



The Backbone of High-Tech Activities

### Fenworks Platform Set-up and Registration Guide

The Fenworks Platform Set-up and Registration Guide is your go-to resource for getting started with the Fenworks platform, ensuring your esports or drone racing teams are ready for action. This guide breaks down the process into manageable steps, starting with creating your account through an emailed invitation, to organizing your teams and getting them registered for the season. With its clear instructions and visual aids, the guide ensures that new General Managers and coordinators can quickly navigate their responsibilities with confidence.

The first section, Receiving Your Invitation and Creating Your Account, walks you through accepting your email invitation, setting up your manager account, and navigating the platform dashboard. Once your account is established, the second section, Inviting Members to Your School, shows you how to invite students and staff to join the platform, with recommendations for ease of use. Further sections cover Creating and Editing Rosters, ensuring that teams are accurately set up, and Registering Teams to a Season, which explains how to align your teams with their relevant competitions.

This guide is essential for establishing a strong foundation on the Fenworks platform, ensuring you and your teams are prepared for a seamless and successful season.

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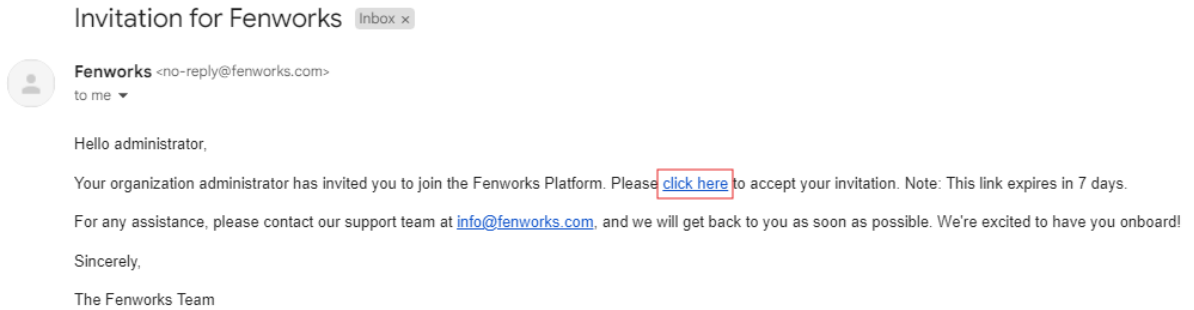
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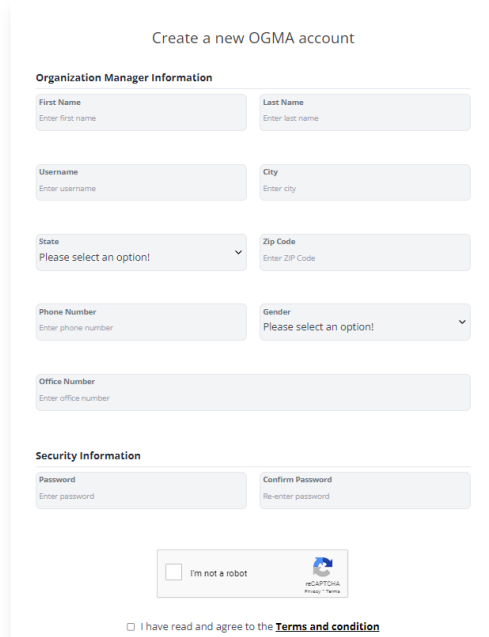
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## Receiving Your Invitation and Creating Your Account

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



Create a new OGMA account

**Organization Manager Information**

First Name  Last Name   
Enter first name Enter last name

Username  City   
Enter username Enter city


State  Zip Code   
Please select an option! Enter ZIP Code

Phone Number  Gender   
Enter phone number Please select an option!

