



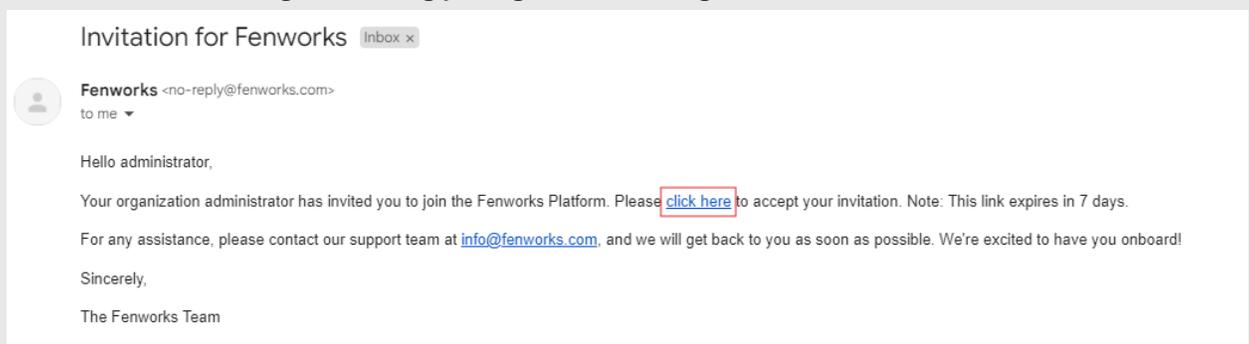
Fenworks Platform Set-up and Registration Guide

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Receiving your invitation and creating your account:

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



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

The screenshot shows 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, "Enter ZIP Code")
- Phone Number (text input, "Enter phone number")
- Gender (dropdown menu, "Please select an option!")
- Office Number (text input, "Enter office number")

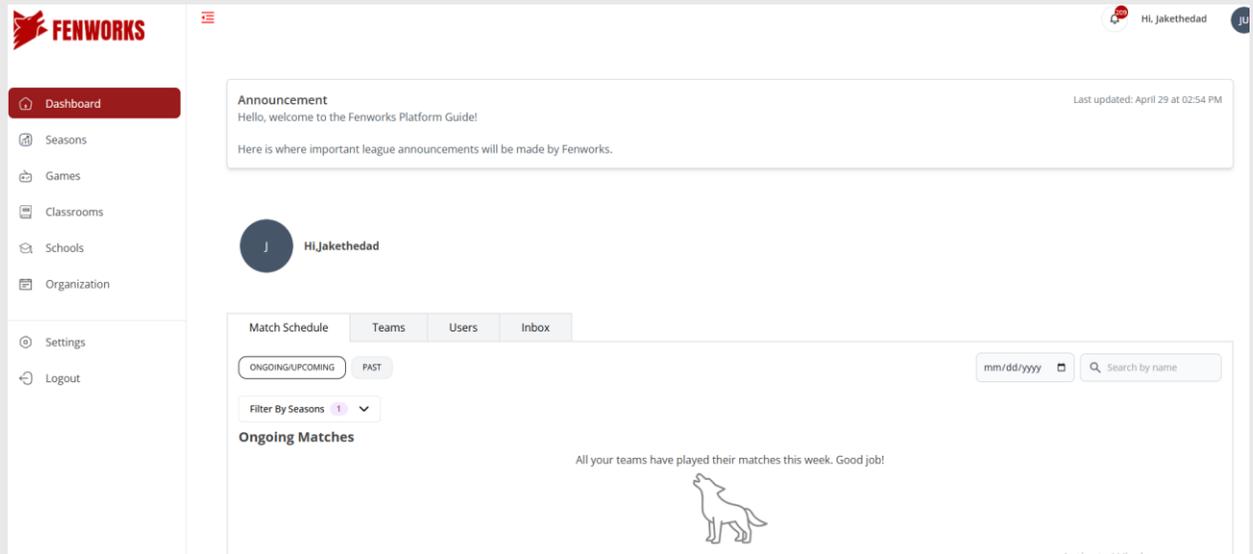
Security Information:

- Password (text input, "Enter password")
- Confirm Password (text input, "Re-enter password")

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

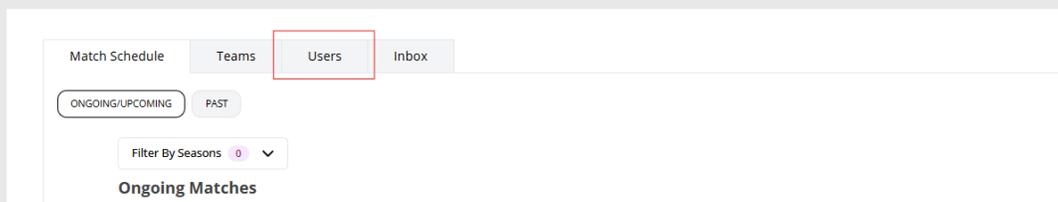


3. Once your account is created, you will see you are now the manager of your school on the Fenworks platform.
4. You will arrive at the dashboard page of the Fenworks platform.

