# Getting Started with Your Organisation

Overview:

1. Signing Up
2. Club Approval Process
3. Adding Members
   1. Adding Groups
   2. Adding Roles
4. Game Connections
5. Payment
6. Rosters
7. Tournament Enrolment

1. Signing Up

All schools/university clubs interested in competing in the HSESL or Varsity eLeague must apply for approval. The club registering needs to have a teacher serving as the supervising adult or student representative counsel. For a school to participate, the teacher/representative tasked as the supervisor must create the organisation to become the organisation Owner.
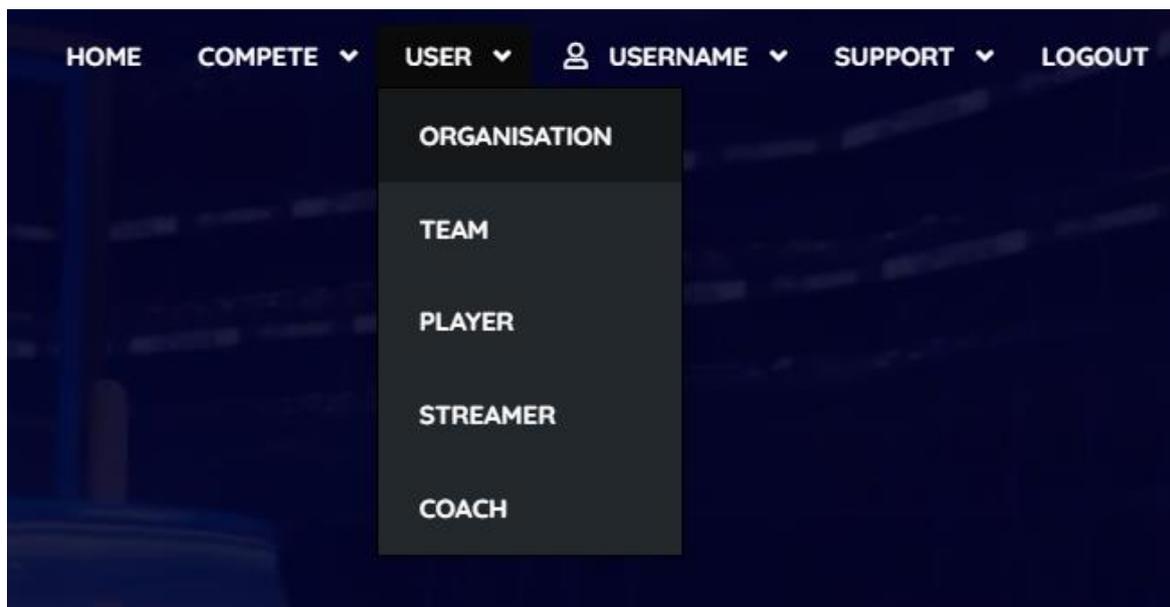
- Click Create Organisation

ORGANISATIONS   Create an Organisation

There are 5 types of Organisations:

1. Public
   a. This is for any and all persons to join
2. Private
   a. For private clubs and members only
   b. Requires approval from club owner/manager
3. University
   a. SRC or University Rep required to create
      i. Approval required from ESA Representative
4. School
   a. Requires Teacher/SRC member of school to create
      i. Approval required from ESA representative
5. Company
   a. Private company/corporate
      i. Requires employee/representative of Company
      ii. Requires approval from ESA Representative

2. Club Approval Process

After the application has been filed, your club will be approved by an ESA representative. This process can take 1-2 days to complete. Once the identity of the organisation Owner has been verified, the club will receive a status of approved. You will receive an email confirming your club's verification once it has gone through.