Office Number   
Enter office number

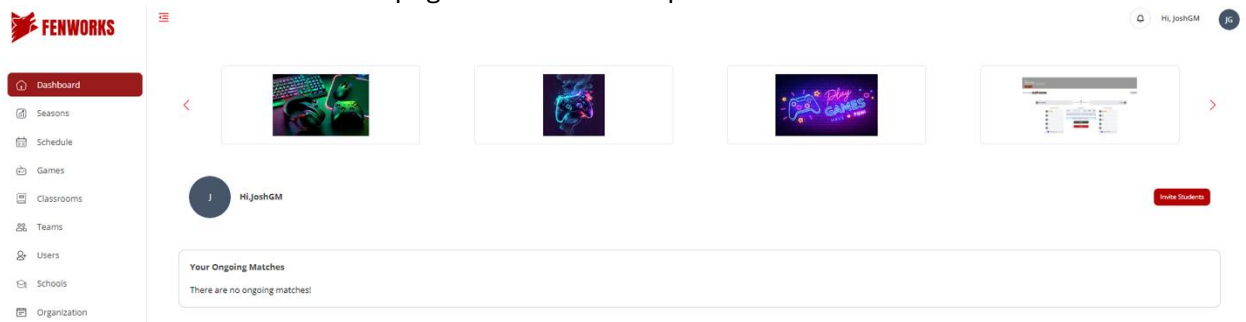
**Security Information**

Password  Confirm Password   
Enter password Re-enter password

I'm not a robot 

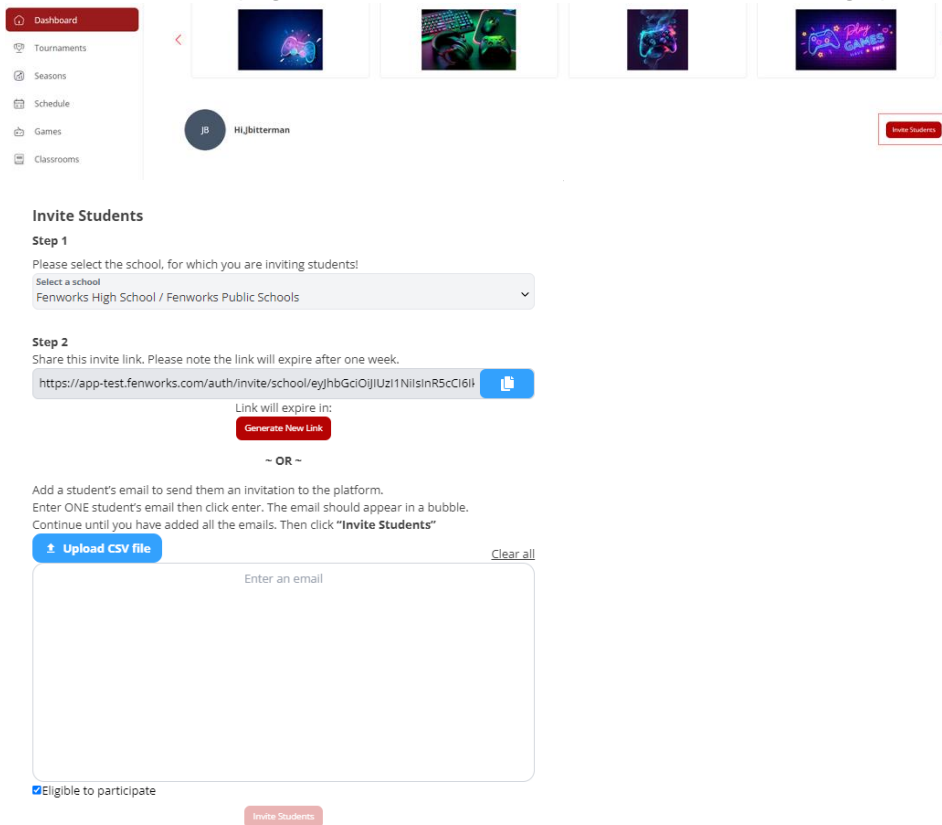
I have read and agree to the [Terms and condition](#)

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



## Inviting Members to Your School

1. 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/eyJhbGciOiJIUzI1NiIsInR5cCI6Ii>

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**

2. 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.



-  Dashboard
  -  Seasons
  -  Schedule
  -  Games
  -  Classrooms
  -  Teams
  -  **Users**
  -  Schools
  -  Organization
- 
-  Settings
  -  Support
  -  Logout

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	Efnor	Jayson-Efnor-st...	j****r@gmail.com	Student	Fenworks Public ...	Fenworks High ...		Active	Active	August 6, 2024
Molly	Hane	fsad	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
Masta	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. Note\* No pending users will be shown if the invitation link is used.

