Get ready to compete in the LHSAA Esports Boot Camp Tournament!

Hello!

This guide will walk you through registering for your tournament and getting your students ready for competing!

Included in this guide:

1. Signing Up
2. Club Approval Process
3. Adding Student to Club
4. Game Connections
5. Payment
6. Rosters
7. Tournament Enrollment

1. Signing Up

All schools/school clubs interested in competing in the LHSAA Esports Boot Camp Tournament must apply for approval. The club registering needs to have a teacher serving as the supervising adult. The coach/teacher tasked as the supervisor must fill out the following application to apply for club partnership. For a school to participate, the teacher must fill out this application:

REGISTER

Register a new account now or **login** if you already have one. Please fill in all non-optional fields.

STEP 1 OUT OF 2

First Name | Last Name

Email Address

Graduation Date

Password

Confirm Password

☐ I am 13 years of age older

Continue

Apply Now

2. Club Approval Process

After the application has been filed, your club will be approved by an HSEL representative. This process can take 1-2 days to complete. The HSEL representative needs to verify the identity of the applicant. Once the identity of the applicant has been verified, the club will receive a status of approved on Varsity Esports.

OFFICIAL SCHOOL CLUB
(school club rosters can be entered in the Free Agent / Open tournaments)

Name	Status	Actions
Terra Linda High School	Approved ✔	⌄

3. Adding Students to Club

Once the club is approved, you can add students to the club as "members." Members can be added by clicking the actions drop down and navigating to Members. On the Members page, the club administrator can type in email address of students they wish to add. This will send an email to the student, promoting them to join the club by clicking a link provided in the email. The student then will be asked to log in or sign up on Varsity Esports. Once they do either of those, they will be placed in the club. You can also generate an "Invite Link" than can be distributed to all your students. When they click the link, they will be prompted to login or sign up. Upon either of these options, they will then be placed in your club. This link can be revoked or regenerated at any time if it gets into the wrong hands.

OFFICIAL SCHOOL CLUB
(school club rosters can be entered in the Free Agent / Open tournaments)

Name	Status	Actions
Terra Linda High School	Approved ✔	⌄

edit info
rosters
tournaments
members

CREATE TEAMS WITH FRIENDS   M

MEMBERS

Name	Status	Actions
Bo Hugs	Not Paid	VIEW DELETE DECAPTAIN
Aaron Hawkey	Paid	VIEW DELETE CAPTAIN
Leonie Walter	Not Paid	VIEW DELETE CAPTAIN

Email

Email

INVITE BY EMAIL

http://www.varsityesports.com/club/478/invite/eddba8de26e09731998ed2e57d28a3edd5bc4280   **COPY**

REGENERATE LINK   **REVOKE LINK**

4. Game Connections

Every student wanting to compete must establish a game connection, or else they will not eligible to be placed on a roster. A game connection must be established for every game the student is wanting to play within the HSEL. A game connection can be established by a student if they click their profile icon, navigate to "Settings & Preferences" and selects game connection. There, they can add any game they wish with an in game identifier. Get a jump on the game by having your students set up game connections for all the games they wish to play!

5. Payment

There are 3 ways payment can be processed:

5.1. Individual Pay

Student can pay for their own subscriptions on their dashboard. Under the payment widget, the student can enter the individual pay center. There they can enter their billing information, select a subscription type, and press "Create Subscription." From this screen, they can cancel their subscriptions any time.

INDIVIDUAL PAY CENTER

PAYMENT METHODS

Type	Actions		Credit or debit card	
		Card number		MM / YY CVC
MasterCard debit 0747	REMOVE			

ADD PAYMENT METHOD

CURRENT ORDER

		Subtotal:	$0
Select Pass:	▼		
Coupon code	APPLY COUPON TO ACCOUNT	Discount:	$0
		Total:	$0

PURCHASE PASS

SUBSCRIPTIONS

Type	Quantity	Club	Members	Status

5.2. Club Pay Center

School clubs can pay for their students electronically on the Varsity Esports system. They can do so by first activating club pay in their club settings. Navigate to the actions drop down by your club name, and select "Club Settings." On the settings page, press "Enable," then press "Save."

Once enabled, to purchase slots, enter and add your payment method, and type in the number of slots you wish to purchase. The more slots you purchase, the cheaper the unit price is. The Slots will be active for the duration of the season. When buying slots mid-season, the price will be prorated based on how far into the season it is.

Press purchase pass.