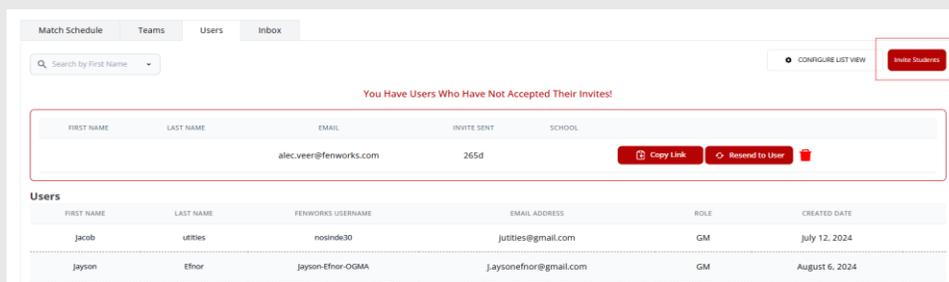


Inviting members to your school:

1. On the dashboard page, click the “Users” tab to navigate to the list of users in your organization and to invite new users to your school page.



2. Here you can invite students by clicking the red “Invite Students” button.





3. You will select what school to invite the students to and then you will be presented with two ways to invite students.

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: 6d 23h 56m 42s

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

- a. First, you may generate an invite link. This link can be sent to any student to register their account under your school. This link expires after 7 days. After those 7 days a new link will need to be generated in order to invite new users.
 - i. Please note generating a new link at any time will invalidate the previous link regardless of the time remaining.



- b. Second, you may directly invite students via email by typing in their email in the provided text box. Once the desired emails are typed, you will need to click the red “Invite Students” button at the bottom.

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: 6d 23h 56m 2s

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

StudentEmail1@k12.nd.us

Eligible to participate

Invite Students

4. Once you have invited your students, you may return to the “Users” tab on your dashboard. Here you can view a list of your students.
 - a. If you invited students via the invite link, you will only see them listed once they have accepted and created their user account.
 - b. If you invite students via email, you will be able to see those who have not accepted their invite at the top of the list of users. From this list you have the following options:



- i. With a pending invite, you can copy a direct invite link from the dashboard. This link is for the corresponding user only and cannot be used for another.
- ii. Resend the invite email if it has expired.
- iii. Or click the trash icon to cancel and remove the pending invite

The screenshot shows the 'Users' dashboard with a search bar and navigation tabs. A red box highlights a pending invite for a user named Alec Veer. Below this, a table lists several users with their details.

FIRST NAME	LAST NAME	EMAIL	INVITE SENT	SCHOOL	
		alec.veer@fenworks.com	265d		Copy Link Resend to User

FIRST NAME	LAST NAME	FENWORKS USERNAME	EMAIL ADDRESS	ROLE	CREATED DATE
Jacob	utities	nosinde30	jutities@gmail.com	GM	July 12, 2024
Jayson	Efnor	Jayson-Efnor-OGMA	J.aysonefnor@gmail.com	GM	August 6, 2024
Jayson	Efnor	Jaysone	jcefnor@gmail.com	GM	July 12, 2024
Josh	GM	joshGM	Fenworks003@gmail.com	GM	August 21, 2024
Molly	GM	mgm	molly.fenwo.rks@gmail.com	GM	July 12, 2024

Creating and editing rosters:

1. Navigate to the “teams” tab on your dashboard.

The screenshot shows the 'Teams' dashboard with navigation tabs and filters. The 'Teams' tab is highlighted.

2. Click on the “New Team” button.

The screenshot shows the 'Teams' dashboard with the 'New Team' button highlighted.

3. Fill out the team information by selecting the title they will compete in, the team name, and which school the team is affiliated with. Be careful when selecting the game as some titles have more than one format; reference your league rules handbook to find what format is run during the season you are registering for.



New Team ×

Game

Select a Game
VALORANT ▼

Team Information

Team Name
Valorant Varsity

School
NEWSCHOOL / Arkansas / Northnorth District School ▼

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

Match Schedule Teams Users Inbox

My Teams Filter by Titles 1 Clear Filters

1 Team Has an Issue

VALORANT

Valorant Varsity

Not in a Season

Starters: 0/5

Members With In Game Name: 0/0

No players added.

Activate Windows
Go to Settings to activate Windows.



5. Click “Add User” to add one of the users you added previously to the roster

+ Add User

Add Student

Search by name

	Name		School	Organization	
I	Ingrid Jackson	(IS PART OF 16 TEAMS)	Northnorth District School	Northnorth District School	Add
A	AlecStu Student	(IS PART OF 10 TEAMS)	Northnorth District School	Northnorth District School	Add
S	Student Student	(IS PART OF 11 TEAMS)	Northnorth District School	Northnorth District School	Add
M	Michael Schupp	(IS PART OF 10 TEAMS)	Northnorth District School	Northnorth District School	Add
G	Global Stu	(IS PART OF 2 TEAMS)	Northnorth District School	Northnorth District School	Add
S	Studentlink Studentlink	(IS PART OF 1 TEAMS)	Northnorth District School	Northnorth District School	Add
S	Student New	(IS PART OF 5 TEAMS)	Northnorth District School	Northnorth District School	Add
S	Student New		Northnorth District School	Northnorth District School	Add

6. You can also/alternatively click on the name of any team to view their details, active seasons, team members, and schedule.

