# MNVL School Setup FAQ:

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## Setting up your school club page:

1. In order to set up your school page, you will first need an invite link from the league administrator. Please email mnvl@wisdom.gg to get an invite link.
2. Once you have clicked the link you will be taken to the following page:



3. Fill out all required information and check the boxes to confirm eligibility
   A. School Name: The full name of the school you represent
   B. Email: is your primary contact email, you will use this to log in
   C. First + Last Name: Your (coordinator) first and last name
   D. Password: Used to log in

4. Once you have filled in the above information, you will be taken to your school page (at first glance your page will be empty without any players, teams, or pictures added):
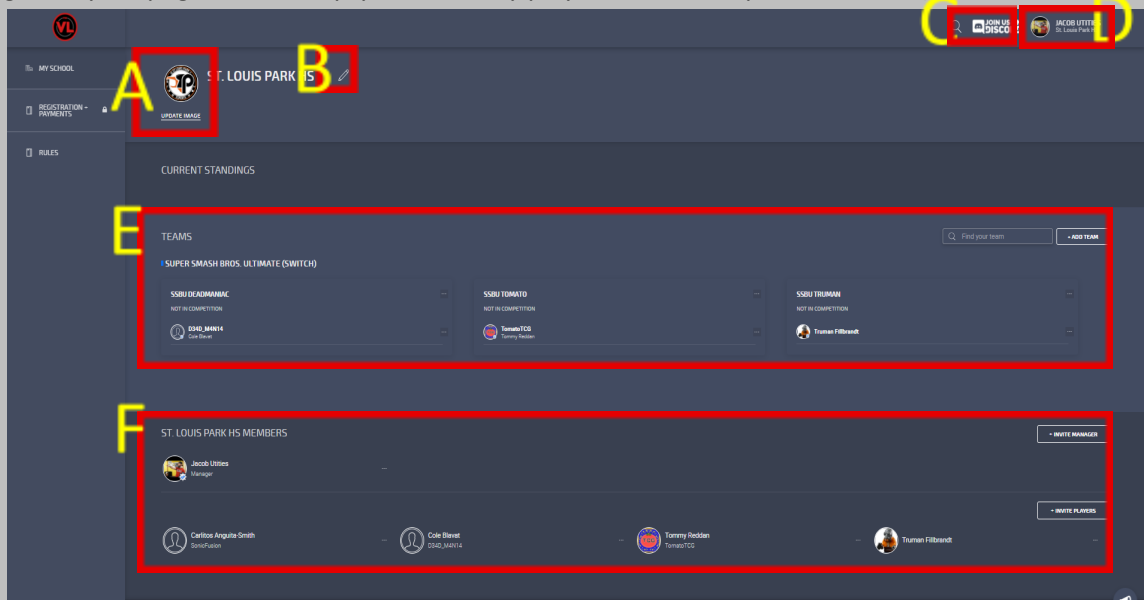


5. The following options can be found as coded above by a red outline and yellow letter:
   A. **Update Image:** Clicking this allows you to upload an image for your school page. This will be seen by other schools and should be a school logo.
   B. **Edit Pencil:** Allows you to edit the name of your school and contact phone number
   C. **Discord:** Click this link to join the MNVL Discord Server
   D. **Profile:** Allows you to edit your personal profile settings (more on this below)
   E. **Teams:** Allows you to see your current team rosters, and is used to add new teams and edit current rosters (more on this below)
   F. **Members:** Allows you to see all current members of your school club, and is used to invite new members (more on this below)

