

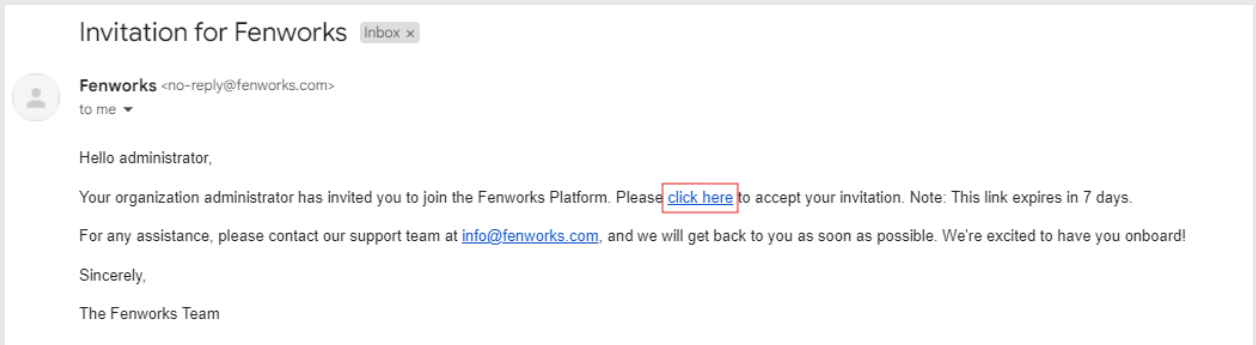
# Fenworks Platform Set-up and Registration Guide

## Contents:

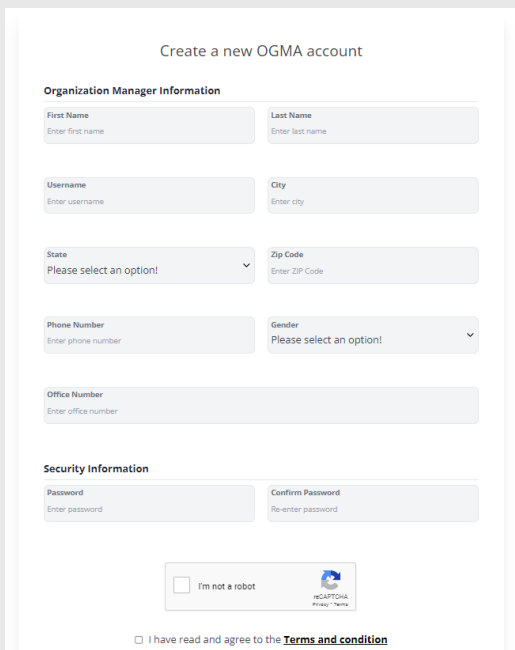
1. Receiving your invitation and account creation (page 1)
2. Inviting members to your school (page 2)
3. Creating and editing team rosters (page 4)
4. Registering teams to a season (page 7)

## Receiving your invitation and creating your account:

1. A Fenworks admin will send you an email invitation to the platform to the email address that you provided. This invitation will have a link to the platform to begin creating your manager account



2. Fill out the information to create your account as seen below

A registration form titled "Create a new OGMA account". It is divided into two main sections: "Organization Manager Information" and "Security Information".  
**Organization Manager Information:**

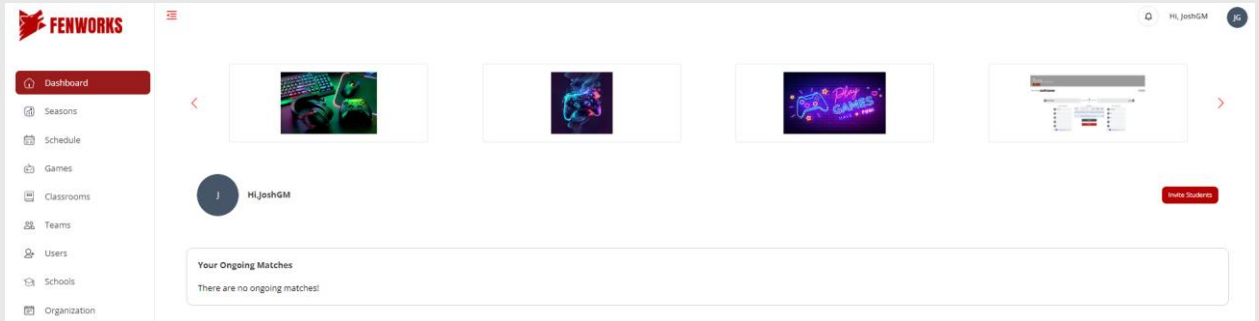
- First Name (text input)
- Last Name (text input)
- Username (text input)
- City (text input)
- State (dropdown menu, "Please select an option!")
- Zip Code (text input)
- Phone Number (text input)
- Gender (dropdown menu, "Please select an option!")
- Office Number (text input)

