2017/2018 Club Director – Club Administrator Instructions

These instructions will help you build the teams in your club for the current season. Before you are granted 'Club Administration' access, **you must complete a Club Activation Form; and become a current member** by registering, paying and have a cleared background screening. Once your access is granted, you will still LOGIN to the online system the same way you always have, but you will now see a **Club Administration** on the left-hand side of the screen. You can login using the ACCESS YOUR USA MEMBERSHIP HERE link on any page of our website, www.iavbreg.org.



Main Info – Profile Settings. This is the main information screen for your club. This information will be entered from your Club Activation Form by Region Administration. Check the data and make changes or add any additional information in the text box fields. Once any changes have been made click on <u>Update Club</u>. (Contact the Region Office if any of the read only information needs to be changed.) *Ignore the Club ID #; not used.* You use the 5 letter Club Code that is unique to your club along with your Club Name to identify your club for tournament entries on AES, TM2 Sign, etc. The Team Registrations tab is currently not used.

Member Home	Club - CEN	TRAL IOWA SELECT (ID:		
Member Area 🚯	CIUD - CEIN	INAL IONA SELECT (ID.		
USA Volleyball Events	Main Info Men	nbers Teams Team Registrat	ions	
Region Clinics 🚯		owa Region	Club Director:	
USAV Clinics 🚯		CENTRAL IOWA SELECT 1600 Park Ave	Phone: Web Address:	
Club Administration	C	Des Moines, IA 50321-1237	Email:	
My Club	Main Info New	- Profile Settings		
Club Profile				
Club Members			umber, email and website here. This information will be The text box fields can be updated at any time. All oth	
Member Cards		gion Administrator.	,	
Club Teams				
Team Rosters	Region:	Iowa Region	* Club Status: Ac	
Member Search	Club ID:		Reg. Club Tracking Code: SW	
Officials Search	Club Name: Club Code:	CENTRAL IOWA SELECT CISLT	Club Director: E Phone:	
	Address:	4600 Park Ave		
USAV Academy	Address2:		Fax:	
CONTINUE		Des Moines	Club Email:	
GODADDY VERIFIED & SECURED	City:		Web Address:	www
UERIFY SECURITY	State:	lowa •	Facebook Page:	
	Zip:	50321 - 1237	Twitter Handle:	
Webpoint	Country:	United States •		nior - Girls
<u>_</u>				ult - Co-Ed ult - Men 🗸
© 2015 USA Volleyball				idoor 🗘
			Update Club	

<u>Club Teams</u> (Teams) – This section lists all the teams (active teams at the top and inactive teams at the bottom) built for your club. You can activate or inactivate teams as needed (only Region staff can change ranks or names though). Once you know the teams you are going to have at each age level and their rank you can make them active in order of rank and create new teams as needed. This is especially important for clubs that have teams that are competing in National Qualifiers and Nationals. There is a National ranking system in effect and your team names and codes (includes ranking) need to remain the same throughout the season. The system does not let you change ranks on teams as you activate them. You will need to activate the correct teams and then send in the Team Reporting Form or email Carol, <u>carol@iavbreg.org</u>, with the correct rank for each team.

MEMBER HOME						
Member Area		AIGROUP TEST CLUB				
USAV & Region Events	Main Info		im Registrations			
CLUB ADMINISTRATION		Test Region		Club Director:	Dumbledore Aigroup1	
My Club		AIGROUP TEST CLUB		Phone:		
Club Profile	Address:	1140 Delaware Dr		Web Address:		
Club Members		Colorado Springs, CO 80	0909-4212	Email:	susan.barkley@usav.org]
Member Cards	Teams					New Te
Club Teams	View or admi	inister teams within a slub b	ana dagagading og the sular of i	our Degion, Use the New Tee	million to build a new team	n in this slub. T
Club Teams Team Rosters			here, depending on the rules of y	•		
	'New Team' b	outton will only appear for t	hose regions who allow Club Ad	ministrators to create new tea		
Team Rosters	'New Team' b	outton will only appear for t		ministrators to create new tea		
Team Rosters Team Assignment	'New Team' b	outton will only appear for t mation can be edited. To re	hose regions who allow Club Ad quest changes please contact yo	ministrators to create new tea our Region directly.	ms within their club. Once a t	team is created,
Team Rosters Team Assignment Member Search	'New Team' b	outton will only appear for t	hose regions who allow Club Ad	ministrators to create new tea		team is created, Team Fee Po
Team Rosters Team Assignment Member Search Officials Search	'New Team' b	outton will only appear for t mation can be edited. To re Team Name	hose regions who allow Club Ad quest changes please contact yo	ministrators to create new tea our Region directly.	ms within their club. Once a t	team is created,
Team Rosters Team Assignment Member Search Officials Search Support USA Volleyball	'New Team' b contact infor	outton will only appear for t mation can be edited. To re Team Name avenclaw	hose regions who allow Club Ad quest changes please contact yc Team Code	ministrators to create new tea our Region directly. Team Rep	ms within their club. Once a t Active	team is created, Team Fee Po
Team Rosters Team Assignment Member Search Officials Search Support USA Volleyball	'New Team' b contact inform Aigroup 13 Ro	outton will only appear for ti mation can be edited. To re Team Name avenclaw ryffindor	hose regions who allow Club Ad quest changes please contact yo Team Code FJ3AiTs11TEST	ministrators to create new tea our Region directly. Team Rep McGonagall Aigroup1	ms within their club. Once a Active ✓ Yes	team is created, Team Fee Po Yes
Team Rosters Team Assignment Member Search Officials Search Support USA Volleyball	'New Team' b contact inform Aigroup 13 Ro Aigroup 14 G	outton will only appear for ti mation can be edited. To re Team Name avenclaw ryffindor ogwarts	hose regions who allow Club Ad quest changes please contact yo Team Code FJ3AiTst1TEST FJ4AiTst1TEST	ministrators to create new tea our Region directly. Team Rep McGonagall Aigroup1 McGonagall Aigroup1	ms within their club. Once a t Active ✓ Yes ✓ Yes	team is created, Team Fee Po ✓ Yes ✓ Yes
Team Rosters Team Assignment Member Search Officials Search Support USA Volleyball	'New Team' b contact inform Aigroup 13 Rec Aigroup 14 Ge Aigroup 14 He Aigroup 12 De	outton will only appear for ti mation can be edited. To re Team Name avenclaw ryffindor ogwarts	hose regions who allow Club Ad quest changes please contact yo FJ3AiTst1TEST FJ4AiTst1TEST MJ4AiTst1TEST	ministrators to create new tea bur Region directly. Team Rep McGonagall Aigroup 1 McGonagall Aigroup 1 Dumbledore Aigroup 1	ms within their club. Once a t Active ✓ Yes ✓ Yes ✓ Yes	team is created Team Fee P ✓ Yes ✓ Yes ✓ Yes

- Teams can be made active or inactive from this tab by clicking on the team name. If you had a 13s team named Stars in your club last season; but this season the Stars will be a 14s team, the 13s team remains inactive and you need to create a new team at 14s. But, if you already have an inactive Stars 14s team you can just make it active again for the season. The team rep can be changed if needed.
- If you have a team at the level wanted; but it is age instead of grade or vice versa, you will just need to send the corrections to Carol by using the Team Reporting Form.
- Click on a Team Name to open the record for that team.