## Inviting members to your school club:

1. First navigate to the members section of your page:
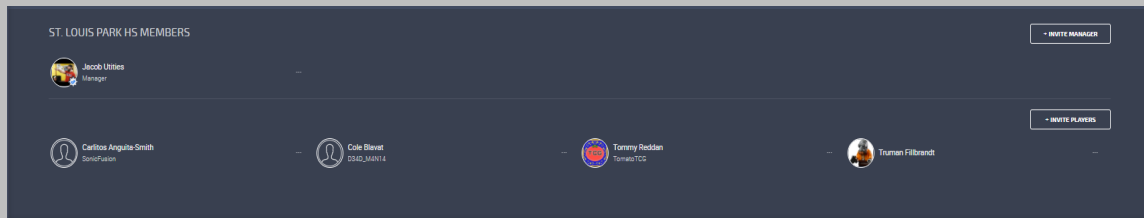


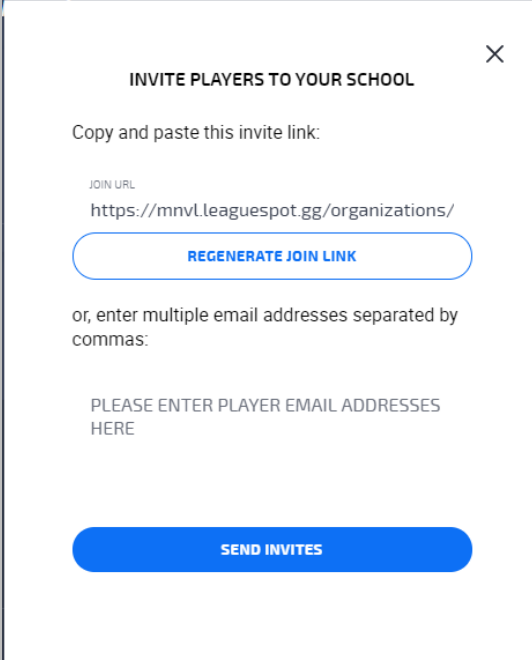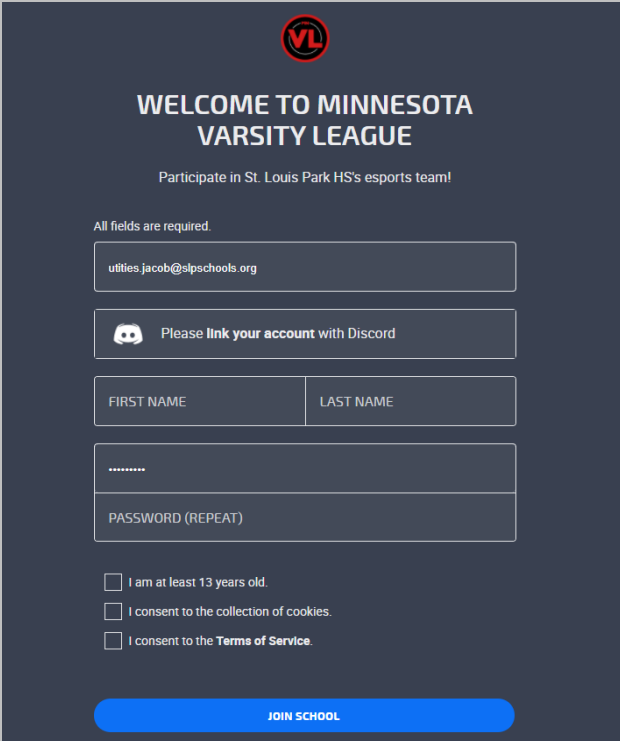2. You can invite a manager by clicking the "Invite Manager" button:

a. **NOTE:** <u>Managers have all the permissions you will have.</u> They can invite players, create rosters, sign rosters up for leagues, edit the profile page, and check teams in for their matches. Only invite those you trust to be a manager! (we do not suggest you ever allow a student to be a manager, team captains are better roles for students)

3. To invite players, click "Invite Players" button found on the far right of the page. It will open the following dialogue box:



4. You can invite players by either giving them the provided "Join Link" or by entering their emails. If you enter their email address, they will receive an email with a link to join the club page.
5. When they click the join link they will be asked to fill out the following form:
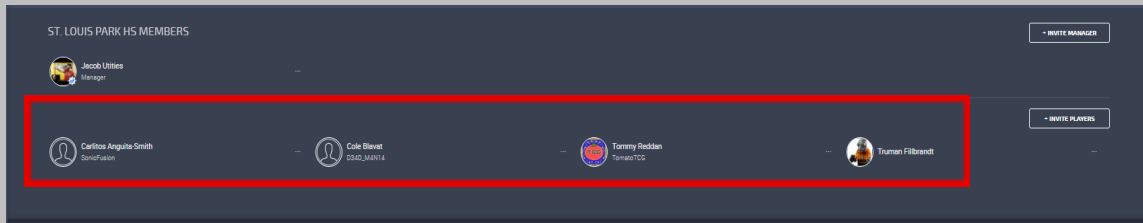
6. Once they fill that out they will be listed as a member of your club here:



7. You will now be able to add them to a team roster (info in next section)
   a. **Note:** They will need accept your invite and fill out the profile form in order to compete
8. **PLEASE HAVE ALL PLAYERS FILL OUT THEIR PERSONAL PROFILE ONCE THEY JOIN! INFO HOW TO DO THIS IN THE NEXT SECTION!**

## Editing your personal profile (for you and your players):

1. Click your name in the upper right corner of the LeagueSpot page and select profile:
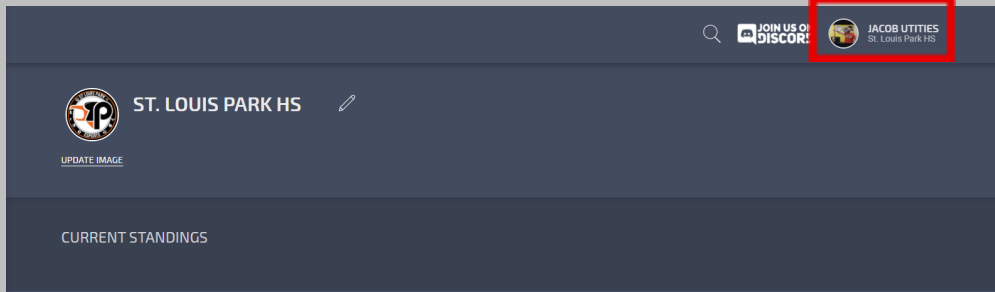


2. Once this is clicked you will be taken to the following page:
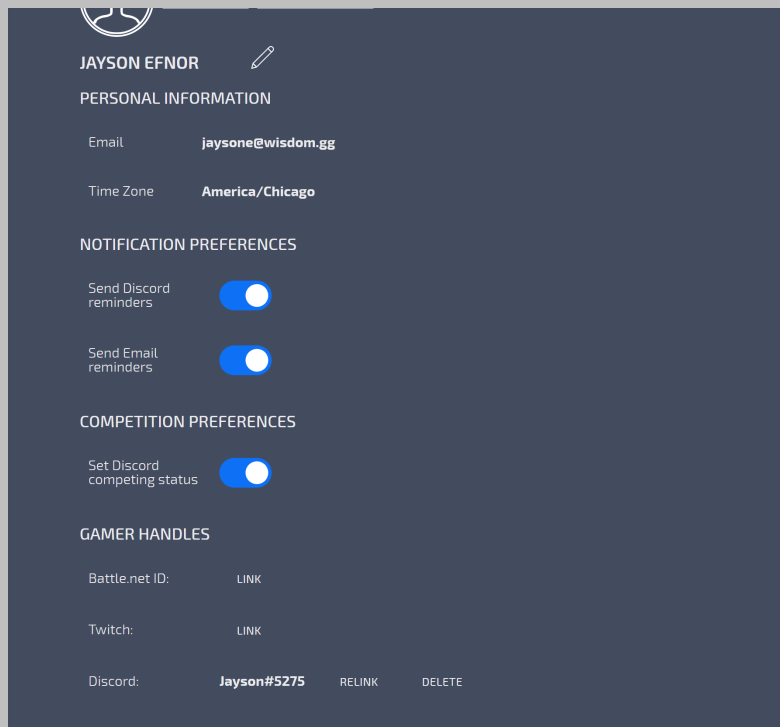
3. From here you have the following options:
    a. Update Image: Changes the displayed image on your personal profile
    b. Change Password: Change your account password
    c. Update Notifications: Change your settings to receive reminders 15 minutes before your match
    d. Link your Twitch, Battle.net, and Discord accounts
    e. Add game handles for the games you participate in

