



# HOW TO CREATE TEAMS

1. Login to the GLASS Dashboard (<https://www.glasssports.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

## CREATE TEAMS

You can create teams by visiting the Google Sheet link below. When viewing, there will be 3 tabs: Signups, Waitlist, and Teams.

All signups will auto-populate on the Signups tab, along with their response to the mentorship question. From there, you can simply enter a number 1-6 in the Team column and it will automatically sort them accordingly on the (locked) Teams tab. Do not put anything else in the Teams column, except for a number (1-6).

If there are available spots and you'd like to add anyone from the Waitlist, simply copy their name from the Waitlist tab to the main Signups tab and enter a team number in the appropriate column.

Once teams are created, they will appear on a public page on the website, which will mirror what you see on the Teams tab. Use the link below (second button) to view the public teams page, and to share accordingly.



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.

A	B	C
Name	Mentor?	Team
Brad Lenz	No	3
Alan Smith	Yes	6
Aaron Barnhart	Yes	2
John Liu	Yes	1
Adam Acker	Yes	
Brady Baker	Yes	
Dara Fu	Yes	
Brett Fredericksen	Yes	
Collin McFadden	Yes	
Chris Hartkemeyer	Yes	

*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
Taylor Staples	Azad Lassiter	Evan Kieffman	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			

- 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.

A	
Name	Contact
Aniah Smith	Aniahsr
Jim LeVoir	6127512
Edmund Han	908251C
Amanda Stepaniak	7633811
Nana Kwarteng	4076377

- 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.

The screenshot shows the GLASS Volleyball website dashboard. At the top left is the GLASS logo. To the right are navigation links: Calendar, Rainbow League, Volleyball, About GLASS, Contact, and social media icons for Facebook and Email. The main heading is 'INTERMEDIATE UPPER VOLLEYBALL'. Below this, there are six team cards, each with a team name and a list of player names.

TEAM 1	TEAM 2	TEAM 3
Aki Nace	Adam Mehr	Matthew Murphy
Taylor Staples	Azad Lassiter	Evan Kieffman
Chad Fleischhacker	Gerry Paras	Vance Wicker
Dat Nguyen	Alex Urquhart	Jefferson Chichura
Patrick Eiden	Jonathan Tan	Hoon Yoo
Zach Lake	John Acio	Brian VanderWaal

  

TEAM 4	TEAM 5	TEAM 6
ChueChi Kong	Kyle Hutchinson	Kevin Astro
Ricky Chiu	Penelope Onarud	Ching Yu
Marlon Monreal-Caponi	Joseph Hang	James Stephen
Brock Spies	Jose Escobedo	Cedric Tan
Will Affield	Ryan Biggs	Sean Kennedy
Lei MILLONDAGA	Branden Swedzinski	Henry Perez

### 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)