

How To Bulk Register Teams For Otto Events



Learn how to efficiently register multiple teams for upcoming events using the bulk entry tool. This guide will help you navigate the club management portal to ensure all your teams are properly enrolled.

1 Navigate to <https://my.ottoevent.ai/#/club/info>

The screenshot displays the 'Bulk Team Entering' tab in the Otto Event Club Management Portal. The interface includes a top navigation bar with tabs for Club, Teams, Enter Events, My Teams Events, Unpaid Events, Bulk Team Entering (selected), Athletes, Staff, and Invoices. Below this, there are three sub-tabs: Edit Club Info, Payment Cards, and Club Permissions. The main content area shows the following club details:

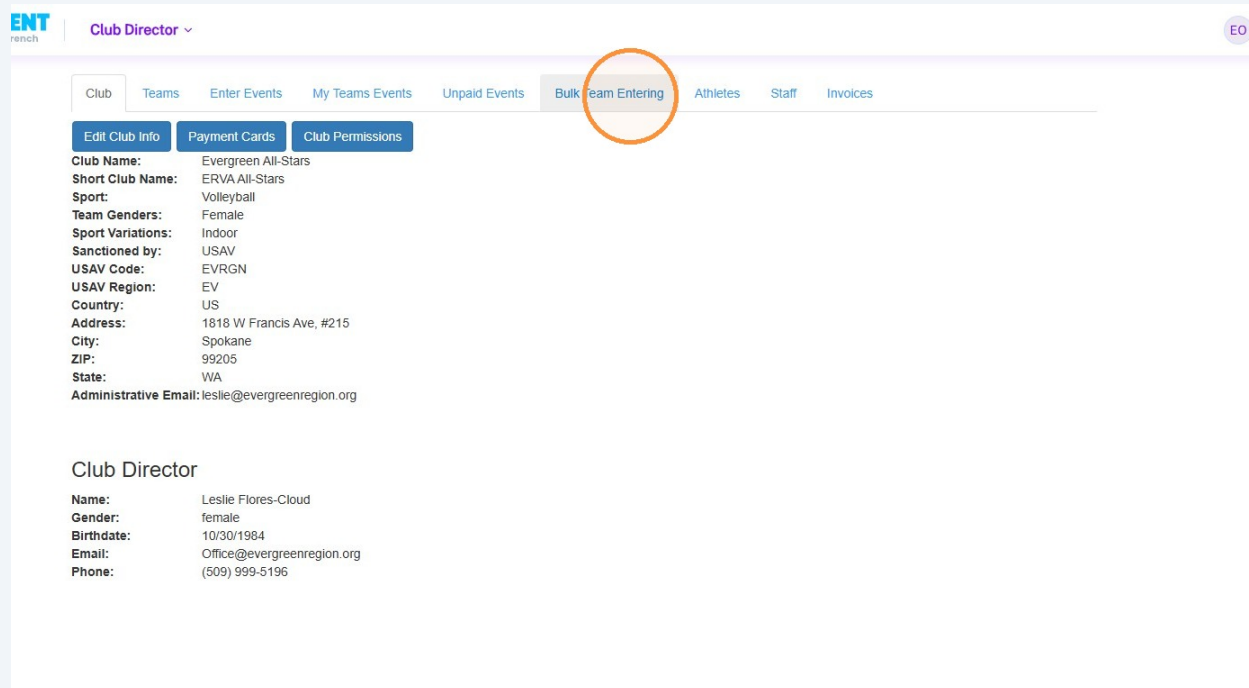
Club Name:	Evergreen All-Stars
Short Club Name:	ERVA All-Stars
Sport:	Volleyball
Team Genders:	Female
Sport Variations:	Indoor
Sanctioned by:	USAV
USAV Code:	EVGRN
USAV Region:	EV
Country:	US
Address:	1818 W Francis Ave, #215
City:	Spokane
ZIP:	99205
State:	WA
Administrative Email:	leslie@evergreenregion.org