**Security Information:**

- Password (text input)
- Confirm Password (text input)

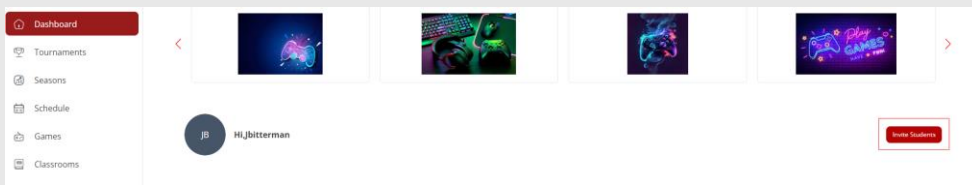
At the bottom, there is a checkbox for "I'm not a robot" next to a CAPTCHA logo, and another checkbox for "I have read and agree to the [Terms and condition](#)".

- Once your account is created, you will see you are now the manager of your school on the Fenworks platform.
- You will arrive at the dashboard page of the Fenworks platform.



### Inviting members to your school:

- On the dashboard page, click the invite student's button. It will bring up the following page.



**Invite Students**

**Step 1**

Please select the school, for which you are inviting students!

Select a school  
Fenworks High School / Fenworks Public Schools

**Step 2**

Share this invite link. Please note the link will expire after one week.

<https://app-test.fenworks.com/auth/invite/school/eyJhbGciOiJIUzI1NiIsInR5cCI6IiJ9>

Link will expire in:  
**Generate New Link**

~ OR ~

Add a student's email to send them an invitation to the platform.  
Enter ONE student's email then click enter. The email should appear in a bubble.  
Continue until you have added all the emails. Then click "Invite Students"

**Upload CSV file** [Clear all](#)

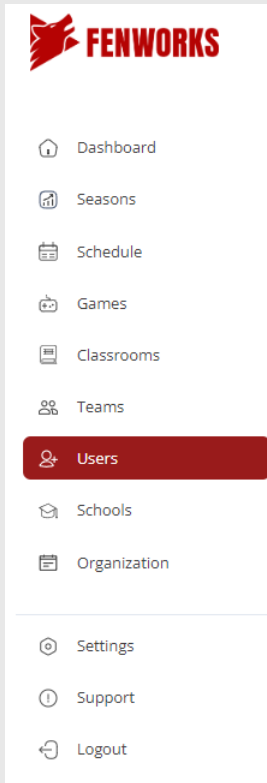
Enter an email

Eligible to participate

**Invite Students**

- Here you will select the school they will be added to.

3. You may invite members by either entering their emails and sending them an email invitation or sending the invite link to each member.
  - a. A member that receives an email or invite link can use it to register their account as a member under your school
  - b. Fenworks suggest using the invite link for its ease of use.
4. You can then navigate to the users page by clicking the “users” tab on the left.



5. Here you can view the members that you have invited that have accepted their invite and created their account under your school.