Team - Aigroup	14 Gryffindor (ID: 181489)		
Main Info Members	Players Registrations		
Update contact informat	ion specific to the team. A team contact	must be affiliated with the c	lub in order to be included in the drop down list.
Team Roster			
Club ID/Code:	115197 /	* Team Status:	Active
Team ID:	181489	* Team Rep:	McGonagall Aigroup1 🔽
Team Code:	FJ4AiTs†1TEST	Email:	
* Team Name:	Aigroup 14 Gryffindor	Division:	
* Team Type:	Junior	* Team Rank:	1
* Gender:	F		
* Level of Play:	J4	🗸 Team Fee Paid	
Second Level of Play:			
	_		
		Jpdate Team	

• You create a team by clicking on the **'New Team' button**. Once a team is created, only the Team Status, Team Rep and Email may be changed at the Club Admin level. To request changes please contact the Region Office. (The New Team button isn't available September through early November during the overlap of seasons.)

MEMBER HOME	Club - Al	IGROUP TEST CLUB	(ID· 115197)			
Member Area 🛛 🖸						
JSAV & Region Events 🖸	Main Info	Members Teams Tea	am Registrations			
LUB ADMINISTRATION	Region:	Test Region		Club Director:	Dumbledore Aigroup1	
My Club 🗖	Club:	AIGROUP TEST CLUB		Phone:		
Club Profile	Address:	1140 Delaware Dr		Web Address:		
Club Members		Colorado Springs, CO 8	0909-4212	Email:	susan.barkley@usav.org	
Member Cards	Teams					New Team
Club Teams	10 1 1			n i sa si ba m		
Club Teams Team Rosters			here, depending on the rules of y	•		
	'New Team' bu	utton will only appear for t	hose regions who allow Club Adr	ninistrators to create new team		
Team Rosters	'New Team' bu	utton will only appear for t		ninistrators to create new team		
Team Rosters Team Assignment	'New Team' bu	utton will only appear for t nation can be edited. To re	hose regions who allow Club Adr equest changes please contact yo	ninistrators to create new team ur Region directly.	s within their club. Once a	team is created, only
Team Rosters Team Assignment Member Search	'New Team' bu	utton will only appear for t	hose regions who allow Club Adr	ninistrators to create new team		
Team Rosters Team Assignment Member Search Officials Search	'New Team' bu	utton will only appear for t nation can be edited. To re Team Name	hose regions who allow Club Adr equest changes please contact yo	ninistrators to create new team ur Region directly.	s within their club. Once a	team is created, onl
Team Rosters Team Assignment Member Search Officials Search Support USA Volleyball	'New Team' bu contact inform	utton will only appear for t nation can be edited. To re Team Name venclow	hose regions who allow Club Adr equest changes please contact yo Team Code	ninistrators to create new team ur Region directly. Team Rep	s within their club. Once a Active	team is created, onl Team Fee Pd.
Feam Rosters Feam Assignment dember Search Officials Search Support USA Volleyball	New Team' bu contact inform Aigroup 13 Ray	utton will only appear for t nation can be edited. To re Team Name venclaw yffindor	those regions who allow Club Adr equest changes please contact yo Team Code FJ3AITshTEST	ninistrators to create new team ur Region directly. Team Rep McGonagall Aigroup1	s within their club. Once a Active Yes	team is created, onl Team Fee Pd. ✓ Yes
Feam Rosters Feam Assignment Member Search Officials Search Support USA Volleyball OFFICED & SECURED	'New Team' bu contact inform Aigroup 13 Ray Aigroup 14 Gry	utton will only appear for t nation can be edited. To re Team Name venclaw /ffindor gworts	those regions who allow Club Adr equest changes please contact yo Teem Code FJ3AiTshTEST FJ4AiTshTEST	ninistrators to create new team ur Region directly. Team Rep McGonagall Aigroup1 McGonagall Aigroup1	s within their club. Once a Active Yes Yes	team is created, on Team Fee Pd. ✓ Yes ✓ Yes

Add a new Tea	m	<u>^</u>
Update contact informat	tion specific to the team. A team co	ntact must be affiliated with the club in order to be included in the drop down list.
Club ID/Code:	115197 /	* Team Rep: Dumbledore Aigroup1 🗸
Team Code:		Email:
* Team Name:		Division: -Select One-
* Team Type:	-Select One- 🗸	* Team Rank: - Please select a Team Level and Gender -
* Gender:	Select One 🗸	
* Level of Play:	Select One 🗸	
Second Level of Play:		
		Add Team

Building a new team:

If you have an Inactive team at the correct playing level, you will make it Active instead of creating a new team and complete the team reporting form to have the name or age/grade changed. (You can change the Team Rep to the current one.) But if one doesn't exist you will select <u>Club Teams</u> under the Club Admin tab. On the right-hand side of the screen click the button that says <u>New Team</u> (if this doesn't appear the ability to create teams isn't turned on). A new window will open where you will enter the information for the new team.

- Enter Team Name (please use all capitals) example: use 15S, 15U or 151 for age teams & use 15G for grade teams.
- Select Team Type
- Select Gender of team
- Select Level of Play (J5 is 15s, etc.)
- Select Team Rep The Team Rep must be listed as a contact by Region staff before their name will be available in the drop down list. (Team Reps can be submitted to the Region Office using the Junior Team Reporting Form.)
- Enter email of the contact person for that team
- It is not necessary to Select a Division for your team (our region doesn't use this)
- Select Team Rank This is the rank of your club teams within the age division. Age teams start at 1 for each group. Grade teams start at A. The ranking starts over with age level 13U Red is #1, 13U Blue is #2, 14U Red is #1, etc.
- Click Add Team The team Code will populate based on the information entered in the fields and the new team will display on the Teams list.
- The name, type, level and rank cannot be changed except by Region staff. If you made a mistake, contact Carol to correct.
- You want to create team names such as 12u, 12s, 121 122 or 12 Pink, 12 Black with the Pink teams always the top ranked team at the age and Black as the 2nd rank team or vice versa. (Teams cannot be deleted once created.) If a team is entered incorrectly contact the Region Office and we can change the information so you don't need to create another team; and thus, add to your club list unnecessarily.
- Grade Level Teams. When creating a grade level team use a letter for the rank starting with A for the first grade team at that level. Grade teams are indicated by the playing level 12, 13, etc. and then G; 12G, 13G etc.
- If you have a To Be Determined team in your club and need to add a new team; you can contact Carol, <u>carol@iavbreg.org</u>, to have the team name added, age division updated and rank entered. TBD teams were created when a team was mistakenly created and not needed for that season. (Most TBD teams have been deleted.)

<u>Club Members</u> (Members) – This tab shows all members of the club. Click on a member's name to open their record. The list defaults to display Current members and may be filtered by any status – Current, Unpaid, Lapsed etc. Once a status is chosen the status can be pulled by Adult or Junior by clicking on the sub tab.



<u>Member Cards</u> – Use this tab to print Membership Cards for a particular team within the club or for the entire club membership.

