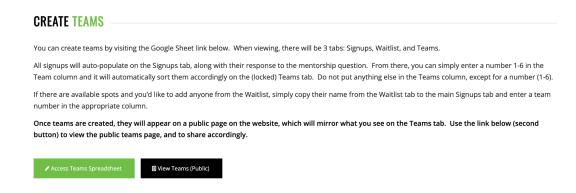


HOW TO CREATE TEAMS

- Login to the GLASS Dashboard (https://www.glassports.org/dashboard)
- 2. Select the "Manage Players" option under the open gym night options
- 3. Scroll to the bottom to the "Create Teams" header. Click the "Access Teams Spreadsheet" button



- 4. You will see 3 tabs on the spreadsheet: Signups, Waitlist, and Teams.
- 5. In the Signups tab, you will see a list of all players signed up with a "Team" column to the right. To create teams, simply enter a number between 1 and 6.



NOTE: Please don't enter anything other than a single number (1-6) in the Team column

6. The Teams tab will automatically group and sort these in an easy to view format.

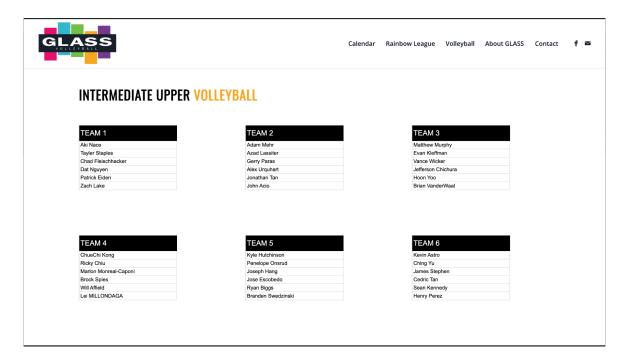
TEAM 1	TEAM 2	TEAM 3	TEAM 4	TEAM 5	TEAM 6
Aki Nace	Adam Mehr	Matthew Murphy	ChueChi Kong	Kyle Hutchinson	Kevin Astro
Tayler Staples	Azad Lassiter	Evan Kleffman	Ricky Chiu	Penelope Onsrud	Ching Yu
Chad Fleischhacker	Gerry Paras	Vance Wicker	Marlon Monreal-Caponi	Joseph Hang	James Stephen
Dat Nguyen	Alex Urquhart	Jefferson Chichura	Brock Spies	Jose Escobedo	Cedric Tan
Patrick Eiden	Jonathan Tan	Hoon Yoo	Will Affield	Ryan Biggs	Sean Kennedy
Zach Lake	John Acio	Brian VanderWaal	Lei MILLONDAGA	Branden Swedzinski	Henry Perez
		Richie - Mentor			

7. To add someone from the Waitlist, click the Waitlist tab and copy their name. Switch back to the Signups tab and paste their name at the bottom of the list. You can then assign them a team number.



8. The teams will also auto-populate on the website, in addition to the locked "Teams" tab, which will have a designated URL that can be accessed publicly. This URL can be accessed via the laminated QR code sheets, which will be in the open gym binders. The URL can also be bookmarked by players, who can access it on future nights without having to scan the QR code.

If you need to find the public Team URL for any reason, you can also click the "View Teams (Public)" button on the dashboard.



OTHER NOTES:

- The spreadsheets will automatically clear themselves a couple days after the open gym night
- A script runs at midnight on the day of open gym that will remove any duplicates on the list (in case there was an issue signing up and a person registered twice accidentally)