Active Users

EXPORT LIST FILTERED EXPORT LIST CONFIGURE LIST VIEW

SHOW INVITED USERS CLEAR FILTER STATUS Search by username

FIRST NAME	LAST NAME	USERNAME	EMAIL ADDRESS	ROLE	ORGANIZATION	SCHOOL	TAGS	PARTICIPATION STATUS	ELIGIBILITY STATUS	CREATED DATE
Jayson	Ethor	Jayson-Ethor-st...	j****r@gmail.com	Student	Fenworks Public ...	Fenworks High ...		Active	Active	August 6, 2024
Molly	Hane	fasd	m****s@gmail.com	Student	Fenworks Public ...	Fenworks High ...	ESPORTS		Active	July 12, 2024
First	Last	FirstLast	j****r@gmail.com	Student	Fenworks Public ...	Fenworks High ...	ESPORTS		Active	July 12, 2024
Mesta	Shake	Mastashake	j****s@gmail.com	Student	Fenworks Public ...	Fenworks High ...	ESPORTS		Active	July 12, 2024

6. If you click the invited users button, it will show you a list of members you have sent email invites out to that are still pending and not full registered.
  - a. No pending users will be shown if the invitation link is used.

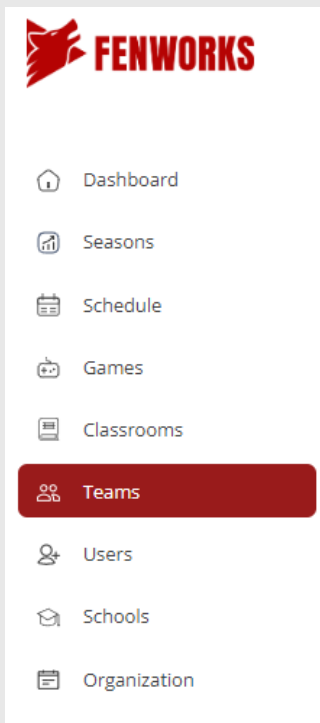
Invited Users

SHOW ACTIVE USERS

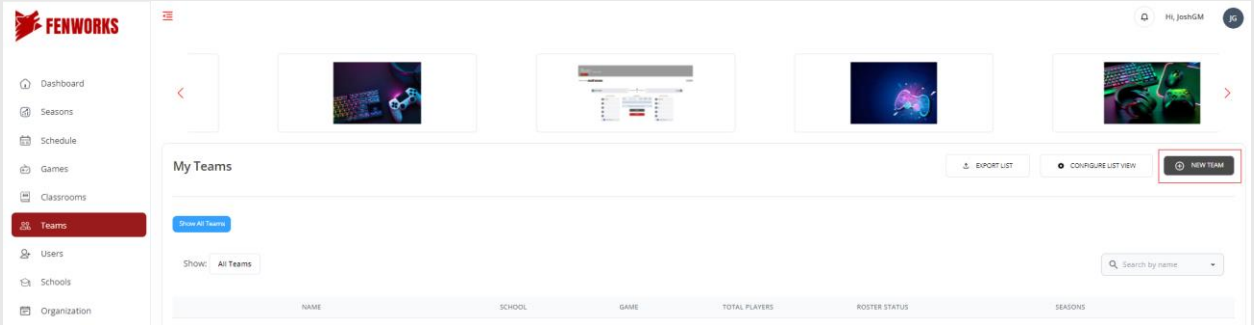
FIRST NAME	LAST NAME	EMAIL	SCHOOL	INVITE SENT		
Alec	Veer	ale.c.veer@fenworks.com		20d	<a href="#">Generate Link</a>	<a href="#">Resend to User</a>
student	one	ljksd@iohas.com	school one	48d	<a href="#">Generate Link</a>	<a href="#">Resend to User</a>
invite	student	invitestudent@gmail.com	school 5	135d	<a href="#">Generate Link</a>	<a href="#">Resend to User</a>

**Creating and editing rosters:**

1. Navigate to the “teams” tab on the left.



2. Click on the “New Team” button.



3. Fill out the team information.

**New Team** ×

**Game**

Select a Game  
Please select an option!

**Team Information**

Team Name  
Enter team name

School  
Please select an option!