3. Adding Members

When your organisation has been approved and or created, users are able to "Request" to join your organisation.
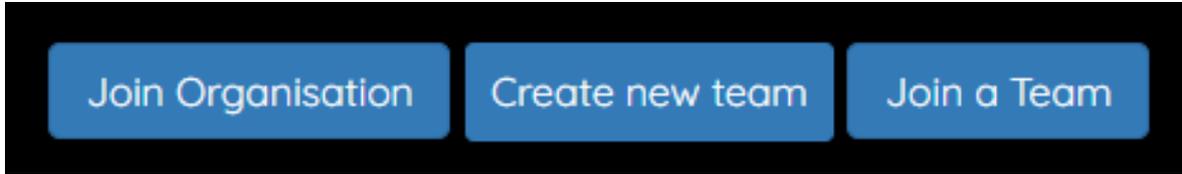
The Owner/Manager of the organisation will receive an Approve/Deny option to allow new member to join.
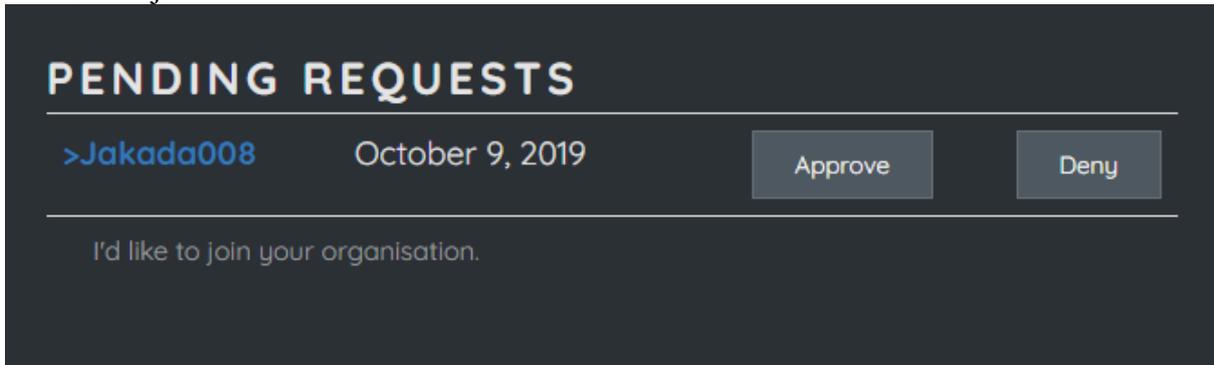
3.1 Adding Groups

The Owner/Manager of the organisation has the ability to add groups to their organisation, I.E Under/14, Under/15, 2nd Team, 1st Team.

The purpose of groups is to create sub-categories and or sub-organisations that can micro-managed by Group Managers and to sort their organisation into more manageable sub-sections.
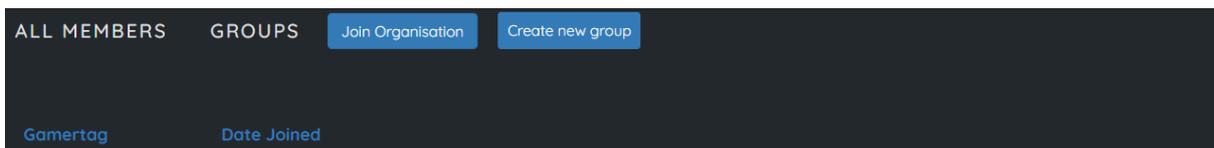
1. Create new Group

CREATE NEW GROUP

Group name

Create

2. Choose the name of your new group
3. Click Create

ALL MEMBERS   GROUPS   Join Organisation   Create new group

Search

2nd Team

No players in this group.

1st Team

No players in this group.

U/16

No players in this group.

U/15

No players in this group.

U/14

No players in this group.

Each group you create will be listed under the group Tab, in the above example, you will see a number of groups created by age group from u/14 to 1st Team in terms of school age groups.

Owners can assign Roles for members to serve different functions with responsibilities.

