

How To Remove A Pending Team From An Event



This guide provides a quick walkthrough for managing team registrations within the OttoEvent platform. Learn how to navigate the event management dashboard to effectively remove pending teams from your upcoming events.

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

Club

Teams

Enter Events

My Teams Events

Unpaid Events

Bulk Team Entering

Athletes

Staff

Invoices

26 ERVA TEST Tournament #1

Edit Club Info

Payment Cards

Club Permissions

Club Name:

Evergreen All-Stars

Short Club Name:

ERVA All-Stars

Sport:

Volleyball

Team Genders:

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

2 Click "My Teams Events"

The screenshot shows the OTTOEVENT Club Director interface. The 'My Teams Event' tab is highlighted with an orange circle. Below the tabs, there are buttons for 'Edit Club Info', 'Payment Cards', and 'Club Permissions'. The 'Club Name' is Evergreen All-Stars, and the 'Short Club Name' is ERVA All-Stars. The 'Sport' is Volleyball, and the 'Team Gender' is Female. The 'Sport Variations' is Indoor, and the 'Sanctioned by' is USAV. The 'USAV Code' is EVRGN, and the 'USAV Region' is EV. The 'Country' is US, and the 'Address' is 1818 W Francis Ave, #215. The 'City' is Spokane, 'ZIP' is 99205, and 'State' is WA. The 'Administrative Email' is leslie@evergreenregion.org.

Club Director

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

3 Click "Manage Teams"

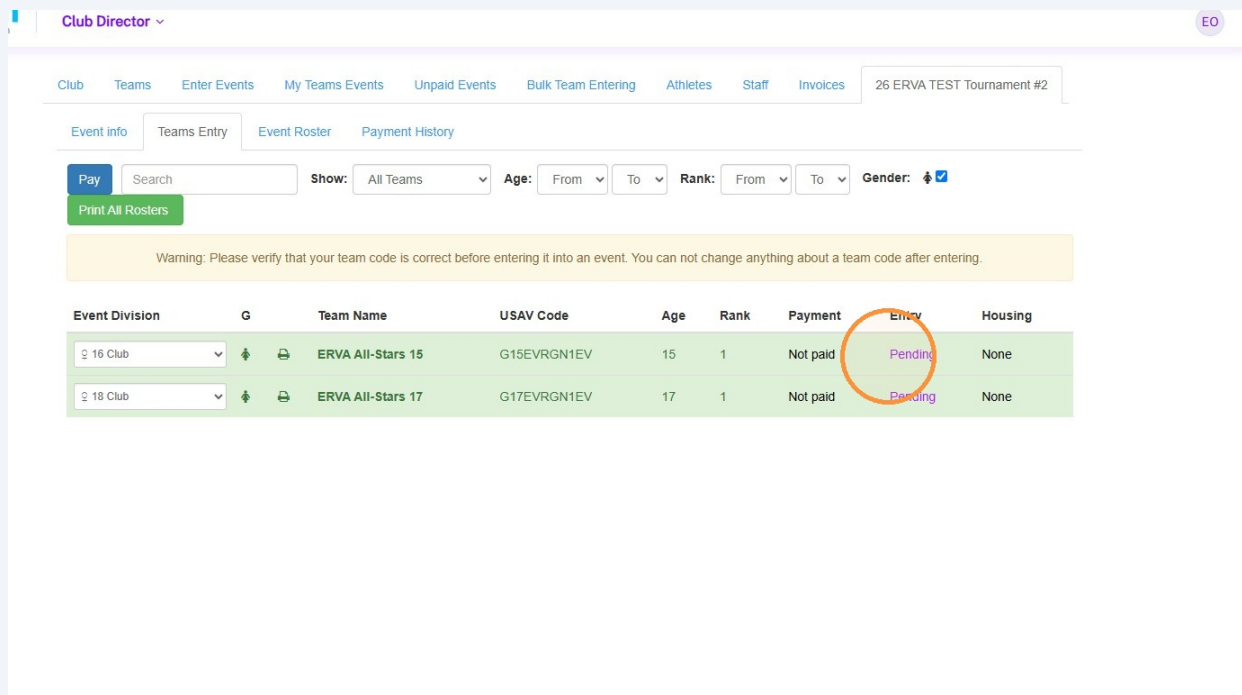
The screenshot shows the OTTOEVENT Club Director interface with the 'My Teams Events' tab selected. A table lists events with columns for Name, Fee, City and State, Website, Date, and Registration. The '2026 Events' section is highlighted with an orange circle, and the 'Manage Teams' button is also highlighted.

	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

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If status is listed as "Pending" proceed to the next step.

Waitlisted, Accepted or Declined you MUST contact the Tournament Host to change your event status.

