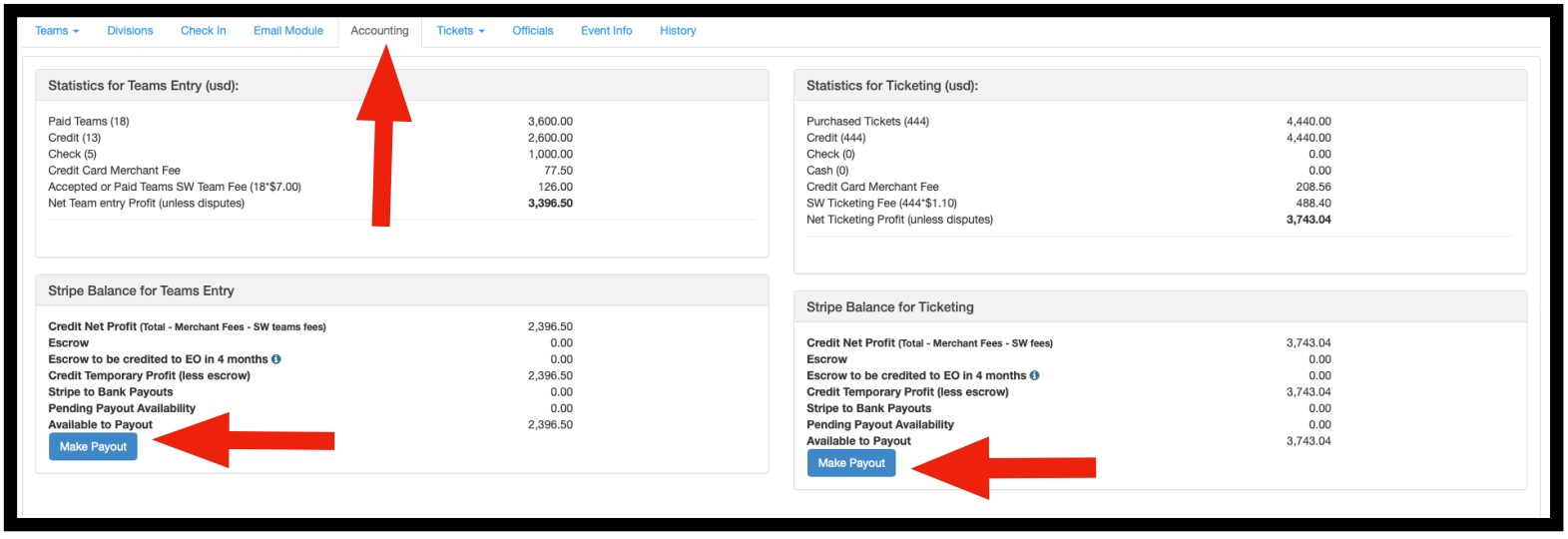
Manual Payout in SportWrench

*If you have turned off automatic payouts in your Stripe Account (see Stripe Connection Tutorial) you will have the ability to engage a payout in SportWrench after your event is complete

-Navigate to your event SportWrench

-Click on the Accounting Tab
    -You will have option to Make Payout for ticketing and teams individually

**Stripe has a 7 day rolling balance so you may need to wait a few days after event, especially for ticketing revenue



Payment Cards

*Payment cards control how you pay your SportWrench team fee for hosting your event in our system.

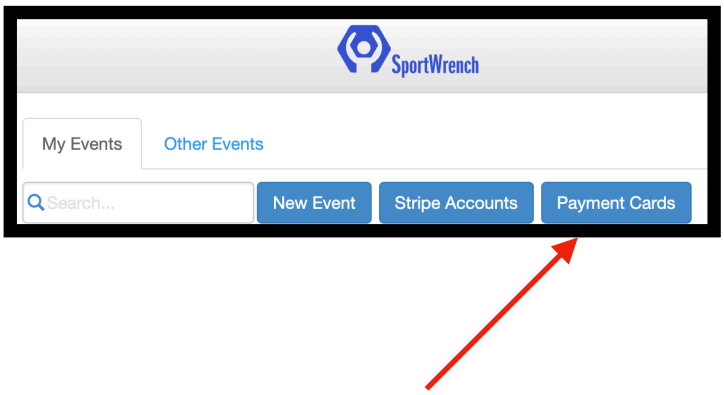
-On the My Event Tab locate the Payment Card Box

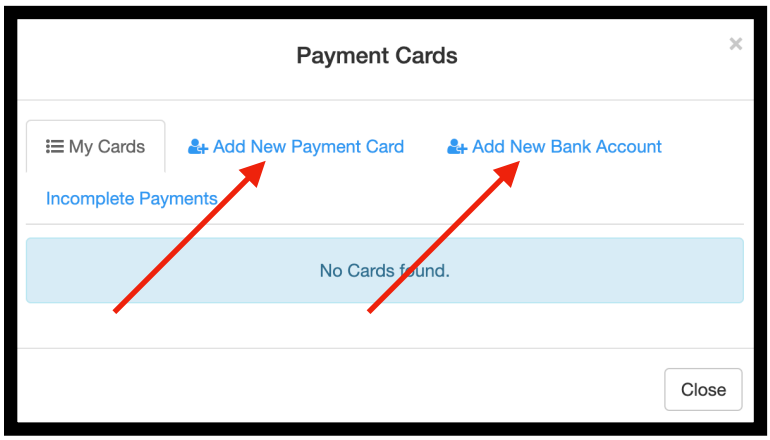
-Click on the Payment Card Box
- -You can enter a debit/credit card or ACH information
- -You can enter as many cards/banks as you wish

-Once your event is approved by SportWrench a new tab will appear on your Event Settings labeled “Payment Card”. Click that tab and you can choose the card/bank you wish to use for that event from the dropdown menu

-Our automated billing system will bill the chosen card/bank the day your event concludes.

**Our system will charge for all “accepted” teams and or all “teams marked as paid”





For questions or support, contact:
mathew@sportwrench.com
Phone support: Mathew @ 301-252-9347

SportWrench