Below the club details, there is a section for the Club Director:

Name:	Leslie Flores-Cloud
Gender:	female
Birthdate:	10/30/1984
Email:	Office@evergreenregion.org
Phone:	(509) 999-5196

Team Registration

2 Click "Bulk Team Entering"



ENTrench Club Director

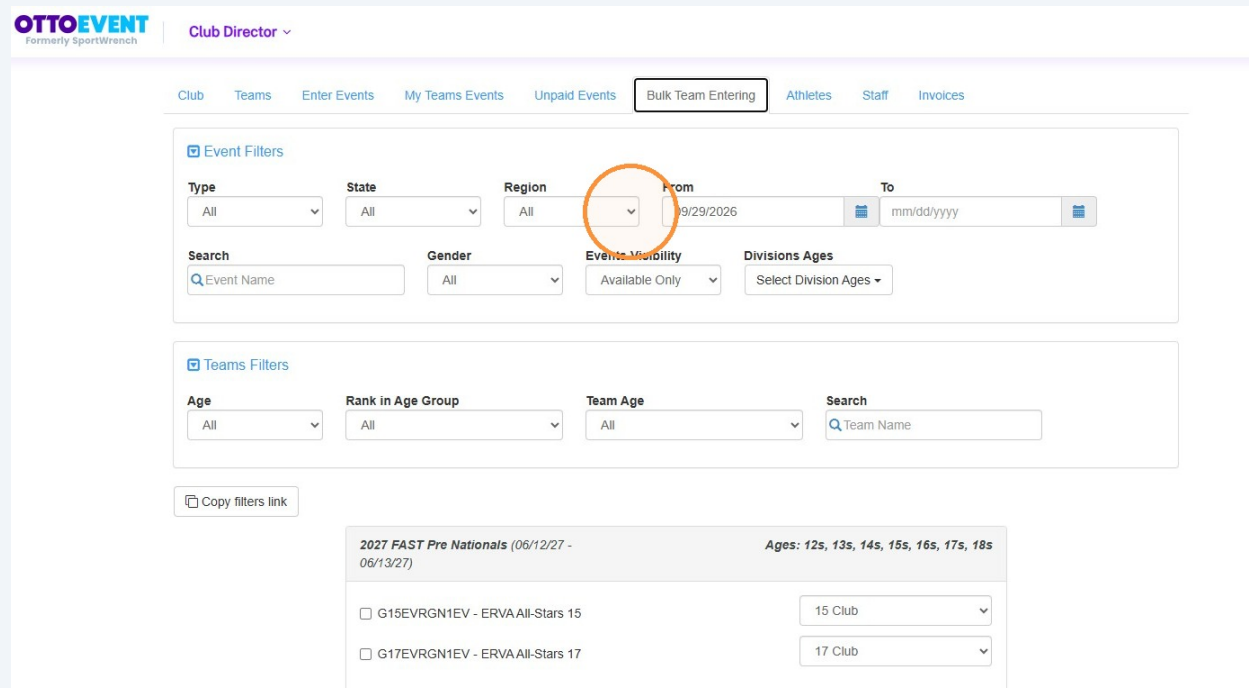
Club Teams Enter Events My Teams Events Unpaid Events **Bulk Team Entering** Athletes Staff Invoices

Edit Club Info Payment Cards Club Permissions

Club Name: Evergreen All-Stars
Short Club Name: ERVA All-Stars
Sport: Volleyball
Team Gender: Female
Sport Variations: Indoor
Sanctioned by: USAV
USAV Code: EVRGN
USAV Region: EV
Country: US
Address: 1818 W Francis Ave, #215
City: Spokane
ZIP: 99205
State: WA
Administrative Email: leslie@evergreenregion.org

Club Director
Name: Leslie Flores-Cloud
Gender: female
Birthdate: 10/30/1984
Email: Office@evergreenregion.org
Phone: (509) 999-5196