MEMBER HOME	Member Card Search Inter	face			
Member Area	Member Cara search inter	lace			
USAV & Region Events	Club: AIGROUP TEST CLUB			Team: -Select One-	
CLUB ADMINISTRATION	You	may also select a team name from	Team List to see cards	Aigroup 13 Rave	indor
My Club	L			Aigroup 14 Hogw	
Club Profile					
Child Monda	Member Cards - AIGROUP TEST CLUB	(14 current members)			
Member Cards			BG Status: N/A		
Ship Teams			BG Exp: N/A		
Team Rosters					
Team Assignment		3167992			
Member Search	USA Volleybal	Ι.		USAVolleyball.	
Officials Search	Test Re	egion Membership Card			
Support USA Volleyball		2014 Season			
CODADDY VERIFIED & SECURED UBRIFY SECURITY	Name: Member #: Member Dates: Club Name:	Bellatrix Aigroup1 TEST2610891FOA14 LOP: UA 7/28/2014 - 10/31/2014 AIGROUP TEST CLUB	Commissioner:		
Powered by Webpoint		- Front -		- Back -	
	USAVolleybal	J. S167983	BG Status: Current BG Exp: 10/31/2015 SafeSport: ✓ Yes CAP Cert: IMPACT CAP Exp: N/A	USAVolleyball.	
		2014 Season			
	Name	Dumbledore Aiaroup1	1	1	

- If there are 100 or fewer club members, the initial display shows all membership cards, and a selection can be made to view cards for a single team (see image above).
- If there more than 100 club members, a selection must be made to view all membership cards or view cards for a single team (see image below).

MEMBER HOME	Member Card Search Interface
Member Area	
USAV & Region Events	Club: COLORADO JUNIORS Team: -Select One-
CLUB ADMINISTRATION	You may also select a team name from Team List to see cards for just that team
My Club	
Club Profile	View All Club Member Cards
Club Members	
Member Cards	Message from webpage
Club Teams	ivessage rom webpage
Team Rosters	
Team Assignment	Please indicate a team or select "View all Club Member Cards' to show all loo cards for this club.
Officials Search	
Member Search	
Support USA Volleyball	ОК

- All cards being printed will print three per page. Use "File" and "Print Preview" to select a specific page to print, or highlight a specific card and use "Print Selection" to print only that card.
- It is recommended to have the members print their own cards using their "Print Member Card" menu option.

Team Rosters – Team Roster Search is used to print various forms of rosters.

MEMBER HOME	Search Roster			
Member Area	Seurch Kosiel			
USAV & Region Events	Report Title:			
CLUB ADMINISTRATION	Basic Search Ieam B			
My Club	Basic Search <u>Team F</u>	tosters		
Club Profile	Division:	leams:		
Club Members	-Select One-	Aigroup 13 Ravenclaw		
Member Cards		Aigroup 14 Gryffindor Aigroup 14 Hogwarts		
Club Tourne		Aigroup Wizards		
Team Rosters	Gender:	Type:	Level of Play:	Team CT Code:
Team Assignment	C	Junior	UA	leam cr code.
Member Search	M	Adult	AA ^	
Officials Search	F		R V	
Support USA Volleyball			R	
	Roster Form:	Select One	~	
GODADDY VERIFIED & SECURED		Search Roste	ers	

- Selections can be made specifically by team or using a grouping method or query.
- To select multiple items, be sure to hold down the control key while clicking with the mouse.
- Select the Roster Form you would like to view use the Jr Tournament Entry Form.
- Click "Search Rosters" button.

	Search Roster
Search Roster	Report Title:
Report Title:	Basic Search Team Rosters
Basic Search Isam Rosters Division: Teams: Select One- Aigroup 13 Ravenclaw Aigroup 14 Gryffindor	Division: Teams: -Select One- Aigroup 13 Ravenclaw Aigroup 14 Gryffindor Aigroup 14 Hogwarts
Gender: Type: Level of Play: Team CT Code: Uanior Addult Addult AA R	Aigroup Wizards Gender: Type: Junior M F UA Adult Adult
Roster Form: Select One v Search Rosters	Roster Form: Select One Adult Roster Adult Tournament Entry Form Junior Roster Jr. Roster w/ Tourney Release Jr. Tournament Entry Form

<u>Team Rosters</u> – Basic Search is used to search for individuals based on roster assignment.

MEMBER HOME				
Member Area	Search Roster			
USAV & Region Events	кероп ние.			
CLUB ADMINISTRATION				
My Club	Basic Search Term Rosters			
Club Profile	Club:	AIGROUP TEST CLUB	Roster Status: Select One 🗸	Season: 2013/2014 🗸
Club Members	Teams:	Position:	Waivered Player: All	~
Member Cards	Aigroup 13 Ravenclaw	Player	Walvered Player. An	•
Chill T	Aigroup 14 Gryffindor	Head Coach		
Team Rosters	Aigroup 14 Hogwarts Aigroup Wizards	Asst. Coach Team Rep		
Term Anni gunnetti	Aigroup wizards	Team Rep		
Member Search	Team Gender: Select One 🗸	Team Type: Select One 🗸	Team Level of Play: Select One	Team CT Code:
Officials Search	Report Type:	List 🗸		
Support USA Volleyball	kepon type.			
	Report Template:	List Roster 🗸	Dis	play Rows: 20 🗸
GODADDY VERIFIED & SECURED	Group By:	Select One		Summary Only
UERIFS SECURITS				
	Order By 1: Select One 🗸	Order By 2: S	elect One 🗸	
Powered by		0	h Dastan	
Webpoint		Searc	h Rosters	

MEMBER HOME	List p	(7)					
Member Area	LIST R	oster, (7)				📜 Export	📉 Export 📄
USAV & Region Events		Position	Team	Contact	Phone	Email	Waivered
CLUB ADMINISTRATION	<u>,</u> ∕Edit	Player	Aigroup 14 Gryffindor	Ginny Aigroup1	susan.k	oarkley@usav.org	×
My Club		Player	Aigroup 14 Gryffindor	Hermione Aigroup1	susan.k	oarkley@usav.org	×
Club Profile		Head Coach	Aigroup 14 Gryffindor	James Aigroup1	susan.t	parkley@usav.org	×
Club Members Member Cards		Player	0 1 7	0		, 0	×
Club Teams	<u>/</u> Edit	Player	Aigroup 14 Gryffindor	Lavender Aigroup1		oarkley@usav.org	<u></u>

• Click on a member's name to open that member's record. The export buttons can be used to export standard member information to either a text or Excel file for the members on the list. The group email button (upper right corner) can be used to send a mass email (BCC) to the members on the list. If the same email is used for multiple records, an email will be sent for each record.

New symbols replacing ones above.

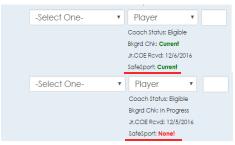
First one is a word export, second one excel export and the last one is the group email button.



<u>Team Assignment</u> – This is where you can assign multiple members to their respective rosters - team reps, coaches, players, chaperones. If you don't see this tab, then the access has not been turned on for the season. (Access isn't available September through early November during the overlap of seasons.)