NN_RL

Season: Rocket League 3v3 Varsity
Starters: 3/3
Members With In Game Name: 3/3

sdaf

Charlie Dove

littlepandalover5314-\$52523fkljjasdfjlaksdf-

Ingrid Jackson

ghills

Gill Hills

+ Add User

NN_RL

Season: Rocket League 3v3 Varsity
Starters: 3/3
Members With In Game Name: 3/3

sdaf
Charlie Dove

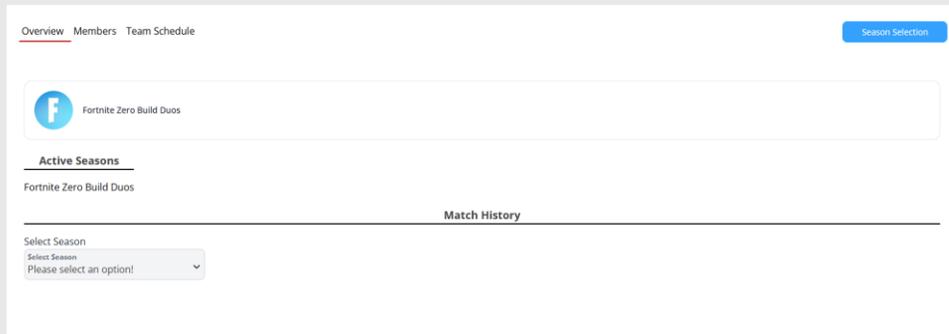
littlepandalover5314-\$52523fkljjasdfjlaksdf-
Ingrid Jackson

ghills
Gill Hills

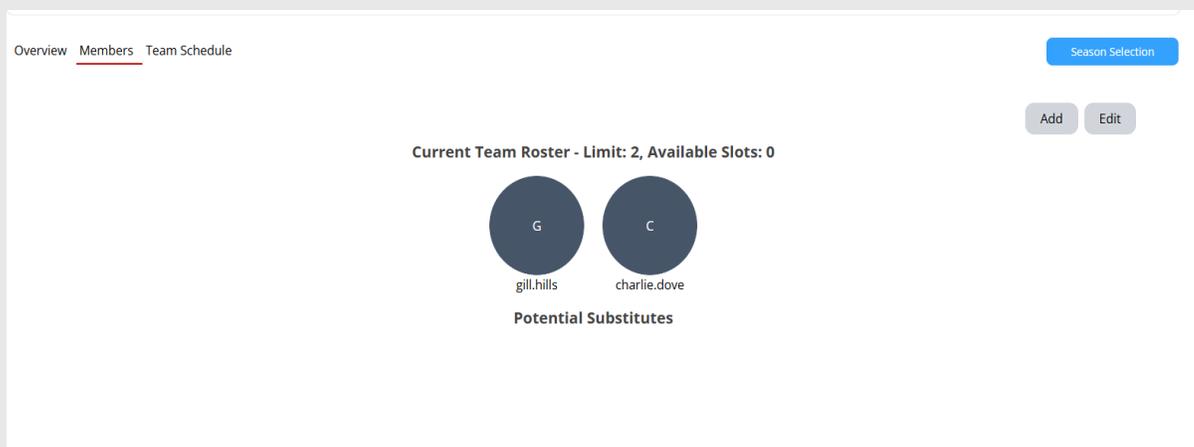
+ Add User



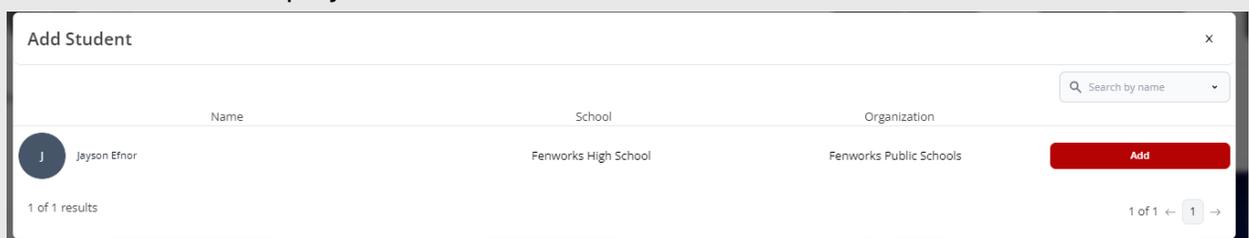
7. On a team's overview page, click on the "Members" tab to view the roster of the team.



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



9. 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.



10. 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. Once you have finished editing the roster, click the save button.



Overview Members Team Schedule Season Selection

Save

Current Team Roster - Limit: 3, Available Slots: 0

ingrid.jackson charlie.dove gill.hills

Potential Substitutes

11. The “Team Schedule” section will show that particular teams upcoming and past matches:

Overview Members Team Schedule Season Selection

Upcoming Matches

January 17, 2025; 11:50 AM CST

Best Of 5 NN_RL 0 - 0 NN Rocket League 3 Season: Rocket League 3v3
Varsity
Game: Rocket League 3v3

January 20, 2025; 10:16 AM CST

Best Of 5 Demo Dazzlers JV 0 - 0 NN_RL Season: Rocket League 3v3
Varsity
Game: Rocket League 3v3

January 22, 2025; 5:20 PM CST

BEST OF 5 NN_RL 0 - 0 NN Rocket League 6 Tournament: Rocket league
Divisionals
Game: Rocket League 3v3

Activate Windows

Registering teams to a season:

1. In your dashboard, click the Teams tab.

Announcement
Hello, welcome to the Fenworks Platform Guide!
Here is where important league announcements will be made by Fenworks.
Last updated: April 23 at 02:54 PM