3 Use filters as desired



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Club Teams Enter Events My Teams Events Unpaid Events **Bulk Team Entering** Athletes Staff Invoices

Event Filters

Type: All State: All Region: All From: 9/29/2026 To: mm/dd/yyyy

Search: Event Name Gender: All Events Mobility: Available Only Divisions Ages: Select Division Ages

Teams Filters

Age: All Rank in Age Group: All Team Age: All Search: Team Name

Copy filters link

2027 FAST Pre Nationals (06/12/27 - 06/13/27) Ages: 12s, 13s, 14s, 15s, 16s, 17s, 18s

☐ G15EVRGN1EV - ERVA All-Stars 15 15 Club

☐ G17EVRGN1EV - ERVA All-Stars 17 17 Club

4 The teams & events you'd like to register for

Search Gender Events Visibility Divisions Ages

☒ Teams Filters

Age Rank in Age Group Team Age Search

26 ERVA TEST Tournament #2 (12/14/26 - 12/14/26) Ages: 12s, 14s, 16s, 18s

☐ G15EVRGN1EV - ERVA All-Stars 15

☐ G17EVRGN1EV - ERVA All-Stars 17

0 Teams Selected, \$0.00 2 Team(s) to select

26 ERVA TEST Tournament #1 (12/13/26 - 12/13/26) Ages: 12s, 14s, 16s, 18s

☐ G15EVRGN1EV - ERVA All-Stars 15

☐ G17EVRGN1EV - ERVA All-Stars 17

0 Teams Selected, \$0.00 2 Team(s) to select

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5 Select the G15EVRGN1EV - ERVA All-Stars 15 team for the second event.

☒ Teams Filters

Age Rank in Age Group Team Age Search

26 ERVA TEST Tournament #2 (12/14/26 - 12/14/26) Ages: 12s, 14s, 16s, 18s

☒ G15EVRGN1EV - ERVA All-Stars 15

☒ G17EVRGN1EV - ERVA All-Stars 17

2 Teams Selected, \$2.00 2 Team(s) to select

26 ERVA TEST Tournament #1 (12/13/26 - 12/13/26) Ages: 12s, 14s, 16s, 18s

☒ G15EVRGN1EV - ERVA All-Stars 15

☐ G17EVRGN1EV - ERVA All-Stars 17

1 Teams Selected, \$1.00 2 Team(s) to select

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6 Select the G17EVRGN1EV - ERVA All-Stars 17 team for the second event.

Teams Filters

Age: All Rank in Age Group: All Team Age: All Search:

[Copy filters link](#)

26 ERVA TEST Tournament #2 (12/14/26 - 12/14/26) **Ages: 12s, 14s, 16s, 18s**

☒ G15EVRGN1EV - ERVA All-Stars 15	16 Club
☒ G17EVRGN1EV - ERVA All-Stars 17	18 Club

2 Teams Selected, \$2.00 2 Team(s) to select

26 ERVA TEST Tournament #1 (12/13/26 - 12/13/26) **Ages: 12s, 14s, 16s, 18s**

☒ G15EVRGN1EV - ERVA All-Stars 15	16 Club
☒ G17EVRGN1EV - ERVA All-Stars 17	18 Club

2 Teams Selected, \$2.00 2 Team(s) to select

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7 Click "Register"