MEMBER HOME	Assic	gn Members to Teo	ams (14)				
Member Area		er: 🗸					
USAV & Region Events							
CLUB ADMINISTRATION	The follo	wing are members needin	g Team assignment., (2013/2014)				
My Club							
Club Profile							
Club Members							
Member Cards			pers in your Club. Use the check boxes				
Club Teams			osition for each member. Enter a jerse				
gam Usetors			al Roster. Click the Assign Teams butt	on below to	process your assignments. On	ce an assignment has b	een
Team Assignment	submitte	ed, modifications can only	be made by a Region Administrator.				
Officials Search							TTL
Support USA Volleyball	Team Clu	ub: AIGROUP TEST CLUB					Add Tear
oupport o ort ronoy ban		Member ID	Name	Player Level	Team	Position	Jersey
GODADDY		TEST2610891FOA14	Bellatrix Aigroup1	UA	-Select One-	Player 🗸	
VERIFIED & SECURED UERIF9 SECURIT9		VIES12610671FOA14	1200 Cresta Rd	UA		Jr.COE Rovd; NO!	I
			Colorado Springs, CO 80906			57.00E KOVG. NOT	
	~	ZTEST2610885MOA14	James Aigroup 1	UA	Aigroup 14 Gryffindor 🗸	Head Coach 🗸	
Powered by			1 Lake Ave		rigitoop it offinition	Coach Status: Eligible	1
Webpoint			Colorado Springs, CO 80906			Bkgrd Chk: Current	
<u> </u>						Jr.COE Rovd: 7/28/2014	
	✓	ZTEST2610895FOJ14	Pansy Aigroup1	J4	Aigroup 14 Gryffindor 🗸	Player 🗸	03
			1200 W Cheyenne Rd			Jr.COE Rovd: NO!	1
			Colorado Springs, CO 80906				
	\checkmark	ZTEST2610887FOJ14	Hermione Aigroup1	J4	Aigroup 14 Gryffindor 🗸	Player 🗸	11
			1200 Cresta Rd			Jr.COE Rovd: NO!	
			Colorado Springs, CO 80906				
	✓	ZTEST2610890FJ14	Luna Aigroup1	J4	Aigroup 14 Gryffindor 🗸	Player 🗸	15
			4065 Sinton Rd Ste 200			Jr.COE Rovd: NO!	
			0-ll 00 20207				
			Colorado Springs, CO 80906			Jr.COE Rovd: NO!	
				12	-Select One-	Player	
		2TEST2610888FJ14	Ginny Aigroup1 1200 W Cheyenne Rd	13	-Select One-	Player	
			Colorado Springs, CO 80906			JF.COE Rovd: NO!	
			Colorado springs, CO 60906				

New in 2016/17: All adults need SafeSport to be added to a roster. Also, a coach may show as eligible; but still needs IMPACT certification and SafeSport to be added (adult as well as junior age assistant coaches).



If the list is on more than one page, you will want to click on the All button (otherwise you need to assign by page – you lose your entries if you change pages). Your team must be active/created before trying to assign team members.

You will see a screen that lists all members within the club that have not yet been assigned to a team.

- Check the box to the left of the member's name you want to assign
- Select the Team you want them assigned to from the team drop down list (the team must be active to show)
- Select the Position (role player, coach, asst. coach, etc.) this person will have for the team defaults to player.
- There isn't an official position; so, your adults that registered as a Parent (\$30) to be a referee or scorer needs to be added as a Chaperone for their role.
- Add Jersey # for players (Single digit #s may be entered without a leading zero.)
- Once all selections are made click Assign Teams

Welcome Wicdona	gail - This is A TEST ACCOUNT:
MEMBER HOME	Assign Members to Teams (10)
Member Area	
USAV & Region Events	Gender: - 🗸
CLUB ADMINISTRATION	The following are members needing Team assignment., (2013/2014)
My Club	
Club Profile	
Club Members	
Member Cards	Below is a list of unassigned members in your Club. Use the check boxes to the left of the Member ID to select members to be assigned to a Team.
Club Teams	Select the presenting from and Basilian for each member Enter a sey number for each player USING A LEADING ZERO for single digit numbers to
Team Rosters	allow for p
Team Assignment	submitted,
Member Search	Selected Members successfully assigned to Teams.
Officials Search	Team Club: Add Team
Support USA Volleyball	Player
	All OK Level Team Position Jersey #
GODADDY VERIFIED & SECURED	UA -Select One- V Player V
UERIFY SECURITY	1200 Cresta Rd Jr.COE Rovd: NO!

- The screen refreshes to only display current club members who have not yet been assigned to a team, with a popup notice that the team assignments were successful. If there were any issues with a team assignment, a pop-up error would display and the problem would be described at the top of the screen.
- Error example below is trying to add a J4/14s player to a 13s team. You cannot add someone to a team that is too old to play on that team. If the player is a waivered player for a 13s/7th grade team, you must complete a Waiver Form for Grade or Gender Teams online and Region staff will add them to the team upon approval. (The link is found on the website Forms: Club Directors.)

IEMBER HOME	Assign A	Nembers to Tec	ams (10)				
Member Area 🔹	Gender:						
JSAV & Region Events							
LUB ADMINISTRATION	THE FOLLOWI	NG ERRORS OCCURREN	D:				
My Club							
Club Profile		sign Padma Aigroup					
Club Members	(You may n	ot assign this Junior	Player to this Team, (Player level	of J4 is too high).)			
Member Cards							
Club Teams							
Team Rosters							
Team Assignment							
Member Search		· · · · · ·	ers in your Club. Use the check box				
Officials Search Support USA Volleyball		· · · ·	osition for each member. Enter a jer al Roster. Click the Assign Teams bu		· ·		
GODADDY ®	submitted, m	odifications can only	be made by a Region Administrator				
VERIFIED & SECURED VERIFIS SECURITS	Team Club: A	IGROUP TEST CLUB					Add Te
VERIFED & SECURED VERIFS SECURITS	Team Club: A	IGROUP TEST CLUB Member ID	Name	Player Level	Team	Position	Add Te
Powered by Webpoint			Name Bellatrix Aigroup 1 1200 Cresta Rd Colorado Springs, CO 80906			Position Player Jr.COE Rovd: NO!	
Powered by		Member ID	Bellatrix Aigroup1 1200 Cresta Rd	Level UA -Select (Player 🗸	
Powered by		Member ID ST2610891FOA14 Message from webpage Error! Not all assign	Bellatrix Aigroup 1 1200 Cresta Rd Colorado Springs, CO 80906	Level UA -Select (One- 🗸	Player	

• Before you can add <u>any adult staff</u> (18 years) to a roster their **Background Status MUST be Current** and they **MUST have signed the Junior Club Personnel Code of Ethics**. Both are completed online during the registration process when they indicate they will be working with a junior program. If they didn't indicate they were working with a junior program at the time of registration they can login to their membership and complete the background screening by clicking on the Submit Background Screen (expand Member Area on left to find). And the Jr COE can be completed online by logging in and clicking on the link on the initial screen; or they will need to sign a hard copy of the form and mail or fax it to the Region Office. (It can be found on the Forms: Membership page of the website.)



- Junior members already 18 yrs of age registering to be an assistant coach will need to complete their registration (*still register as junior member*), logout and login again to do the background screening and Code of Ethics by clicking on the links above.
- Junior members (17 & under) registering to be an assistant coach will need to submit a hard copy of the Code of Ethics signed by them as well as a parent or guardian to the Region Office before they can be assigned to a roster. Only the signed 2nd page needs to be sent in. It can be scanned and emailed to <u>carol@iavbreg.org</u>, faxed to 515-727-1861 or mailed to the Region Office.
- If you are unable to add a player to a roster that is the correct age; they may have a membership that doesn't allow them to be on a tournament roster. For example: Limited League only members paid a reduced fee and aren't allowed on tournament teams. If they are on a league team, then you must submit a League only waiver form and Region Staff will add them to the roster. If they have the membership and need a full membership their parent or guardian will need to contact the region office to pay the additional fee. Once paid Carol will have to ask National staff to change their membership to a full member.
- Enter the Jersey number (right side of screen). Single digit numbers should be entered without a leading zero. Remember that **0** and **00** are not legal numbers.
- Click Assign Teams

Having problems adding an Adult to Rosters from the Team Assign tab?