1. Vice President
   a. VP's get all-access to rights-management for the organisation except for deleting the organisation and setting other members as VP's.
      i. Only Owners can assign VP's
2. Manager
   a. Managers are set roles and have high privileges to manage Groups and or Teams.
3. Members
   a. Members have limited administrative access and are there to serve on teams as Captains, Vice Captains, Players and Reserves.
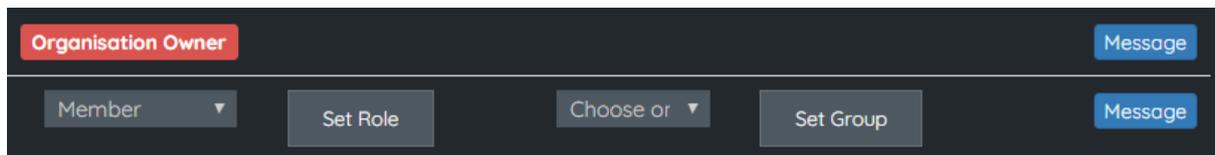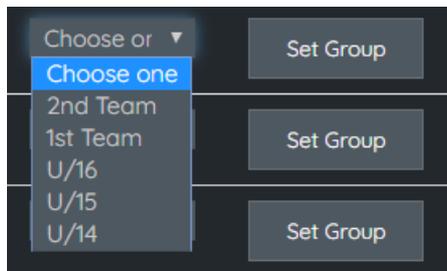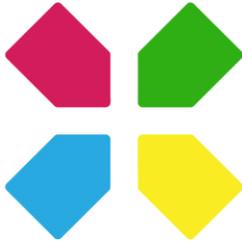

3.2 Adding Roles

Once groups have been created, Owners or Managers will have a tool to assign each member to a group and assign a specific Role.
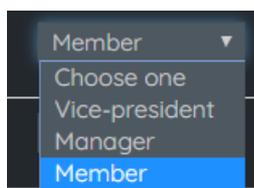
Once Groups have been created, members can then be assigned to them by Managers.

1. Choose Group
2. Click Set group

3. Member will be assigned to group
   a. Group members will only be able to play in group specific and allocated tournaments and leagues that meet the requirements from the Organisation Owner/Manager or Tournament-specific rules.

You can also invite students from your dashboard by selecting "Invite Students" under the My Club section of the Dashboard.

4. Game Connections

Before a student can compete in a tournament, they will need to have their School Administrator, Captain, Manager to set their game connections for each game they wish to compete in.
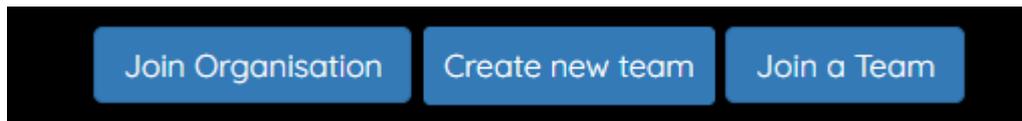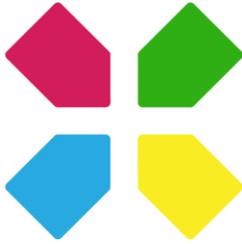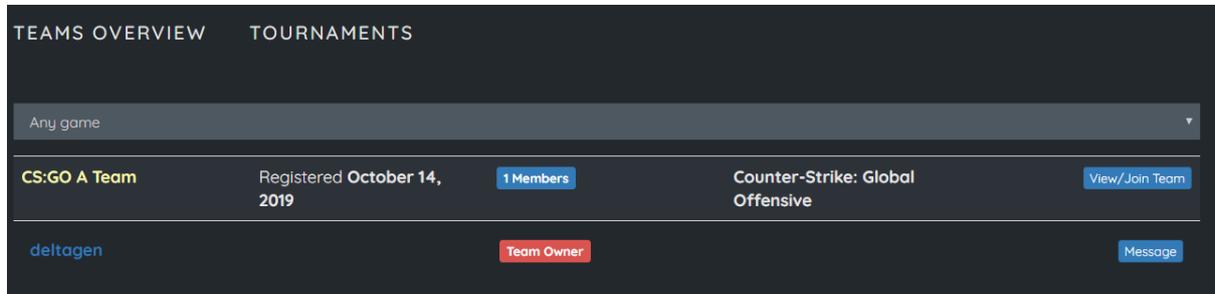

1. Create new team

2. Team Name
3. Select Game
   a. If a game is not listed, please go to ESA Discord to request
4. Format
   a. Most tournaments will utilize standard format team; however one must stipulate what format the team will be according to the game.

5. Click Create

Your team will be listed below on the organisation page.

Members will be able to request to join the team.

Once the details are selected, you can add members to the roster by selecting their names under Add Members. Game connections must be established for that game or else the member will be rejected from being added.