Hi Jay

Match Schedule Teams Users Inbox

By Name Filter by Titles New Team

15 Teams Have an Issue

Chess

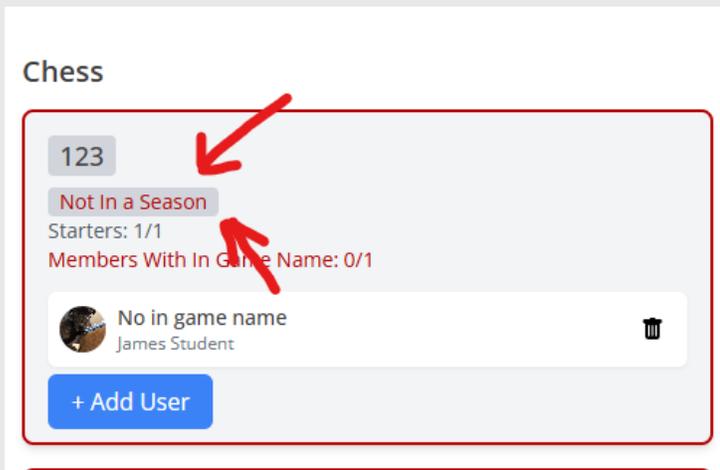
Chess 1
Not In a Season
Starters: 1/1
Members With In Game Name: 0/1
No in game name
Add User

Chess 2
Season: Skill sync test
Starters: 1/1
Members With In Game Name: 0/1
No in game name
Add User

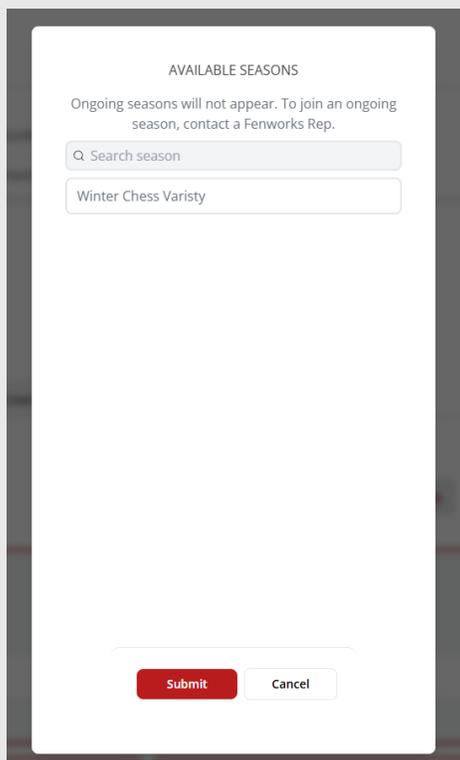
Chess 3
Season: Skill sync test
Starters: 1/1
Members With In Game Name: 0/1
No in game name
Add User

Chess 4
Chess 5
Chess 6

2. You will be shown a list of all the teams you have created, sectioned by title. When you're ready to register a team for a season, click the red “Not In a Season” text displayed underneath the name of the team you want to register.



3. The seasons your team is eligible to be registered for will then appear. After selecting which season to enter your team into, click the red “Submit” button at the bottom of the page.



4. Congratulations! Your team has been registered for the season.
5. Alternatively, you can register teams in your dashboard by clicking the Teams tab.

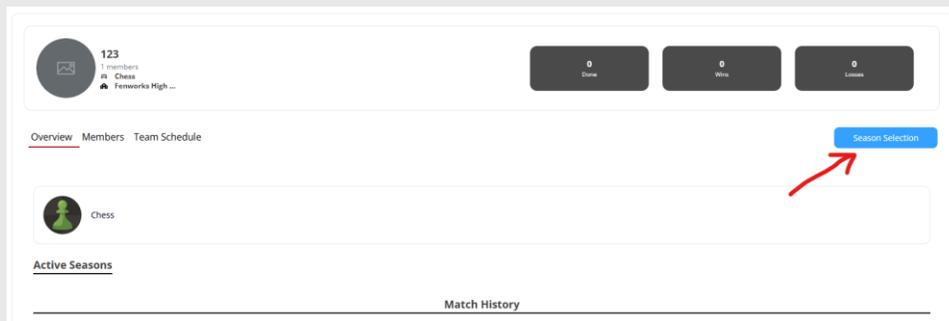


The screenshot shows an announcement at the top: "Announcement Hello, welcome to the Fenworks Platform Guide! Last updated: April 29 at 02:54 PM Here is where important league announcements will be made by Fenworks." Below this is a user profile for "HiJay". The main interface has tabs for "Match Schedule", "Teams", "Users", and "Inbox". The "Teams" tab is selected, indicated by a red arrow. Underneath, there's a "My Teams" button, a "Filter By Titles" dropdown, and a "NEW TEAM" button. A notification says "15 Teams Have an Issue". The teams are listed under the "Chess" category, with cards for "123", "Chess 2", "Chess 3", "Chess 4", "Chess 5", and "Chess 6". Each card shows "Not In a Season", "Starters: 1/1", "Members With In Game Name: 0/1", a placeholder for a game name, and an "+ Add User" button.

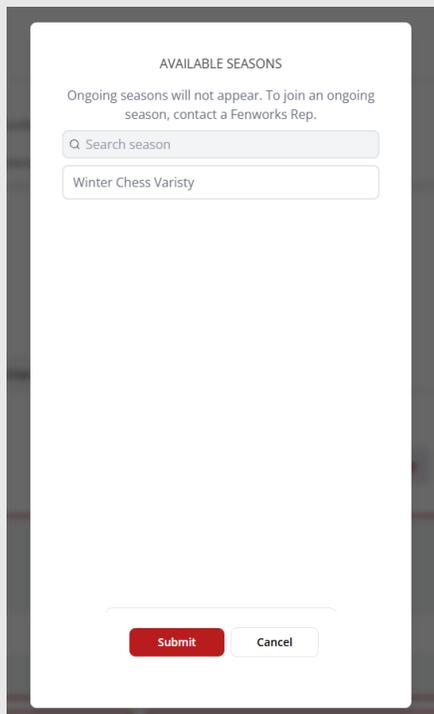
6. You will be shown a list of all the teams you have created, sectioned by title. When you're ready to register a team for a season, click the team's name in the box shown underneath the Teams tab.