Mark Begey PEARL CITY POWER VB ASSOC UA	-Select One-	Player Coach Status: Eligible Bkgrd Chk: Current
Alissa Castle PEARL CITY POWER VB ASSOC UA	-Select One-	Jr.COE Revd: 11/10/2016 SafeSport: None!
		Coach Status: Eligible Bkgrd Chk: Current Jr.COE Rcvd: 11/6/2016 SafeSport: Current

- Alissa can be assigned to a junior roster as a coach since her Coach status is Eligible, her Bkgrd Chk is Current, her Jr COE was Recd 11/6/16 and her SafeSport is Current.
- Mark cannot be added to a junior roster yet since he doesn't have SafeSport certification.
- Had either one not marked a coach with a junior club then their Jr COE Recd would have said NO. They would have to login to their membership and click on the link to electronically sign the form.

	Kristy Engelkes	QC- LANCERS	UA	-Select One-	•	Player •	
FOA15						Bkgrd Chk: Current	
L						Jr.COE Rovd: NO!	

- Kristy marked she was a Team Rep with an adult club not a junior club and the system didn't make her sign the Jr Club Personnel Code of Ethics. She will need to login to her membership and sign the form before she can be added to a roster as the team rep.
- If Kristy also wanted to be a coach in addition to a team rep she would have to sign the Jr COE. Once she had the Jr COE signed you would need to contact Carol so she could manually make her eligible as a coach.

To complete the Jr COE or Background Screening after registering the individual needs to login and use the appropriate link.

MEMBER HOME	Thank you for logging in!
Member Area 🛛 🗖	,
Member Profile	Welcome to the Members Only Area of the USA Volleyball web site!
Renew Membership	TO APPLY FOR YOUR MEMBERSHIP ONLINE CLICK HERE
Print Member Card	TO AFFLI FOR TOOR MEMBERSHIF ONLINE CLICK <u>HERE</u>
Print Wemper Commission	Click Here to submit a USAV Junior Club Personnel Code of Ethics agreement
Submit Background Screen	
Account Settings	
USAV & Region Events	Please use the following links as needed to print copies for your files and/or to meet region requirements.

You won't get the option to add a member as a team rep, coach or chaperone (ref/scorer) if they haven't completed all requirements.

Adding club members using the Add Club Member to Team tab:

Members can also be added to teams by clicking on Club Teams – Teams tab, finding the team you want and click on the Players tab. Use the <u>Add Club Member to Team</u> button on the right. Click on the button and you will get a drop down list of all current members of the club. (If an individual is current, but not eligible as noted above you still will not be able to add them to the roster.)

• To add Adults to multiple rosters (for example the Club Director as Team Rep for all teams) you will need to use this method after they have been assigned to their first roster. (This includes adults already assigned as a player on an adult roster.)

USAV & Region Eve	nts Main Info	Members <u>Icams</u> Te					
CLUB ADMINISTRAT		Test Region		Club Direc	or:		
My Club	Club:	AIGROUP TEST CLUB		Phone:			
Club Profile	Address:	1140 Delaware Dr		Web Addre			
Club Members		Colorado Springs, CO	80909-4212	Email:	SUS	an.barkley@usav.org	
Member Cards	Teams						New Team
Club Teams Team Rosters Team Assignment Member Search	'New Team'	button will only appear for	b here, depending on the rules r those regions who allow Club request changes please contac	Administrators to crea			
Officials Search							
Support USA Volley	ball	Team Name	Team Code	e T	eam Rep	Active	Team Fee Pd.
	Aigroup 13 R	avenclaw	FJ3AiTst1TEST	McGonagall Ai	group1	🗸 Yes	🗸 Yes
GODADDY VERIFIED & SECURED	Aigroup 14 G	Gryffindor	FJ4AiTst1TEST	McGonagall Ai	group1	🗸 Yes	🗸 Yes
UERIF9 SECURIT9	Aigroup 14 H	ogwarts	MJ4AiTst1TEST	Dumbledore Aig	group1	🗸 Yes	🗸 Yes
	Aigroup Wize	ards	CAAitst1TEST	Dumbledore Ai	roup1	🗸 Yes	× No
n - Aigroup 14 to <u>Players</u> Reg oster		(ID: 181489)	Head Coa	ch:	Ja	mes Aigroup1	
oster AIGROUP T	trations EST CLUB	(ID: 181489)	Head Coa Mgr:	ch:	DL	mes Aigroup 1	
fo <u>Players</u> Reg DSTE, AIGROUP TI Aigroup 14	strations EST CLUB Gryffindor		Mgr:				Tadd Club Momb
fo <u>Players</u> Reg Site: AlGROUP II Aigroup 14 2005/2006	strations EST CLUB Gryffindor	(ID: 181489)	Mgr:				
fo Players Rep oster, AIGROUP II Aigroup 14 2005/2006	trations EST CLUB Gryffindor 2006/2007 20	2008/2009	Mgr: 9 2009/2010 2010/20	2011/2012	2012/2013 2	013/2014	
fo Players Rep oster, AIGROUP II Aigroup 14 2005/2006	trations EST CLUB Gryffindor 2006/2007 20 club members fo the Player tab in	007/2008 2008/2009 or this team. Click the formation only.	Mgr:	2011/2012	2012/2013 2	013/2014	
AIGROUP II Aigroup 14 2005/2006 S vers tab displays the ship record and edit	trations EST CLUB Gryffindor 2006/2007 20 club members fo	007/2008 2008/2009 or this team. Click the formation only.	Mgr: 9 2009/2010 2010/20	mber's name to vie	2012/2013 2	013/2014 the team. Click t	the member's name
fo Players Reg AIGROUP II Aigroup 14 2005/2006 s ers tab displays the ship record and edit James Aigroup 1	trations EST CLUB Gryffindor 2006/2007 20 club members fo the Player tab in	007/2008 2008/2009 or this team. Click the formation only.	Mgr: 9 2009/2010 2010/20	mber's name to vier Birthdate 3/31/1960	2012/2013 2	013/2014 the team. Click t Position Head Coach	the member's name
AlgROUP TI Aigroup 14 Aigroup 14 25 2005/2006 rs tab displays the hip record and edit	trations EST CLUB Gryffindor 2006/2007 20 club members fo the Player tab in	007/2008 2008/2009 or this team. Click the formation only.	Mgr: 9 2009/2010 2010/20	mber's name to vie	2012/2013 2	013/2014 the team. Click t	the member's name
AlGROUP TI Algroup 14 Aigroup 14 2005/2006 rs tab displays the hip record and edit	trations EST CLUB Gryffindor 2006/2007 20 club members fo the Player tab in	007/2008 2008/2009 or this team. Click the formation only.	Mgr: 9 2009/2010 2010/20	mber's name to vier Birthdate 3/31/1960	2012/2013 2	013/2014 the team. Click t Position Head Coach	the member's name
AlgROUP TI AlgROUP TI Algroup 14 2005/2006 rs tab displays the hip record and edit ames Algroup 1 ansy Algroup 1 lermione Algroup 1	trations EST CLUB Gryffindor 2006/2007 20 club members fo the Player tab in	007/2008 2008/2009 or this team. Click the formation only.	Mgr: 9 2009/2010 2010/20	Birthdate 3/31/1960 1/30/2000	2012/2013 2	013/2014 the team. Click t Position Head Coach Player	the member's name
AIGROUP TI AIGROUP TI Aigroup 14 2005/2006 S vers tab displays the	trations EST CLUB Gryffindor 2006/2007 20 club members fo the Player tab in	007/2008 2008/2009 or this team. Click the formation only.	Mgr: 9 2009/2010 2010/20	Birthdate 3/31/1960 1/30/2000 7/26/2000	2012/2013 2	D13/2014 the team. Click t Position Head Coach Player Player	the member's name

• Use the pop-up box to add club members to a team. Use the drop down menus to select the club member and position. Click "Add Team Member" to complete the process.

