

Guide to Required ACEL Documents

Updated 7.25.23

The ACEL uses a third-party document management system to store the following documents:

- Student Birth Certificates
- Student Grade Reports
- Current Team Rosters
- Gym Diagrams (required for volleyball & basketball participation)

The file management system used by the ACEL, Efilecabinet (Rubex), has changed names and is now Revver. Your login and password used last year for Rubex will still work for Revver.

Only the administrator and athletic director will be given invitations to log-in to Revver regardless of who is responsible for uploading the information in your organization.

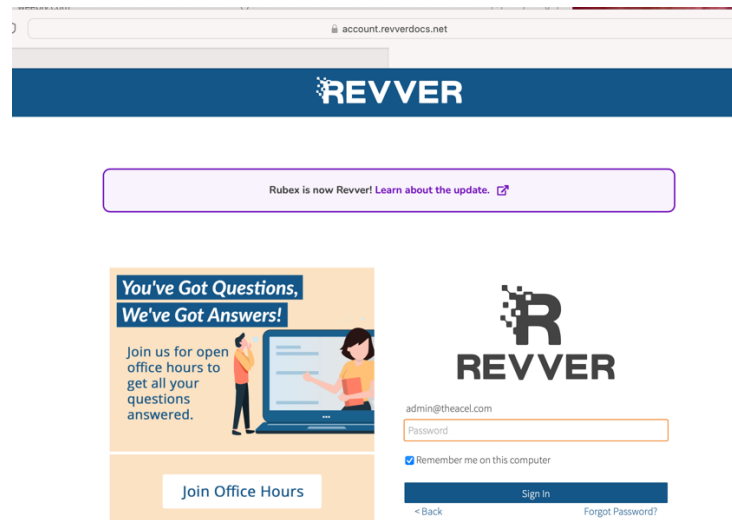
New ACEL Organizations or lost login/password

New ACEL Organizations should have received an email from Revver inviting you to log-in to the system and establish a password. These invitations are time sensitive so if yours has timed-out, email the Executive Director for a new one. If you have lost your password or are having other login issues, also email the ED.

Using Revver

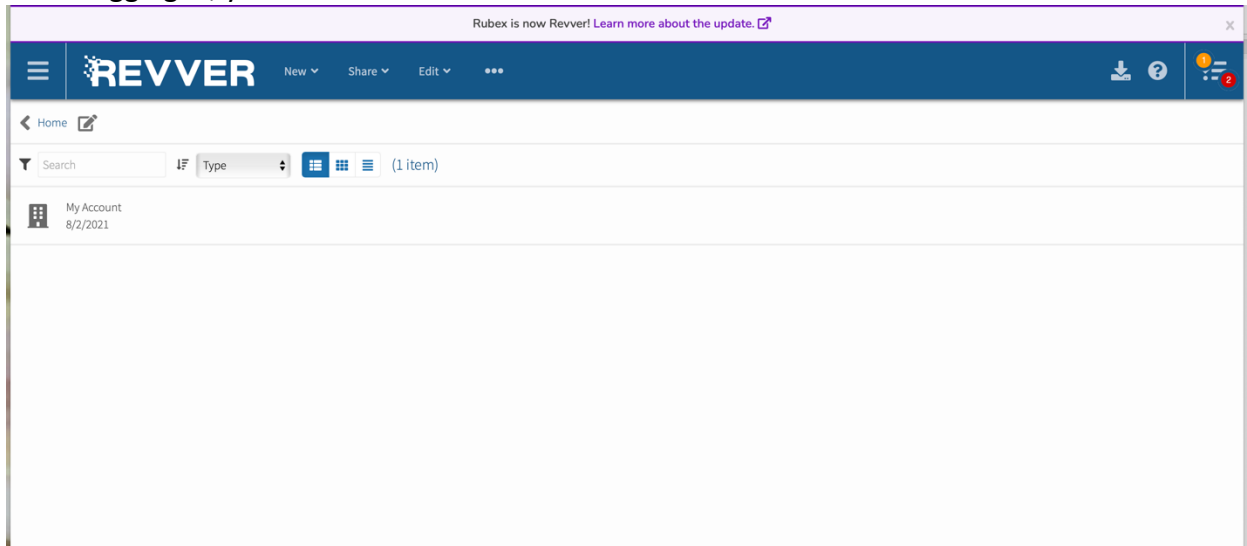
Revver login link: <https://account.revverdocs.net/#/auth/login>

You should see a screen like this:



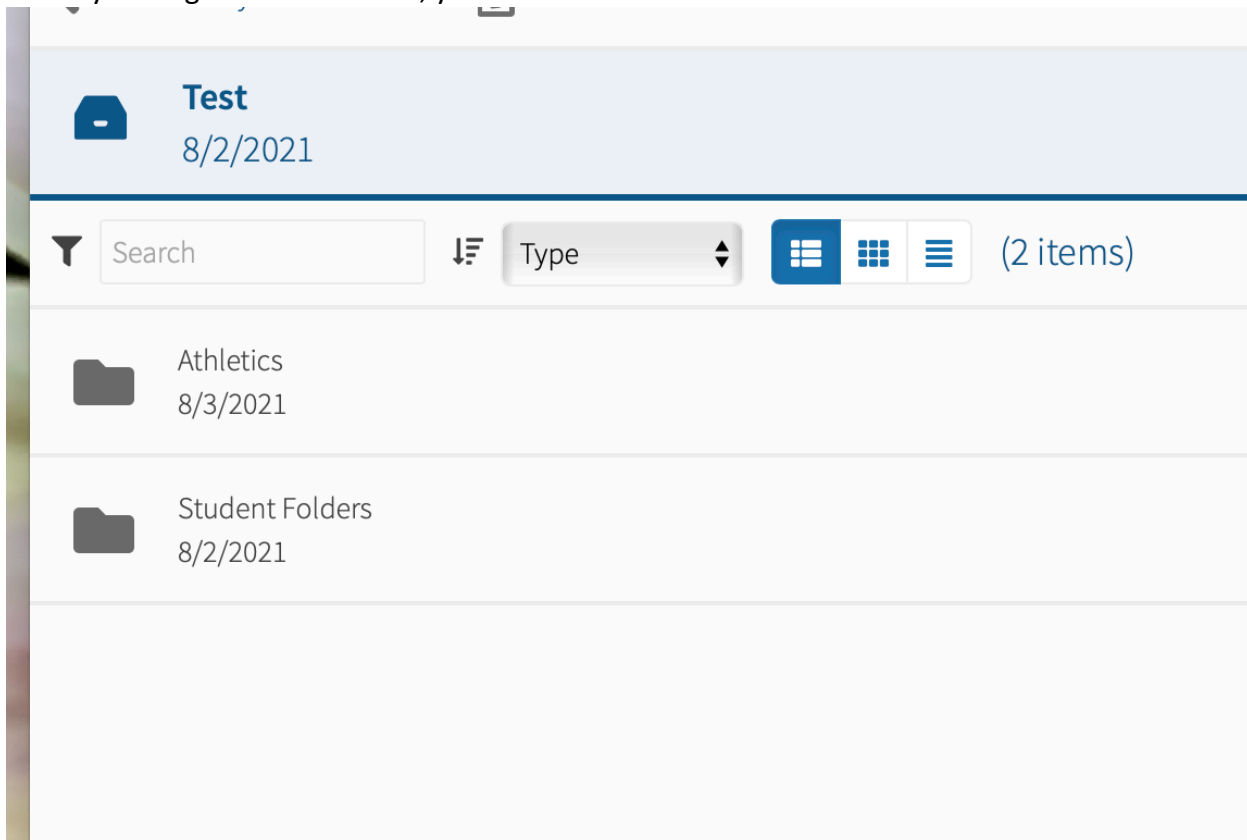
Enter you login and password.

After Logging in, your screen should resemble this:



Click on “My Account” to open your “filecabinet” and reveal the “drawers” that you have been granted access to. All Members should have access to drawers labeled “ACEL Member Records” and a drawer with your organization name.

Inside your organization drawer, you should have two folders: Athletics and Student Folders.



The Athletics Folder

Your athletics folder will be updated by the ED after you commit to each sport with a folder for that sport. Drag and drop rosters into the appropriate sport folder within your athletics folder. Make sure to name your rosters with the current date so that each roster iteration can be easily identified.

Gym diagrams should also be placed in the gym diagram folder within the athletics folder. Again, make sure to include the current date in the file name.

A blank roster form is available for download from the athletics folder as well.

Student Folders

Student folders will be created by the ED for each student labeled as “newly rostered” on your roster for each sport. Student folders cannot be created by the ED until your roster is uploaded to Revver. Once the roster is uploaded, the ED will create the required student folders and will notify you once they are completed.

Each student folder will have a folder for the birth certificate and a folder for the grade report. You will then need to drag and drop birth certificates and grades reports for each student into the appropriate folder. (Note: grade reports are only required for newly rostered athletes and should be the most recent grade report available. Athletes previously rostered by your organization do not need additional grade report submissions.)

Do not drop bulk records or combined documents for multiple students into Student Folders.

Documents for each student must be placed in the folder for that student.

Errors

If you discover an error in your student records, notify the ED as soon as possible.

Out Dated Student Records

Members cannot delete files from Revver. However, you can drag and drop folders as needed. Please drag and drop the student folders of any student no longer enrolled in your organization to the Archive folder.