This screenshot is a closer view of the "Teams" tab. It shows the "Match Schedule", "Teams", "Users", and "Inbox" tabs. The "Teams" tab is active. Below the "My Teams" button and "Filter By Titles" dropdown, there's a notification "15 Teams I". The "Chess" section contains two team cards. The first card, titled "123", is highlighted with a red box and a red arrow pointing to its title. It shows "Not In a Season", "Starters: 1/1", "Members With In Game Name: 0/1", a placeholder "No in game name James Student", and an "+ Add User" button. The second card, titled "Chess 2", shows "Season: skill sync test", "Starters: 1/1", "Members With In Game Name: 0/1", a placeholder "No in game name First Last", and an "+ Add User" button.

7. After clicking on a team, you will be brought to their team page. On the team page, you should see a blue "Season Selection" button on the right side. Click the blue "Season Selection" button to register that specific team for an eligible season.



8. The seasons your team is eligible to be registered for will appear. After selecting which season to enter your team into, click the red “Submit” button at the bottom of the page.



9. Congratulations! Your team has been registered for the season.

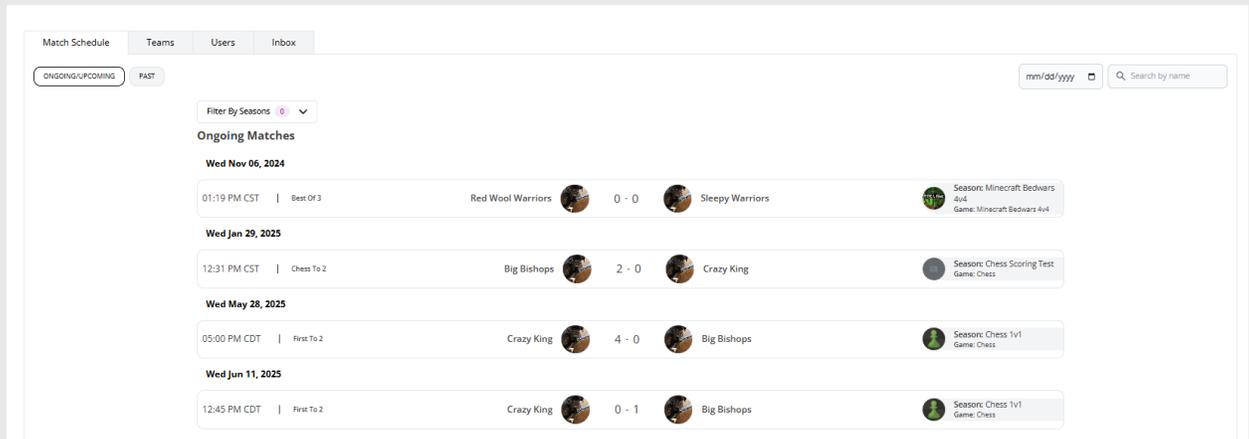
Fenworks Match Schedule Guide:

How the Match Schedule works

1. The default view of your dashboard will display the match schedule.



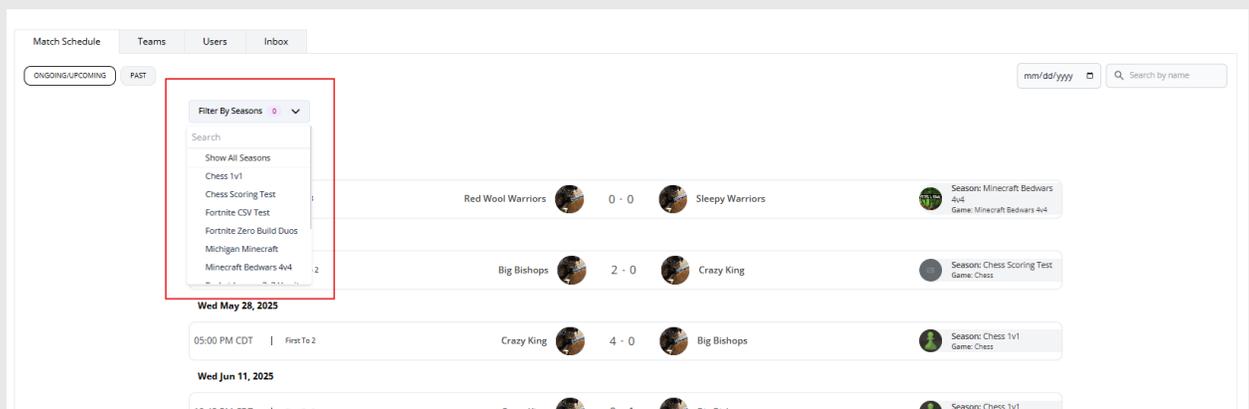
- a. The match schedule will show the Ongoing and Upcoming matches your teams have.



2. You can also view any past match, by clicking the “Past” button.



3. Clicking on a match in the will take you to the match page.
4. You can filter the displayed matches by season.
 - a. Select show all seasons to return to default view.



5. You can filter the match schedule by date using the calendar option in the top right.
 - a. Clicking clear will reset the filter to default.



Match Schedule Teams Users Inbox

01/08/2025 Search by name

Filter By Seasons 0

Ongoing Matches

All your teams have played their matches this week. Good job!