CLUB PAY CENTER   CURRENT SLOTS:0

PAYMENT METHODS

Type	Actions	Credit or debit card
		Card number MM / YY CVC
MasterCard debit 0747	REMOVE	ADD PAYMENT METHOD

COUPONS

Coupon code [   ]   APPLY COUPON TO ACCOUNT

STATE PASSES

Category	Choose Slots	Battle Pass type: no state pass selected
State Spring Pass ▾	0	

TOTALS

HSEL Slots:	0
Cost per HSEL slot:	$15.00
State Slots:	0
Cost per state slot:	$0
Coupon Discount:	$0
Total:	$0

PURCHASE PASS

Once the slots are purchased, you can navigate to "Manage Slots" under the actions drop down. To add students to your slots, press "Add to Slot" next to their names. To remove students from slots, press "Remove from Slot." When you are done editing, press "Save Changes." The students occupying slots will now be active.

SLOT MANAGER

HSEL SLOTS

Slot	First Name	Last Name	Action

STATE SLOTS

Slot	First Name	Last Name	Action
1	Bo	Hugs	**REMOVE FROM SLOT**

SAVE CHANGES

Club Member Id ⇕	First Name ⇕	Last Name ⇕	Actions
Filter			
7426	Leonie	Walter	**ADD TO HSEL SLOT** **ADD TO STATE SLOT**

10 25 50 100

5.3. Invoice

For schools who need an invoice for payment processing, we are happy to issue invoices. Please inquire by emailing payments@highschoolesportsleague.com.

6. Rosters

Club Administrators can create rosters by navigating to their club actions drop down and selecting "Rosters." Once on Rosters, pressing "New Roster" will take you to the new roster screen. Provide a name for the roster, the game the roster will be participating in, and the type of roster: Static or Dynamic. Static rosters are for team based games. Dynamic rosters are for single player/solo games. Dynamic rosters allow you to place all solo players on one roster and batch enroll them for tournaments as individuals. Next, choose your rosters "Affiliation." Choose the Affiliation of type "State". Once the details are selected, you can add members to the roster by pressing "Add." Game connections must be established for that game or else the member will be rejected from being added. *Note: Paid, active members only show as eligible to be added to a roster. If they are not paid, they will not show up on the roster screen.*

EDIT ROSTER

*Roster changes may not be publicly visible for 24 hours.

Name

State Overwatch Roster

Select a game:

Overwatch ▾ ⓘ

Type

static ▾

Affiliation

State ▾

ROSTER

Name	Status	Action

MEMBERS

*Members must have a subscription and game connection to show below.