4. Once a team is created it will appear on your list of teams under “My Teams.”

**My Teams** EXPORT LIST CONFIGURE LIST VIEW NEW TEAM

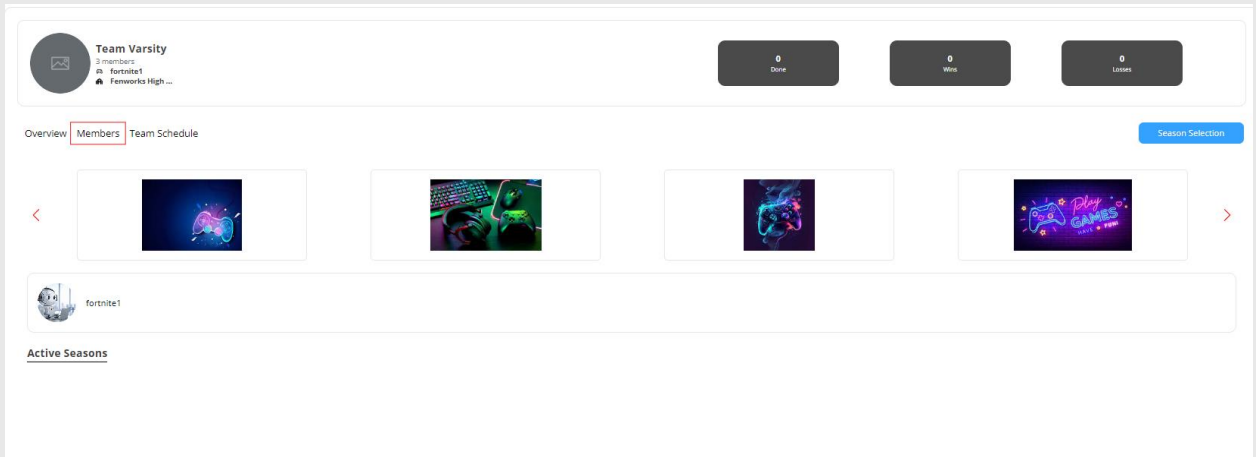
[Show All Teams](#)

Show: All Teams Search by name

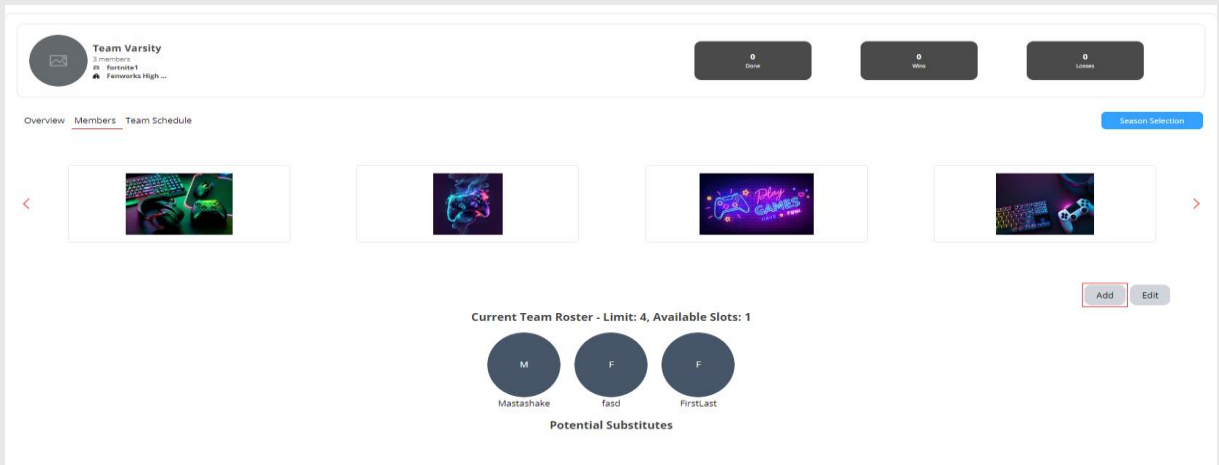
	NAME	SCHOOL	GAME	TOTAL PLAYERS	ROSTER STATUS	SEASONS
	Team Varsity	Fenworks High School	fortnite1	3		
	Test Team 1	Fenworks High School	GAME 1	1		asfdh dgdssa MNVL 24-25 Valorant Varsity season test
	Test Team 2	Fenworks High School	GAME 1	0		season test