Upcoming Matches

Wed Jan 08, 2025

03:20 PM CST	Best Of 1	Knightmare Fusion	0	Season: Fortnite Zero Build Duos Game: Fortnite Zero Build Duos
03:20 PM CST	Best Of 1	Loot Lake Looters	0	Season: Fortnite Zero Build Duos Game: Fortnite Zero Build Duos

View more

June 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Clear

6. You can also use the search function in the top right to search your match schedule by team name.

Match Schedule Teams Users Inbox

mm/dd/yyyy Crazy King

Filter By Seasons 8

Ongoing Matches

Wed Jan 29, 2025

12:31 PM CST	Chess 1v2	Big Bishops	2 - 0	Crazy King	Season: Chess Scoring Test Game: Chess
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Wed May 28, 2025

05:00 PM CDT	Five 1v2	Crazy King	4 - 0	Big Bishops	Season: Chess 1v1 Game: Chess
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Wed Jun 11, 2025

12:45 PM CDT	Five 1v2	Crazy King	0 - 1	Big Bishops	Season: Chess 1v1 Game: Chess
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Upcoming Matches

Fri Nov 01, 2024

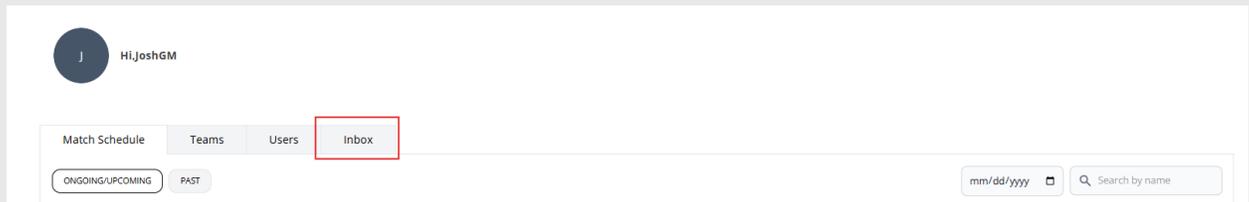
03:00 PM CDT	Five 1v2	Crazy King	0 - 0	Big Bishops	Season: Chess 1v1 Game: Chess
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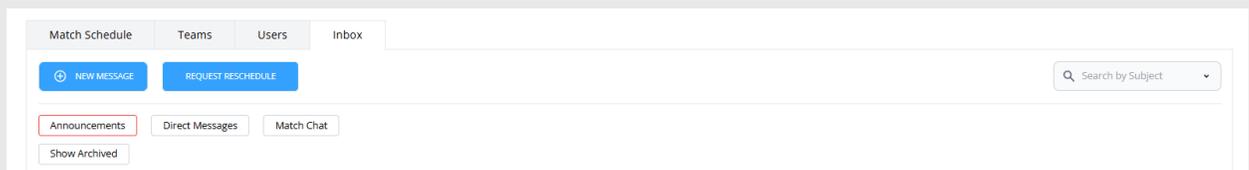
Fenworks Inbox Guide:

How to access your inbox

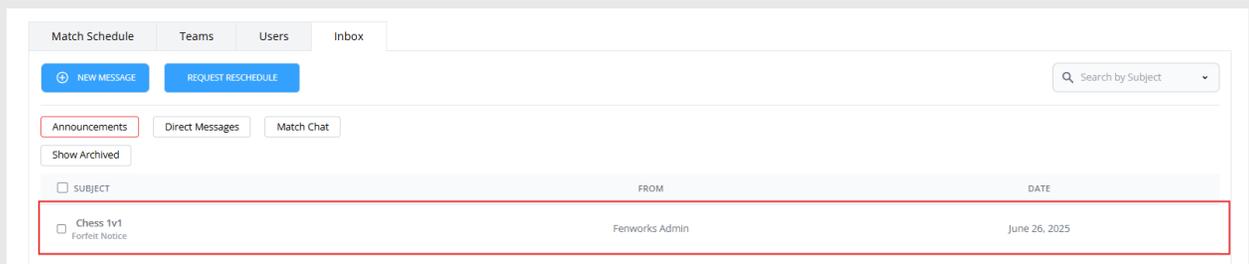
1. From your dashboard, click the “Inbox” tab.



2. Here you will see the three inbox categories: Announcements, Direct Messages, and Match Chats.



3. Announcements: Important information from the Fenworks platform will be shown here.
 - a. For example, when a team forfeits a match you will be notified here.



4. Direct Messages: Here you can view any direct message you receive, and have the ability to send messages to other GMs and Fenworks Administrators.



Match Schedule			Teams	Users	Inbox
NEW MESSAGE		REQUEST RESCHEDULE		Search by Subject	
Announcements		Direct Messages		Match Chat	
Show Archived					
<input type="checkbox"/> SUBJECT	FROM	CREATED DATE			
<input type="checkbox"/> Test	Josh Bitterman	June 24, 2025			
<input type="checkbox"/> admin to josh and alec	AlecGM Veer, Admin Admin, Josh Bitterman	June 24, 2025			
<input type="checkbox"/> Yo test	AlecGM Veer, Josh Bitterman	June 24, 2025			
<input type="checkbox"/> admin to josh gm and admin	Admin Admin, Josh Bitterman	June 24, 2025			
<input type="checkbox"/> hello	Josh Bitterman	June 24, 2025			

5. To send a message, click the “New Message” button.
 - a. You’ll be asked to enter a subject of the message
 - b. What school you would like to message
 - c. What member(s) of that school you wish to message from a drop-down menu listing all General Managers from that school.
 - i. You may select multiple people to include in this message
 - d. You may directly message Fenworks Admins from this interface.