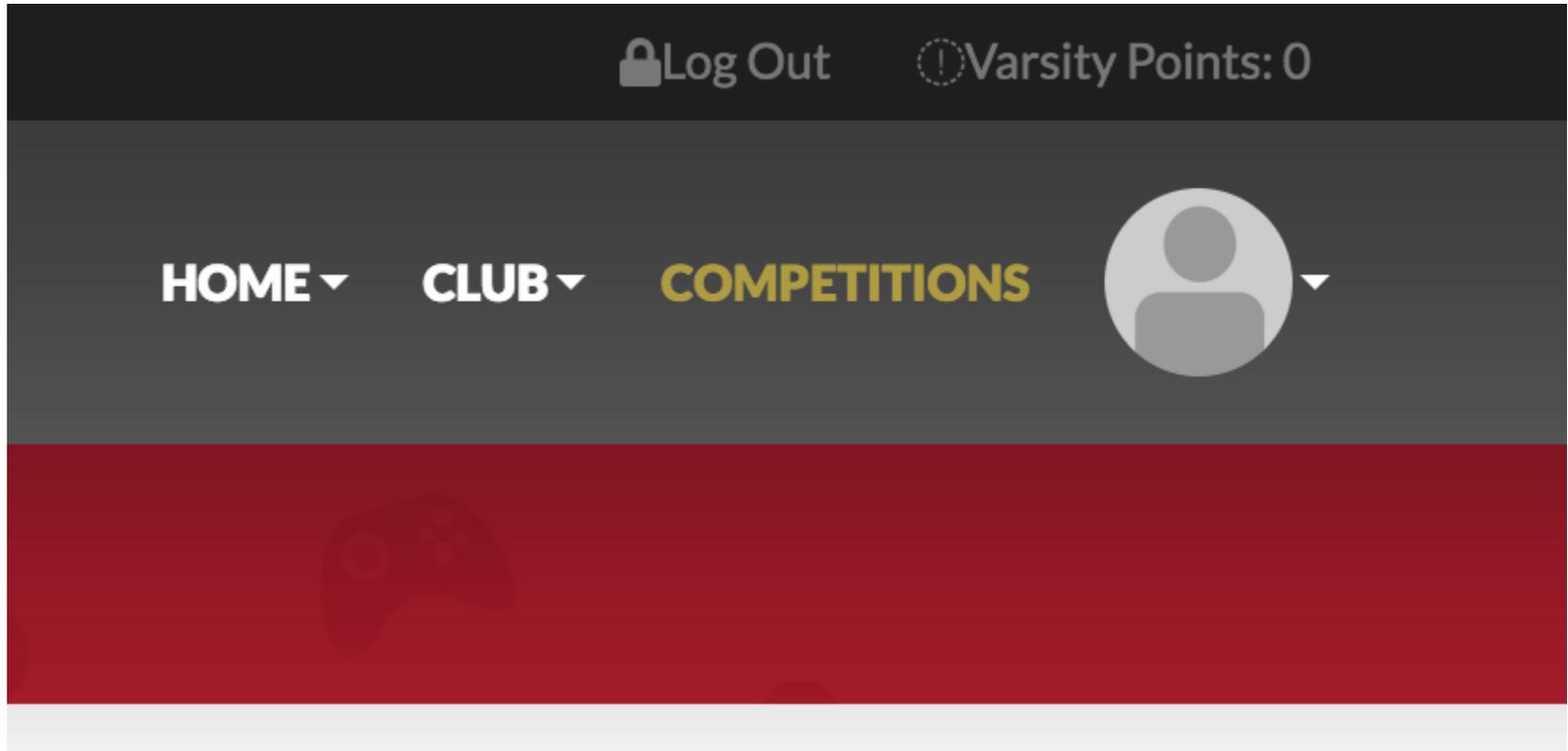| Name	Action
Bo H	VIEW ADD

SAVE

7. Tournament Enrollment

Once a roster has been established, you can enroll it in a tournament. To do so, click 'Competitions' in the header bar. Click the button below to navigate to competitions:

Competitions

🔒Log Out   ⓘVarsity Points: 0

HOME ▾   **CLUB** ▾   **COMPETITIONS**

Here, you should now see a 'Tournaments' widget. From here, you can select the tournament(s) you wish to enroll in. For example, if you wish to enroll in this test State Tournament, you can press 'view' next to the tournament name.

TOURNAMENTS

STATE TOURNAMENTS

Game	Name	Action
overwatch	TEST - Do Not Register (state)	VIEW

HSEL TOURNAMENTS

Game	Name	Action
cod_bo4	Open: BO4 Blackout Solos PS4	VIEW
counterstrike_go	HSEL Winter Open 2018: CSGO	VIEW
dragon_ball_fighter_z	HSEL Winter Open 2018: DFZ	VIEW
dota2	HSEL Winter Open 2018: Dota 2	VIEW
fortnite	HSEL Winter Open 2018: FN	VIEW

When you have found the tournament you want, click the 'View' button on the right hand side. Here you should be able to see General Information about the tournament. Scroll down until you can see a drop down menu labeled 'Select a roster.'
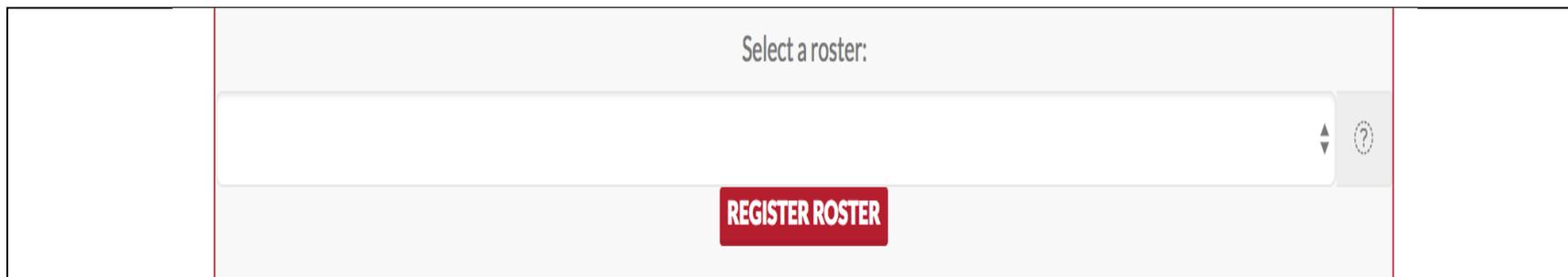
Select a roster:

REGISTER ROSTER

Click on the drop down menu and select the roster you wish to enroll. When you have done that, click the red 'Register Roster' button, and you are all done!

Need a little more help? No problem. We're here to help

- You can reach out to us via email at partner@highschoolesportsleague.com
- You may also schedule a call by visiting https://calendly.com/hsel
- Lastly, we recommend you join our Discord Server at https://discord.gg/HSEL