Invited Users Search by email

SHOW ACTIVE USERS


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


## Creating and Editing Rosters

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





 Dashboard

 Seasons


 Schedule


 Games

 Classrooms

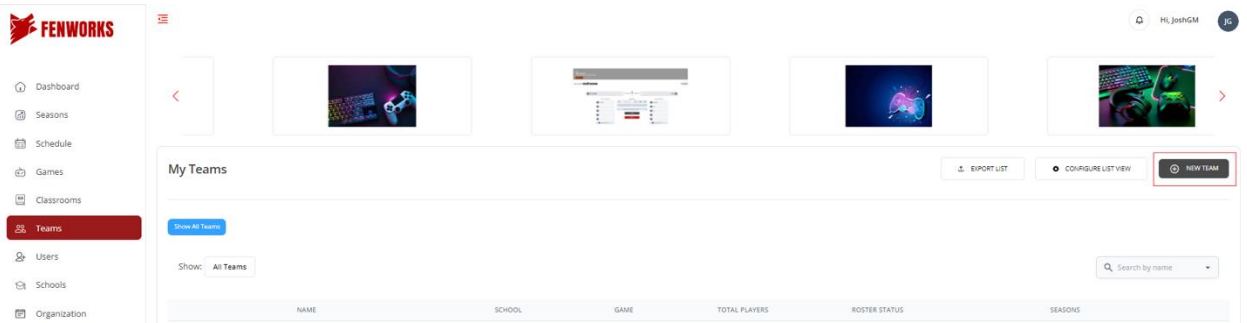
 **Teams**

 Users

 Schools

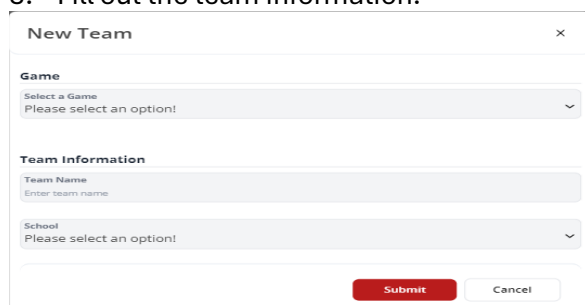
 Organization

2. Click on the “New Team” button.



The screenshot shows the Fenworks interface with the 'My Teams' page. The left sidebar is visible with the 'Teams' tab selected. The main content area shows a 'My Teams' section with a 'NEW TEAM' button highlighted in a red box. Below the button is a table with columns for NAME, SCHOOL, GAME, TOTAL PLAYERS, ROSTER STATUS, and SEASONS. A search bar and a 'Show All Teams' button are also visible.

3. Fill out the team information.



The screenshot shows the 'New Team' form. It has a title bar with a close button. The form contains three main sections: 'Game' with a dropdown menu, 'Team Information' with a text input for 'Team Name' and a dropdown for 'School', and a bottom section with 'Submit' and 'Cancel' buttons.

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

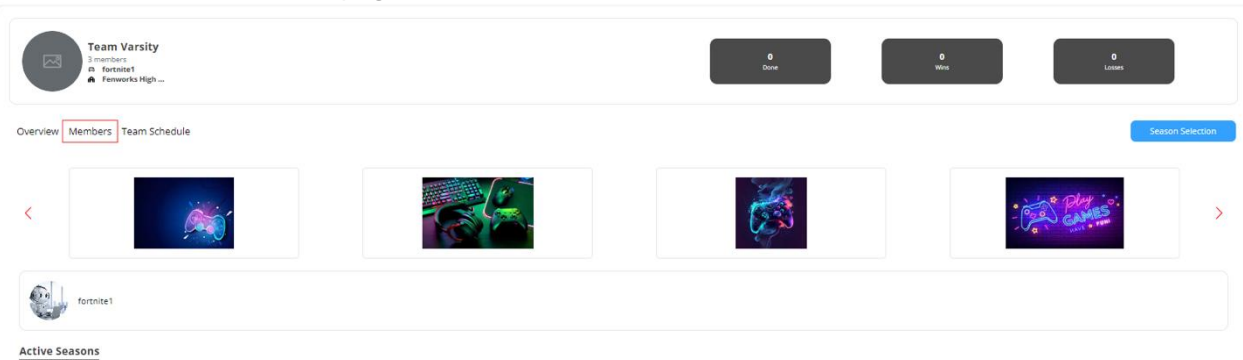
My Teams EXPORT LIST CONFIGURE LIST VIEW NEW TEAM