New Direct Message ✕

Chat Information

Subject
Hello!

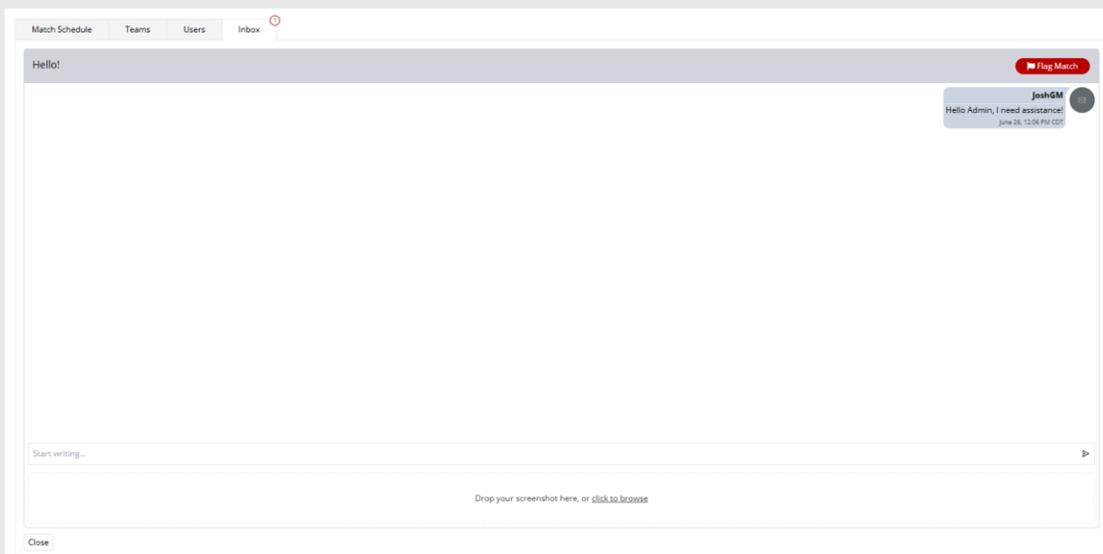
School
Fenworks High School ▾

Select One Or More Members

Josh Bitterman ✕ | ▾

[Submit](#) [Cancel](#)

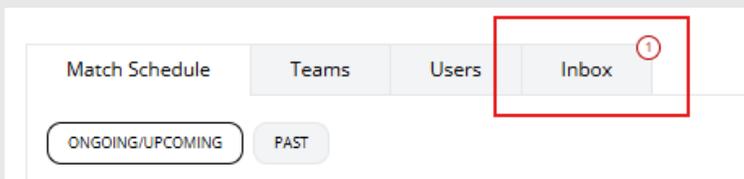
6. Once you have the correct school and people selected, you can click submit. Doing so will open a chat with the selected people.
 - a. You may begin typing your message at the bottom of the chat box.
 - b. You can also upload and send images if needed.

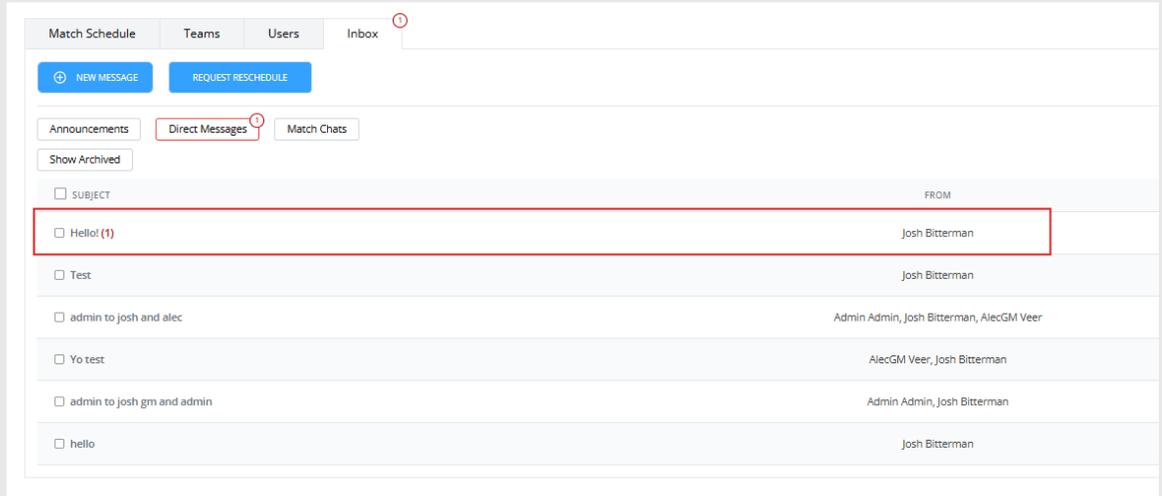
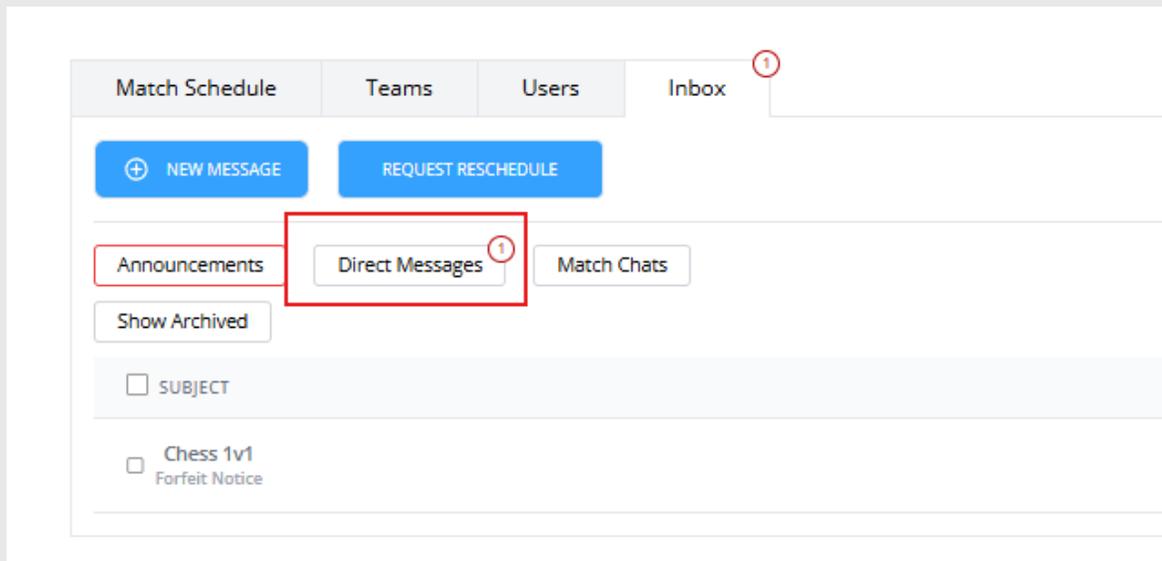