Add Team I	Member
Season:	2013/2014
Team:	Aigroup 14 Gryffindor
Name:	Padma Aigroup1 🗸
Position:	Player 🗸
Player No:	13
Status:	Active/OK
	Add Team Member

Main Info eam Ros								
ub:	AIGROUP TEST CLUB			н	ead Coach:	Jan	nes Aigroup1	
am:	Aigroup 14 Gryffinde	or		M	gr:			
2004/200			2008/2009	2009/2010	2010/2011 2011/2012	2012/2013 <u>20</u>	13/2014 Add	Club Member To Te
Rosters								
	. ,	er tab information			Rithdata		Porition	Status
		Name	oniy.		Birthdate		Position	Status
	ames Aigroup 1		ony.		Birthdate 3/31/1960		Position Head Coach	Status OK
<mark>PEdit</mark> - Jo								
Zedit - Jo Zedit - Po	ames Aigroup1				3/31/1960	-	Head Coach	ОК
PEdit - Jo PEdit - Po PEdit - H	ames Aigroup1 ansy Aigroup1				3/31/1960 1/30/2000		Head Coach Player	ОК ОК
PEdit - Jo PEdit - Po PEdit - H PEdit - Lu	ames Aigroup1 ansy Aigroup1 ermione Aigroup1				3/31/1960 1/30/2000 7/26/2000		Head Coach Player Player	ок ок ок
/Edit - Jo /Edit - Po /Edit - H /Edit - Lo /Edit - Lo	ames Aigroup1 ansy Aigroup1 ermione Aigroup1 una Aigroup1				3/31/1960 1/30/2000 7/26/2000 6/25/2000		Head Coach Player Player Player	ок ок ок

- Team Reps need to be added to the members list, just not on the top of the official roster. If they are also a coach, they can be added with both roles or just as a coach.
- All teams need to have a Head Coach listed. Head coaches need to be an adult member. Junior age coaches can only be assistant coaches (the head coach with junior assistant coaches must be 21 years of age or older). Junior age coaches must be 2 years older than the team they are working with.

Player Movement

Junior members can only be assigned to one roster at a time. To reassign a junior member to another roster in the club go the Player tab of the team they are on and click on the Edit button. Click on Delete Team Member. A warning will appear; click OK to continue or Cancel to leave the member on the roster. Once they are removed from the roster they can be reassigned to another roster using the Add Club Member to Team tab (explained above).

Team - Aig	group 14 Gryffindor (ID: 181489)			
Main Info Ma Team Roster Club: Team:	AlgRoup Test CLUB Algroup 14 Gryffindor	Head Coach: Mgr:	James Aigroup1	
	Agroup 14 Grynnidol 005/2006 2006/2007 2007/2008 2008/2009	2009/2010 2010/2011 2011/2012 2012/2013	2013/2014	Club Member To Tean
Rosters				
	ord and edit the Player tab information only.	lit Button next to the member's name to view their statu		
Fdit - James A	Name	Birthdate 3/31/1960	Position Head Coach	Status OK
Zedit - Pansy Ai		1/30/2000	Player	OK
ZEdit - Hermion		7/26/2000	Player	ОК
it Team Me	ember 2013/2014	^		
:	Aigroup 14 Gryffindor	Mes	sage from webpage	L
e: on: r No: aivered Player	Pansy Aigroup1		? Are you sure you wish to	delete this Roster?
s:	Active/OK	am Member	ОК	Cance

If you need to move waivered players between rosters you will need to contact the Region Office for help. You can
delete them from the current roster, but staff needs to add them to the new roster unless they are being assigned to
an age appropriate team. If you then need them reassigned to the original team as a waivered player you will need
to send a request to Carol. (Instead of moving waivered players or several players, you can print a copy of their
official roster to attach to the back of the playing team's official roster and check which players are participating at
check in.)

Jersey Number Modification

If you need to modify a player's jersey number go to the Players tab of the team and click the Edit button next to their name. Once you have modified the number click the <u>Update Team Member</u> button.

• Only Region Staff can enter or modify uniform numbers for waivered players.

Edit Team Men	nber	Edit Team A	Member		
Season:	2013/2014	Season:	2013/2014		
Team:	Aigroup 14 Gryffindor	Team:	Aigroup 14 Gryffin	dor	
Name:	Pansy Aigroup1 🗸	Name:	Pansy Aigroup1	~	
Position:	Player 🗸	Position:	Player V		
Player No:	03	Player No:		•	
🗙 Waivered Player		× Waivered Playe	er 🗸		
Status:	Active/OK	Status:	Active/04		
Update	Team Member Delete Team Member	Upda	ate Team Member	Delete Team Member	

One Day Member Additions

- One day members (fill in player) cannot be added to the official roster list. Instead, they need to print out the first page of their membership confirmation showing them Pending (paid) for the date or their membership card (only available on the date). The confirmation or the member card is then attached to the back of the official roster and their information (name, USAV #, Y if referee or scorer certified) is hand written on the official roster.
- QC affiliated clubs borrowing players from other QC clubs use the same procedure. The player's card will show
 they are in a QC affiliated club. QC clubs may only share/borrow players with other lowa QC clubs when
 participating in lowa Region sanctioned Gold or Silver tournaments no qualifiers for Nationals or Nationals. The
 player's club director needs to okay.

ADULTS ABLE TO PRINT ROSTERS

Any adult member may view and print any active roster to which he/she is assigned. So club administrators can make last minute changes to the rosters and have their team rep or coach login to their membership to print out the official roster to take to their tournament. When logged in the member expands the Member Area and clicks on Member Profile.

MEMBER HOME Member Area	Thank you for logging in! Welcome to the Members Only Area of the USA Volleyball web site!
Renew Membership	TO APPLY FOR YOUR MEMBERSHIP ONLINE CLICK HERE
Print Member Card	
Print Member Confirmation	Goach Information
Submit Background Screen	
Account Settings	
USAV & Region Events 🗖	Please use the following links as needed to print copies for your files and/or to meet region requirements.
Region Coaching Clinics	
Region Ref/Score Clinics	USAV Junior Club Personnel Code of Ethics
Club Tryouts	USAV Waiver & Release of Liability; USAV Participant Code of Conduct; Use Agreement
Region HP Tryouts	

• They click on the Team Rosters tab and then the red Team Roster button to the left of their active team.

Main Info Membershi is Ieam R	osters Degistra	tions Other Info				
Name:	Aigroup1, Jo			Member ID:	TEST2610885N	AOA14
Address:	1 Lake Ave			Assigned Region:	Test Region	
	Colorado Sp	orings, CO 80906-4269		Mbrship Region:	Test Region	
Current C	ertifications/BG S	creening		Club:	AIGROUP TES	T CLUB
Level/Type		Status	Exp Date	Membership Type:	Other Memb	ership (Adult)
SafeSport	Current			Membership Status:	Current (Exp.	10/31/2014)
IMPACT	Current			Email:	susan.barkley	@usav.org
Test Region Background Screening Fee	Current		10/31/2015	Birth Date:	3/31/1960	
				Level Of Play:	UA	
Season		Т	íeam	P	osition	Status
Team Roster 2013/2)14	Aiaroup 14 Gryffindor	r	Head Coac	h	OK

- They can view and print any active roster to which he/she is assigned.
- The roster that shows is different than the one Jr Tournament Entry Form; but is acceptable for tournament entry. In most cases it will print to two pages currently (can try saying no margins or reducing size).