Show All Teams

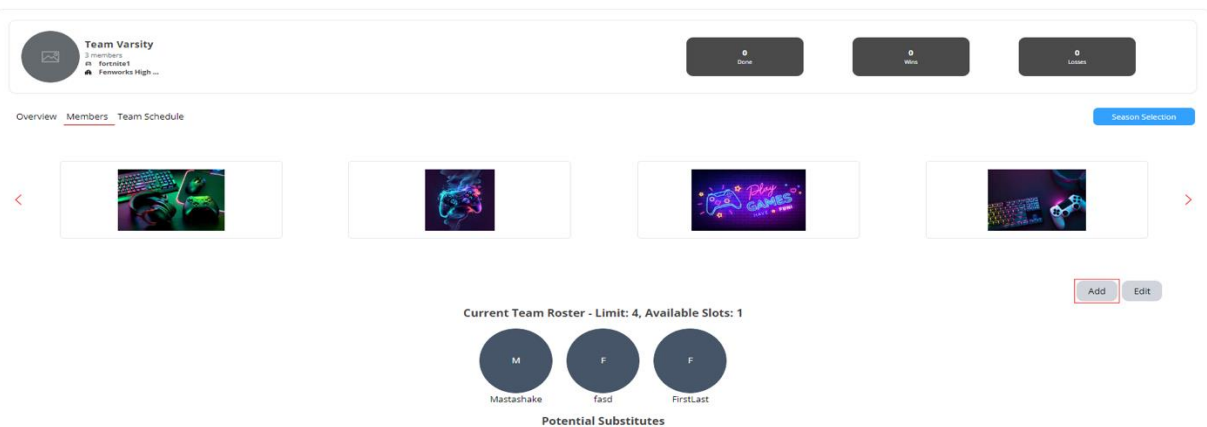
Show: All Teams Search by name

	NAME	SCHOOL	GAME	TOTAL PLAYERS	ROSTER STATUS	SEASONS
T	Team Varsity	Fenworks High School	fortnite1	3	🟡	
T	Test Team 1	Fenworks High School	GAME 1	1	🟡	asdfgh dgdssa MNVL 24-25 Valorant Varsity season test
T	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.



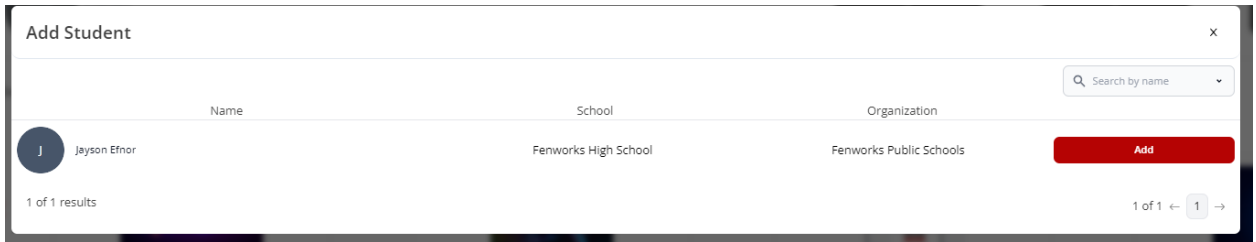
6. Here you can view the team’s roster. This is also where you can add and remove players from the roster.



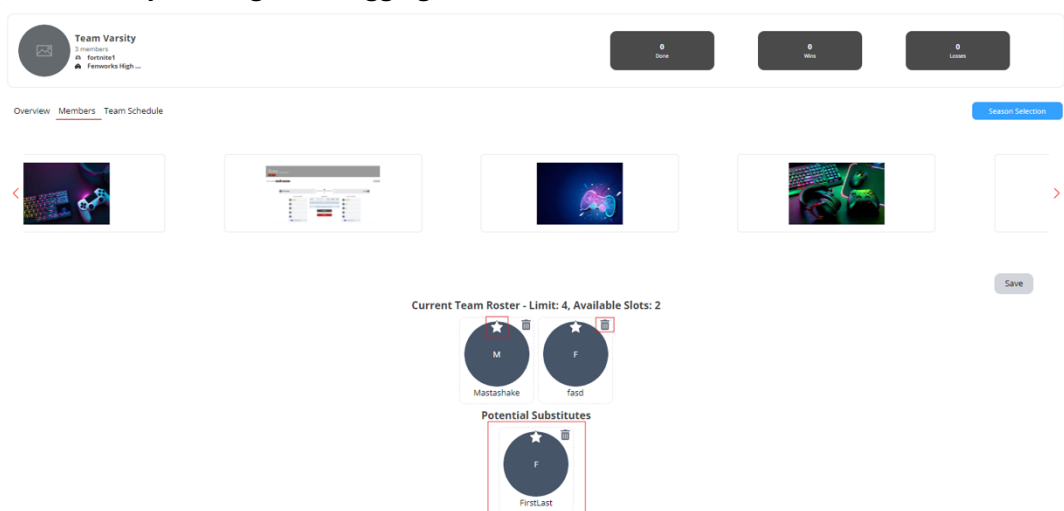
Current Team Roster - Limit: 4, Available Slots: 1

Potential Substitutes

7. 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.