7. Clicking the “close” button in the bottom left of the chat will close the chat view.
8. You can reopen this chat at any time by navigating back to “Direct Messages” and clicking on the chat you created.

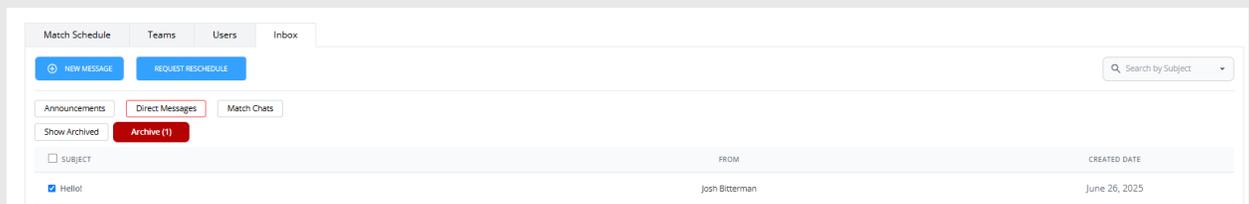


9. Whenever you receive a message in a chat you will be notified.
 - a. This notice is shown as a red number over your inbox tab on your dashboard
 - b. When viewing Direct Messages, chats with new messages will be pushed to the top of your list and have the red number showing how many new messages are in the chat since you last viewed it.





10. For both Announcements and Direct Messages, you can click the check box next to the message to select it. This gives the option to archive the message.



11. Archiving will hide the selected messages. Archived messages can be viewed by click the “Show Archived” button

- If a new message is sent in an archived chat, it will automatically unarchive itself and notify you.



Match Schedule Teams Users Inbox

NEW MESSAGE REQUEST RESCHEDULE

Search by Subject

Announcements Direct Messages Match Chats

Show Archived

SUBJECT	FROM	CREATED DATE
Hello!	Josh Bitterman	June 26, 2025

12. The last in the Inbox is “Match Chats”. Here you can view any match chat of matches your teams are in. By default, it will only show match chats in which an admin has been flagged.

Match Schedule Teams Users Inbox

NEW MESSAGE REQUEST RESCHEDULE

Search by Season

Announcements Direct Messages Match Chats

Show Flagged Show This Week

SEASON	WEEK	TEAMS	DATE
Chess 1v1	Week 4	Crazy King vs. Big Bishops	June 24, 2025

13. By clicking the “Show Flagged” you can switch your view to see ALL match chats for your teams.

Match Schedule Teams Users Inbox

NEW MESSAGE REQUEST RESCHEDULE

Search by Season

Announcements Direct Messages Match Chats

Show Flagged Show This Week

SEASON	WEEK	TEAMS	DATE
Chess 1v1	Week 4	Crazy King vs. Big Bishops	June 24, 2025
Rocket League 3v3 Varsity	Round 1	Demo Dazzlers JV vs. NN_RL	June 24, 2025
Chess 1v1	Week 3	Crazy King vs. Big Bishops	March 4, 2025
Rocket League 3v3 Varsity	Week 1	vs. NN - RL 1	December 12, 2024
Chess 1v1	Week 2	Big Bishops vs. Crazy King	November 7, 2024
Chess Scoring Test	Week 1	Crazy King vs. Big Bishops	November 7, 2024
skill sync test	1	Chess 5 vs. Chess 7	November 6, 2024
Chess Scoring Test	Week 4	Crazy King vs. Big Bishops	November 5, 2024
Chess 1v1	week 7	Big Bishops vs. Crazy King	November 5, 2024
skill sync test	2	Chess 1 vs. Chess 5	November 1, 2024
Chess 1v1	Week 3	Big Bishops vs. Crazy King	October 31, 2024

14. Select “Show this Week” to display match chats from the current week of the season.

15. Clicking on any match chat will immediately take you to the match page.