DUI	DURANT 14U THUNDER - Team Roster										
Tourna	ournament Site: Tournament Date:										
Club: (Club: QC- DURANT VBC Team Rep: Denise Ahrens										
	DURANT Code: FJ										
Region	Division:										
E∨ent	Division Entered:			L							
#	Pos	Name	USAV #	Coach Status	Coach Cert.	Ref	Score	Mbr Stat			

MY CLUB – MEMBER SEARCH

MEMBER HOME	Member Search Officials Se	arch			
Member Area	Use this screen to select a speci	fic group of membe	ers within your club. Remember to choo	ose all appropriate fields for your search. The	results on the
USAV & Region Events	next screen can be used for exp				
CLUB ADMINISTRATION					
My Club					
Club Profile	Member ID:	First Name:	Last Name:		
Club Members	Email:				
Member Cards	Lindii.				
Club Teams	Has Email: All 🗸		Birth Date: From: To:		
Team Rosters	UA				
Member Search	AA ^		Gender: Either V		
Wember Search	Level of Play: R				
Support USA Volleyball					
Support USA Volleyball	Membership Information				
	Membership Status: Current 🗸		Membership Group: All	✓ Chaperone Status: No ✓	
GODADDY VERIFIED & SECURED					
UERIF9 SECURIT9	Start Date: From:	To:			
	Exp. Date: From:	To:			
Powered by	Marshaukin Online.		_		
Webpoint	Membership Option: One-Event Beach Membership JR	R Camp			
<u> </u>	Test - 8 & Under		^		
	TEST - SB - Upgrade to Junior R TEST - upgrade from one day to		∼		
	Background Screening Informa	tion			
	Screening Status: Select One	\sim			
	Background Screening Expirati	on Date: From:	To:		
	Coaching Information				
	Coach Status: N/A 🗸		Impact Certified: Either V	Current Coach Level:	
			•	SafeSport	
				Background Screening Supplemental Background Screening	
				IMPACT	
	Location Information				
	City:		-CAN	Zip:	
			-INTL ^		
			State: AK		
	Country Select One	~			
	Report Type:		List 🗸		
	Report Template:		Membership Info 🔽	Display Rows:	20 🗸
	Group By:		Select One	Summary Only	
	Order By 1: Select One	~	Order By 2: Select One	~	
			Search Contacts		

- The Member Search screen is used to select a member or group of members within the club. Choose all appropriate fields for the search. The search results can be used for export and/or email purposes.
- In this section, you will be able to look for information for your club. For example, you can check if your coaches
 have completed their requirements and are eligible to be put on rosters; or your club member's membership status
 current, lapsed, unpaid or pending. (A pending member in this list may have been registered online by Region
 staff without all signatures received or a single event registrant whose membership date hasn't happened yet.) After
 creating your search requirements click on Search Contacts to bring up the list.

MEMBER HOME Member Area	Li	st Contacts, (14)	📜 Expor	rt 🔀 Export 🛇							
USAV & Region Events	The	e export buttons can be used to export standard member information to either a text or Excel file for the members listed below. The group email									
CLUB ADMINISTRATION	butt	tton (upper right corner) can be used to send a mass email (BCC) to those members listed here. If the same email is used for multiple records, an									
		mail will be sent for each record.									
My Club	ema	il will be sent for each re	ecord.								
My Club Club Profile	ema	il will be sent for each re	ecord.								
Club Profile	ema										
. –	ema	il will be sent for each re Name	ecord. Address	Phone	Email/Birthdate	Member Status					
Club Profile Club Members	ema			Phone	Email/Birthdate susan.barkley@usav.org	Member Status Current					

 The export buttons can be used to export standard member information to either a text or Excel file for the members on the list. The group email button (upper right corner) can be used to send a mass email (BCC) to the members on the list. If the same email is used for multiple records, an email will be sent for each record.

New symbols replacing ones above.

First one is a word export, second one excel export and the last one is the group email button.



MY CLUB – OFFICIALS SEARCH

MEMBER HOME	Member Searc Offic	ials Search				
Member Area	Officials Coache.					
USAV & Region Events	First Name:					
CLUB ADMINISTRATION						
My Club	Last Name:					
Club Profile	Region:	Test Region				
Club Members	Club:	115197, AIGRO	UP TEST CLUB	Team:	Select One	
Member Cards	Status:	Select One	~			
Club Teams		le ste st one				
Team Rosters	Certification Option: Test Region Lowest-Rankin	n Referee		Certification Type: Junior National Referee		
Team Assignment	Test Region Junior Referee	^		National Referee		
Member Search	Test Region Provisional Ref Test Region Regional Refer			National Scorer Zonal Beach Referee		
Officials Search	Test Region Regional Refer	ee		Zonal Beach Referee		
Support USA Volleyball	Start Date	From:	To:	End Date	From: To:	
	Dues Paid Date	From:	To:	Clinic Date	From: To:	
VERIFIED & SECURED	Natl. Clinic Date	From:	То:	Natl. Clinic Location:		
UERIFY SECURITY	BG Screening Date Submit			Screening Status: Select One	V	
Powered by	In Good Standing:	Either 🗸		Interested in Officiating for Pay:	Either V	
Webpoint	Has Contractor Agreemen	nt: Either 🗸		Has Regional Contractor Agreeme	ent: Either 🗸	
	State:	Select One 🗸				

 Officials Search tab takes you to a screen where you can check if your members have completed the officiating requirements. You can search by Certification Option – IA Junior Referee and IA Junior Scorer. Choose all appropriate fields for the search. The search results can be used for export and/or email purposes.

OFFICIALS SEARCH – COACHES

Member Home	Member Search Onicipis Search	
Member Area	Officials Coaches	
USA Volleyball Events	First Name	
Region Clinics	Last Name:	
USAV Clinics	Region:	Iowa Region
Club Administration	Club:	118119, CENTRAL IOWA SELECT
My Club	Team:	Select One 🔹
Club Profile	Status:	Select One
Club Members	Certification Type:	SafeSport
Member Cards		IMPACT CAP I
Club Teams		CAP II -
Team Rosters	Start Date	From: Start Date From To: Start Date To
Member Search	End Date	From: End Date From To: End Date To
Officials Search	Regional Continuing Education Tracking Date	From: End Date From To: End Date To
USAV Academy	No Continuing Education Tracking Date Background Screening Date Submitted: From: Screening Date To: Screening Date SafeSport Certified: Either •	Screening Status: Select One PA Screening: Either
OENPS SECONIS	Sea	arch Contacts

• Click on the **Coaches** tab to look up information about your coaches – Membership Status, Impact certified, background screening status or SafeSport certified. (*SafeSport certification shows on the official rosters now.*)

VIEWING A MEMBER'S RECORD – CLUB ADMIN Club Admins may view limited areas of the record for members of the club. Club Admins may edit some of the fields on the Other Info – Player Info screen.