5. You can click on any of these teams to view its details.

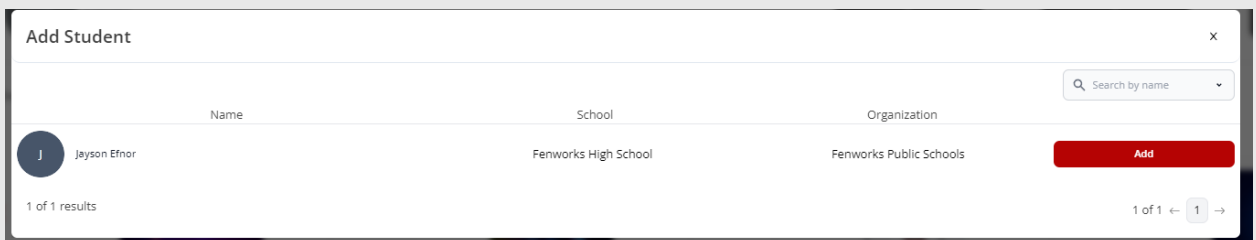
a. On a team’s details page, click on the “Members” to view the roster of the team.



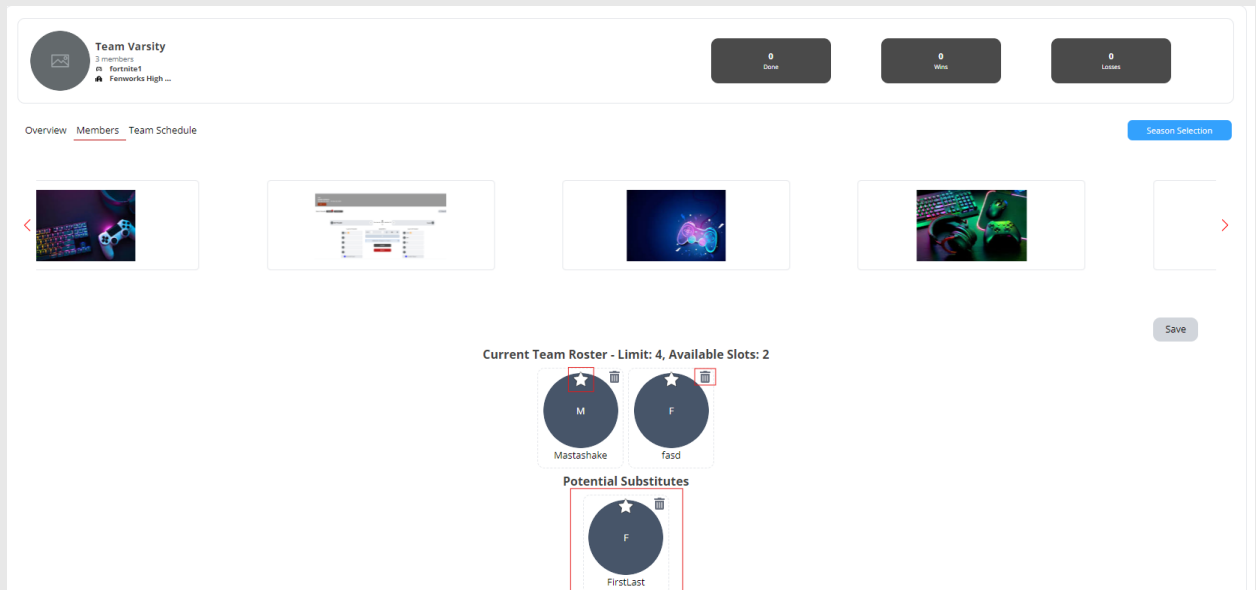
- Here you can view the team's roster. This is also where you can add and remove players from the roster.



- Clicking on the add button will show a list of all eligible players that can be added to this team (this is a list of members you added to your school earlier). Click the red add button next to a player's name to add them to the team.