Note: Only paid, active members will show as eligible to be added to a roster. If they are not paid, they will not show up on the roster screen.

7. Tournament Enrolment

Once a roster/team has been established, you can enrol the in a tournament. To do so, from the Main Dashboard select Tournaments under the Compete drop down.
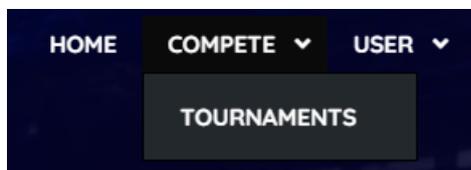
Now that you're on the Tournaments page, you can select what type of tournament you want to enrol in; Gaming, Robotics, Drone Racing.

Alternatively, you can search by word what Game you're specifically looking or use the drop-down menu under Choose Game and all the listed games in that field will appear.
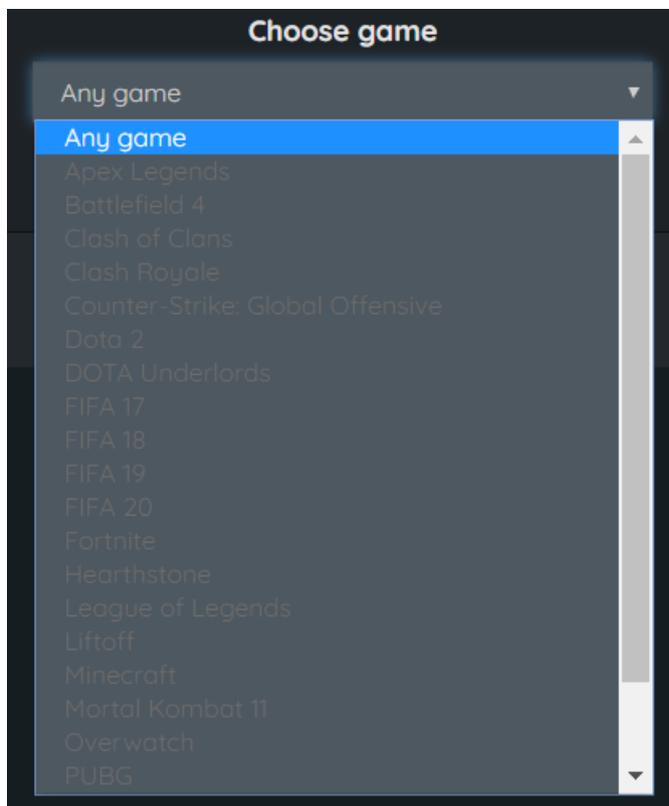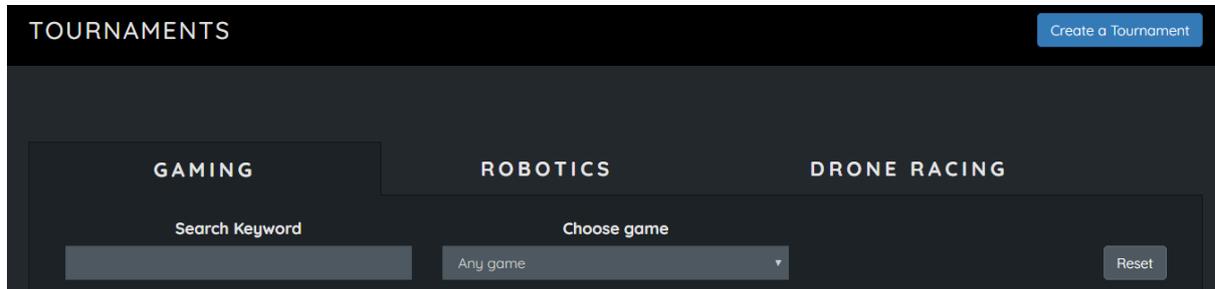
You will be taken to the game's specific page where you can choose which roster you wish to enter from the dropdown menu at the top of the page.

Once you have selected the appropriate roster, select Register next to the dropdown menu and you're all set! Continue to do this for every game you wish to enter your rosters in.

If your team/roster does not meet the required fields, I.E: not enough players in the team according to the tournament requirement, you will not be able to enter the tournament.

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