26 ERVA TEST Tournament #2 (12/14/26 - 12/14/26)

G15EVRGN1EV - ERVA All-Stars 15	16 Club
G17EVRGN1EV - ERVA All-Stars 17	18 Club

2 Teams Selected, \$2.00

26 ERVA TEST Tournament #1 (12/13/26 - 12/13/26)

G15EVRGN1EV - ERVA All-Stars 15	16 Club
G17EVRGN1EV - ERVA All-Stars 17	18 Club

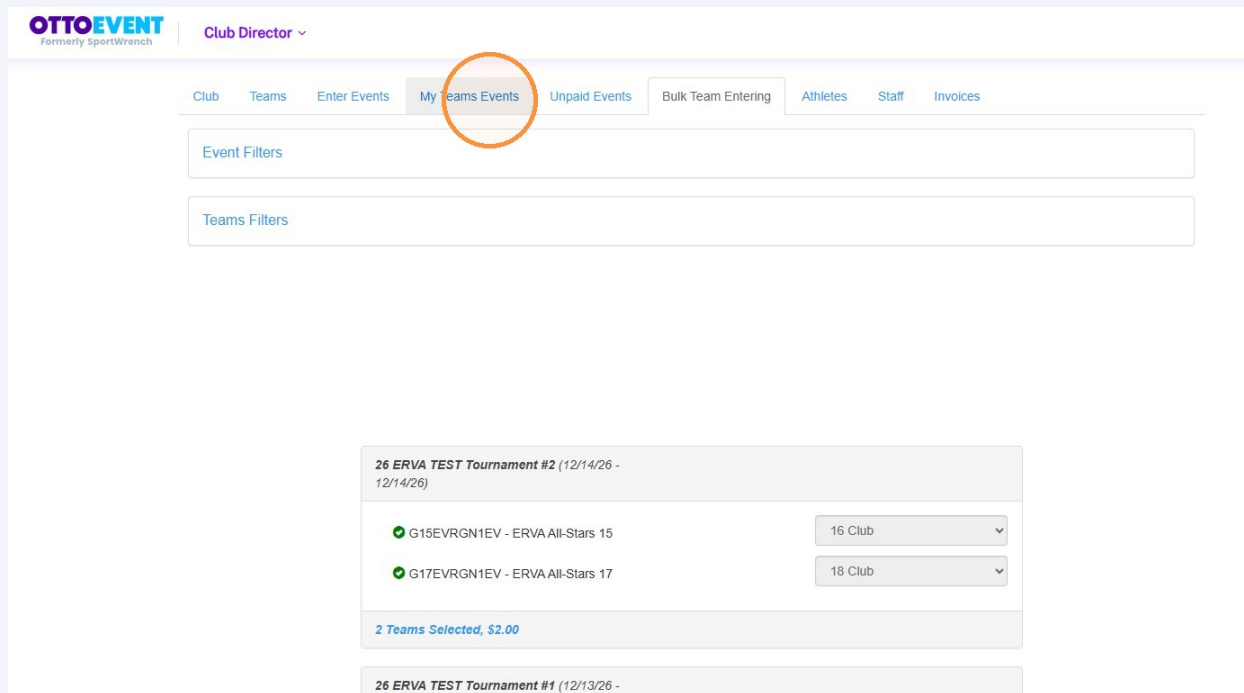
2 Teams Selected, \$2.00

[Back](#)

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Registration Verification

8 Click "My Teams Events"



Team Management

9

Click "Manage Teams" to view status

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Club Director ▾

Club Teams Enter Events **My Teams Events** Unpaid Events Bulk Team Entering Athletes Staff Invoices

	Name	Fee	City and State	Website	Date	Registration
2026 Events:						
Manage Teams	26 ERVA TEST Tournament #2	\$1.00	Liberty Lake WA	http://www.evergreenregion.org	12/14-12/14	09/14-12/12
Manage Teams	26 ERVA TEST Tournament #1	\$1.00	Liberty Lake WA	http://www.evergreenregion.org	12/13-12/13	09/14-12/12
2025 Events:						
Results	2025 USA All-Star Championships	\$1,450.00	Madison WI	https://badgervolleyball.org/...	07/24-07/27	01/16-06/01
2024 Events:						
Results	2024 USAV All-Star Championships	\$1,400.00	Des Moines IA	https://www.iowavbregion.org	07/18-07/21	03/01-06/15
2023 Events:						
Results	2023 USA All-Star Championships	\$1,400.00	Fort Lauderdale FL	https://www.floridavolleyball.org	07/20-07/23	01/03-06/07