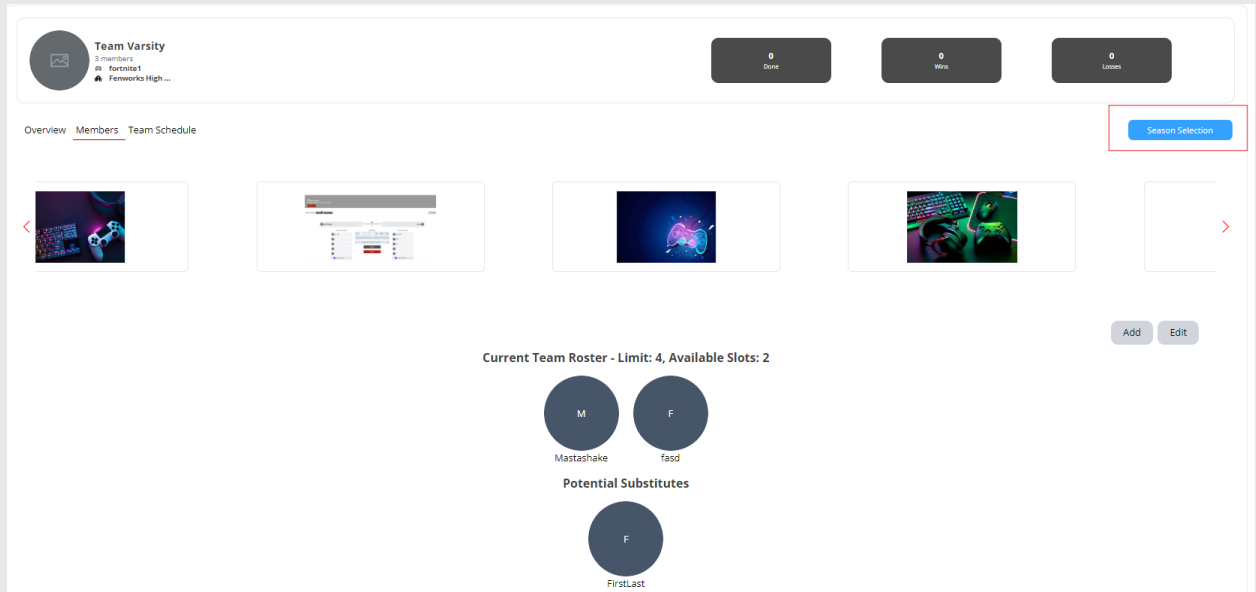
- To remove players, you can click the edit button, and then click the trash can logo. You can also mark a team captain by clicking the star, or move players from active roster to substitute by clicking and dragging them.



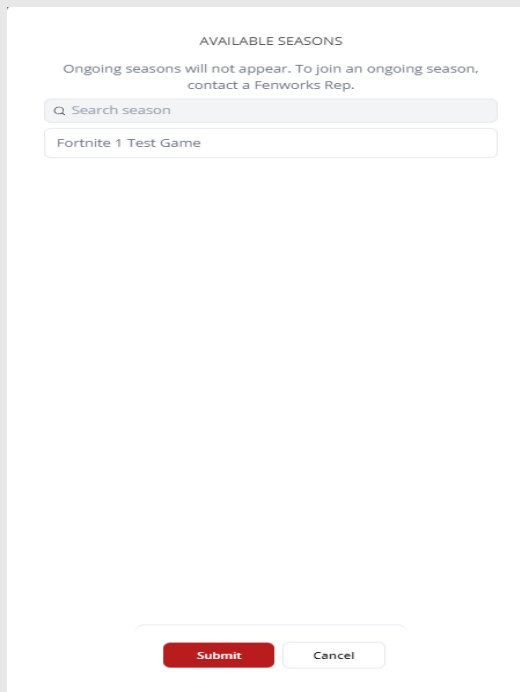
9. Once you have finished editing the roster. Click the save button.

### **Registering teams to a season:**

1. In a team's details page, click the blue "Season Selection" button.



2. You will be shown a list of all available seasons that the team you have selected can join. This is determined by if a season is open to be joined and if the team is a team for the correct game title.



3. Select all seasons this team is joining, then click submit.
4. Your team is now registered for the selected season.