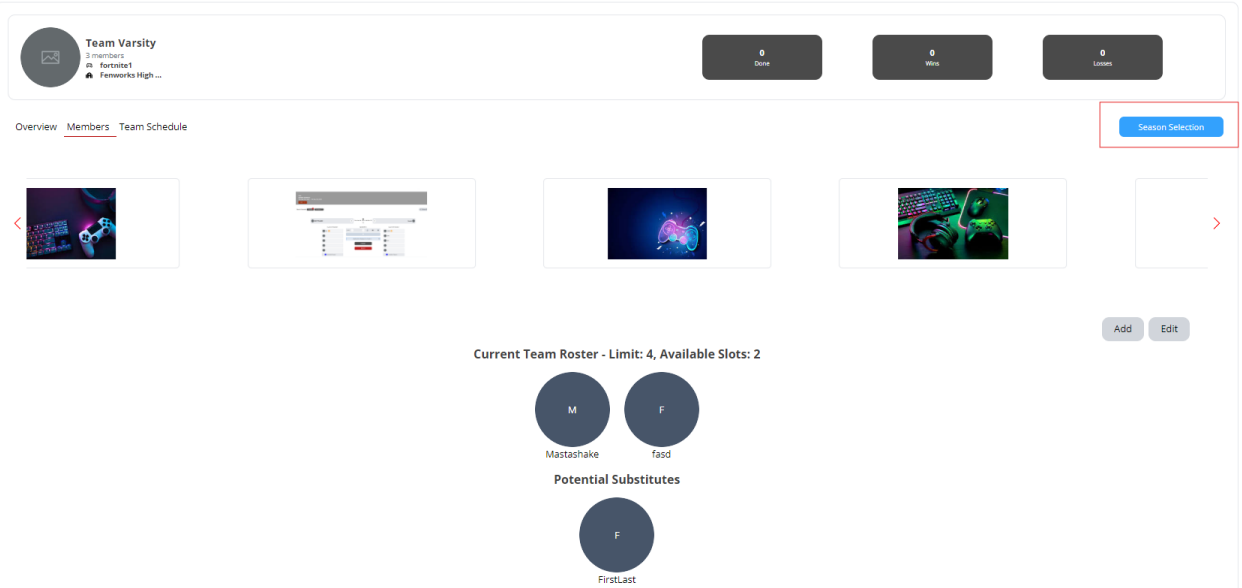
- To remove players, you can click the edit button, and then click the trash can logo. You can also mark a team captain by clicking the star or move players from active roster to substitute by clicking and dragging them.



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

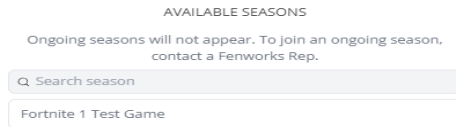
### Registering Teams to a Season

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



The screenshot shows a team profile for 'Team Varsity' with 3 members. At the top right, there are three dark buttons labeled '0 Done', '0 Wins', and '0 Losses'. Below the team name are tabs for 'Overview', 'Members', and 'Team Schedule'. A blue 'Season Selection' button is highlighted with a red box. Below the tabs is a carousel of images. At the bottom, there is a section for 'Current Team Roster - Limit: 4, Available Slots: 2' showing two members: 'Mastashake' (M) and 'fasd' (F). Below that is a section for 'Potential Substitutes' showing one member: 'FirstLast' (F). 'Add' and 'Edit' buttons are visible on the right side of the roster section.

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.



The screenshot shows the 'AVAILABLE SEASONS' section. It includes a message: 'Ongoing seasons will not appear. To join an ongoing season, contact a Fenworks Rep.' Below this is a search bar with the placeholder text 'Search season'. A dropdown menu is open, showing a single option: 'Fortnite 1 Test Game'.



The screenshot shows two buttons: a red 'Submit' button and a white 'Cancel' button with a grey border.

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