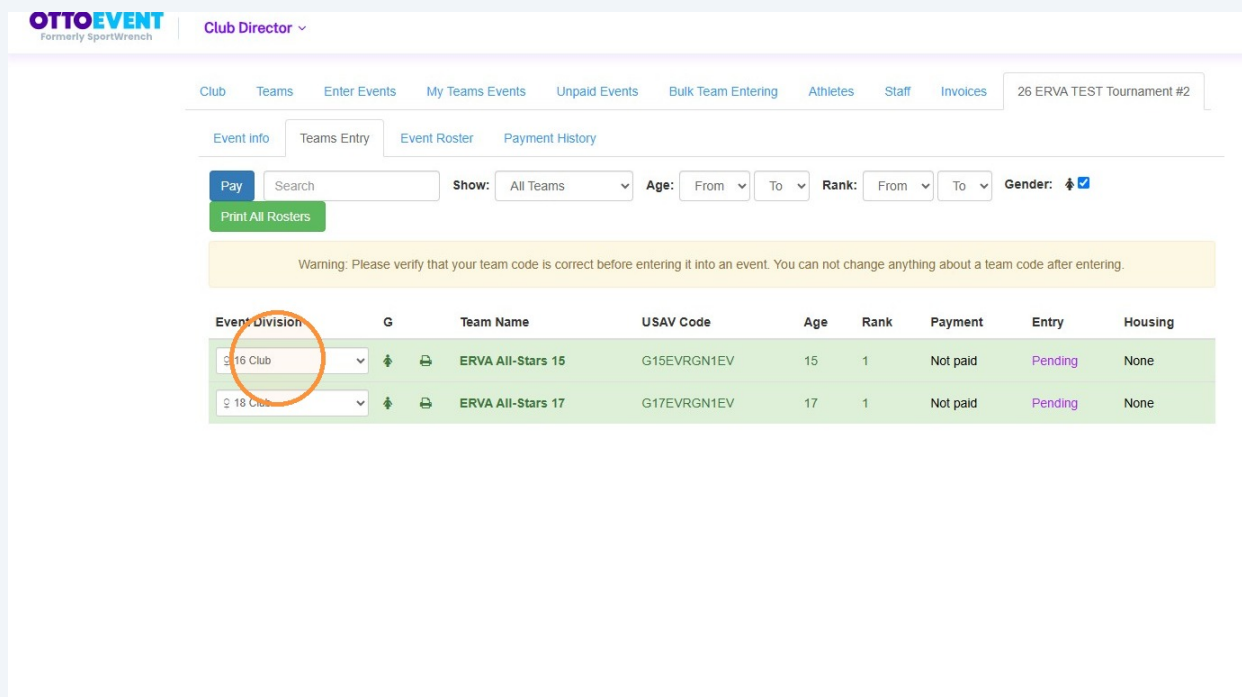


The screenshot shows the 'Club Director' interface for '26 ERVA TEST Tournament #2'. The 'Event Roster' tab is active. A table lists two teams: 'ERVA All-Stars 15' and 'ERVA All-Stars 17'. Both teams have a 'Pending' status in the 'Entry' column, which is circled in orange. The 'Payment' column for both teams is 'Not paid'.

Event Division	G	Team Name	USAV Code	Age	Rank	Payment	Entry	Housing
16 Club	♂	ERVA All-Stars 15	G15EVRGN1EV	15	1	Not paid	Pending	None
18 Club	♂	ERVA All-Stars 17	G17EVRGN1EV	17	1	Not paid	Pending	None

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Click the first team's Event Division dropdown and select NOT ENTERED to remove the team from the event.



The screenshot shows the same 'Club Director' interface. The 'Event Division' dropdown for the first team, 'ERVA All-Stars 15', is circled in orange. The dropdown menu is open, showing '16 Club' as the selected option. The 'Entry' column for both teams remains 'Pending'.

Event Division	G	Team Name	USAV Code	Age	Rank	Payment	Entry	Housing
16 Club	♂	ERVA All-Stars 15	G15EVRGN1EV	15	1	Not paid	Pending	None
18 Club	♂	ERVA All-Stars 17	G17EVRGN1EV	17	1	Not paid	Pending	None

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Click the second team's Event Division dropdown.

Club Teams Enter Events My Teams Events Unpaid Events Bulk Team Entering Athletes Staff Invoices 26 ERVA TEST Tournament #2

Event info Teams Entry Event Roster Payment History

Pay Search Show: All Teams Age: From To Rank: From To Gender: ☒

Print All Rosters

Warning: Please verify that your team code is correct before entering it into an event. You can not change anything about a team code after entering.

Event Division	G	Team Name	USAV Code	Age	Rank	Payment	Entry	Housing
Not entered		ERVA All-Stars 15	G15EVRGN1EV	15	1	Not paid	Pending	None
8 Club		ERVA All-Stars 17	G17EVRGN1EV	17	1	Not paid	Pending	None