4. If you click the Pencil Icon you will be able to add your general gamertag and edit personal information if needed:



5. **Adding a New Game Handle:**
    a. Scroll towards the bottom of the page underneath the "Preferences" section and click "+ ADD NEW HANDLE". You'll then select the game source that you will compete in and input your In-Game-Name/Handle. (the name that can be used to add you in that game).

b. After clicking the blue "SAVE" button, your Handle should be listed underneath your profile. You will need to repeat these steps until all accounts for the titles you compete in are linked.



## Creating and editing team rosters:

1. To create a new roster, navigate to the "Teams" section of your club page:



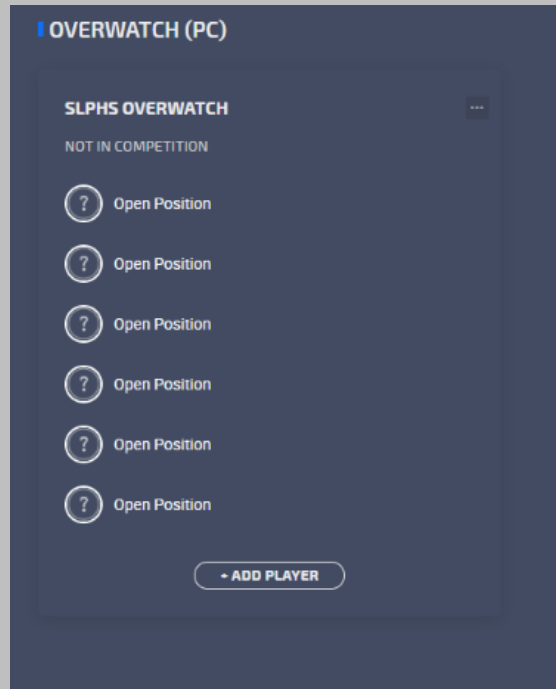2. Click "Add Team" and the following dialogue box will appear:
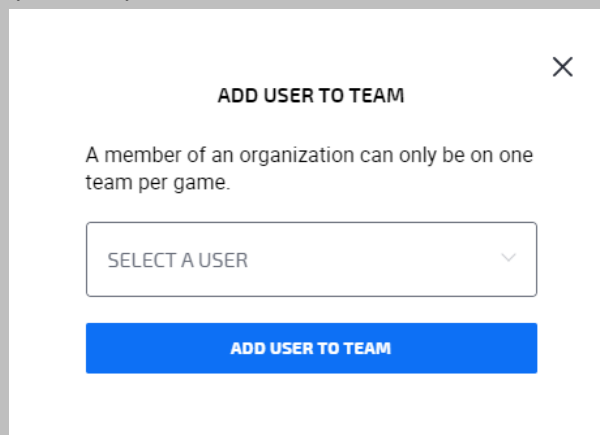


3. Enter the team name and select which game they will be playing (only games offered by MNVL will be able to be selected)

4. Once complete you will see the empty roster appear (Overwatch used as an example)



5. Click "+ADD PLAYER" and a dialogue box will ask which player to add:
   a. Select a player from your list of active members and click "Add User To Team"



6. Rosters can be deleted by clicking the "…" next to the roster name
7. Players can be removed or made a team captain by clicking the "…" next to their name