Member Area					
USAV & Region Events	Main Info	Members Teams Team Reg			
CLUB ADMINISTRATION	Region:	Test Region	Club Directo	pr: Dumbledore Aigroup1	
My Club	Club:	AIGROUP TEST CLUB	Phone:		
Club Profile	Address:	1140 Delaware Dr	Web Addres		
Club Members		Colorado Springs, CO 80909-42	212 Email:	susan.barkley@usav.org	
Member Card	Curren	Club Members, (14)		🔼 Export	🔀 Export
Club Teams					and and out
Team Rosters		Groups Adult Memberships Ju	unior Memberships		
Team Assignment	Membership	Status: Current			
Member Search	View inform	ation about your club members. Or	nly Current club members may be added to a t	eam roster. By clicking on the member	r's name vou can
Officials Search	view person	al information in the member's rec	ord. The export buttons can be used to export	t standard member information to eith	er a Text or Excel
Support USA Volleyball	file. The gro	up email button can be used to ser	nd a mass email to those members listed here.		
GODADDY VERIFIED & SECURED	Member I	D Name	Membership	Birth Date	Email/Phone
UERIFS SECURITS	2610891	Bellatrix Aigroup 1	Test Region - Other Adult	4/1/1950 susan.bar	kley@usav.org
		1200 Cresta Rd	Current		

• The Main Info tab displays the basic contact information for the member.

James Aigroup1 - (Member ID: 2610885)							
Main Info Mmberships	Team Rosters Registratio	ns Other Info					
Legal Name:	James Aigroup1	Contact ID:	2610885				
Preferred Name:		Member ID:	TEST2610885MOA14				
(If different than Legal Name)		Assigned Region:	Test Region				
Maiden Name:		Mbrship Region:	Test Region				
Former Name:		Club:	AIGROUP TEST CLUB				
Address:	1 Lake Ave	Membership Type:	Other Membership (Adult)				
Address (continued):		Membership Status:	Current (Exp. 10/31/2014)				
Address (continued):							
City:	Colorado Springs	Email:	susan.barkley@usav.org				
State:	Colorado	Home Ph:	, .				
Zip:	80906 - 4269	Work Ph:					

• The Memberships tab displays the Membership History information for the member.

Main I no Memberships Term Ros	ters Registrations O	ther Info			
Name:	Aigroup1, James		Member ID:	TEST2610885MO	A14
Address:	1 Lake Ave		Assigned Region:	Test Region	
	Colorado Springs, CO	80906-4269	Mbrship Region:	Test Region	
Current Ce	ertifications/BG Screening		Club:	AIGROUP TEST C	LUB
Level/Type	Status	Exp Date	Membership Type:	Other Membersh	nip (Adult)
SafeSport	Current		Membership Status	: Current (Exp. 10/	31/2014)
MPACT	Current		Email:	susan.barkley@u	sav.org
est Region Background Screening Fee	Current	10/31/2015	Birth Date:	3/31/1960	
			Level Of Play:	UA	
Membership History					
1	Aembership Type	Membership Dates	Region	Club	State
Otherste	embership (Adult)	7/28/2014 - 10/31/2014	Test Region AIC	ROUP TEST CLUB	Curren

• The Team Rosters tab displays the roster assignments for the member.

James Aigroup1 - (Membe	r ID: 261088	35)				N
Main Info Members ps <u>Team Rost</u>	<mark>ers</mark> Degistratio	ons Other Info				
Name:	Agroup1, Jan	nes		Member ID:	TEST2610885M	IOA14
Address:	1 Lake Ave			Assigned Region:	Test Region	
	Colorado Spri	ngs, CO 80906-4269		Mbrship Region:	Test Region	
Current Cer	lifications/BG Sci	reening		Club:	AIGROUP TEST	CLUB
Level/Type		Status	Exp Date	Membership Type:	Other Membe	ership (Adult)
SafeSport	Current			Membership Status:	Current (Exp.	10/31/2014)
IMPACT	Current			Email:	susan.barkley	@usav.org
Test Region Background Screening Fee	Current		10/31/2015	Birth Date:	3/31/1960	
				Level Of Play:	UA	
Season		т	eam	P	osition	Status
Team Roster 2013/2014		Aigroup 14 Gryffindor		Head Coad	:h	ок

• The Registrations tab displays any clinic registrations for the member.

Main Info Mer	mberships Team Ros	ters <u>Registrations</u> other Info			
Name:		Algherpt James		Member ID:	TEST2610885MOA14
Address:		1 Lake Ave		Assigned Region:	Test Region
		Colorado Springs, CO 80906-4269		Mbrship Region:	Test Region
	Current Cer	tifications/BG Screening		Club:	AIGROUP TEST CLUB
Le	vel/Type	Status	Exp Date	Membership Type:	Other Membership (Adult)
SafeSport		Current		Membership Status:	Current (Exp. 10/31/2014)
IMPACT		Current		Email:	susan.barkley@usav.org
Test Region Backg	round Screening Fee	Current	10/31/2015	Birth Date:	3/31/1960
				Level Of Play:	UA
Registrations					
Edit	Event	Reg. Date		Reg. Type	Status

OTHER INFO TAB The Other Info sub-tabs provide additional information for Club Admins relating to their club members. Club Admins may view the following: Player Info, Apparel Sizes, Coach Info, CAP Info, Official Info, Coach Info, CAP Info, Background Screening, and Parent Info.

OTHER INFO - PLAYER INFO

• Most fields in the Player Info sub-tab are editable by the member and the Club Admin.

Main Info Memberships Team Ros	ters Registrations O	ther Info		
Name:	Aigroup1, James		Member ID:	TEST2610885MOA14
Address:	1 Lake Ave		Assigned Region:	Test Region
	Colorado Springs, CO	80906-4269	Mbrship Region:	Test Region
Current Cer	ifications/BG Screening		Club:	AIGROUP TEST CLUB
Level/Type	Status	Exp Date	Membership Type:	Other Membership (Adult)
SafeSport	Current		Membership Status:	Current (Exp. 10/31/2014)
IMPACT	Current		Email:	susan.barkley@usav.org
Test Region Background Screening Fee	Current	10/31/2015	Birth Date:	3/31/1960
\frown			Level Of Play:	UA
Player Info Phayer I	CAP Info Official Inf	o Background Screening	Parent Info	
evel Of Play, 53 as of 9/1/2013	UA			
Height:		Appro	ach, (in inches, ie. 74"):
Right or Left Handed:		Block,	(in inches, ie. 74"):	
Reach, (in inches, ie. 74"):		Playin	g Position 1:	Select One 🗸
One Hand Reach, (in inches, ie. 74"):		Playin	g Position 2:	Select One 🗸
(wo Handed Reach, (in inches, ie. 74"):				
Educational Information				
Juniors Only				
High School:				
GPA:		* Weig	ghted GPA:	
HS Graduation Year:		Grade	e Level:	Select One
SAT Score:		ACT S	core (1-36):	
AT Verbal (200-800):			ath (200-800):	

OTHER INFO – APPAREL SIZES

• Most fields in the Apparel Info sub-tab are editable by the member and the Club Admin.

test kegion backgroona oereening tee	ouron	10/01/2010	pini pare.	0/01/1/00
\frown			Level Of Play:	UA
Player Ir to Apparel Sizes Coach Info	CAP Info Official Info	Background Screening	Parent Info	
Shirt Size:	Select One 🗸	Shoe Size:		Select One 🗸
Short Size:	Select One 🗸	Jersey Size:		Select One 🗸
Hat Size:		Waist:		
Warm up Jacket:	Select One 🗸	Inseam:		
Warm up Pant:	Select One 🗸	Spandex:		Select One 🗸
Indicated interests when joining:				
Jr_Coach,Jr_Chaperone				
	Edit	Contact Info		

OTHER INFO – PARENT INFO (Shown for a junior member.)

• New 2017-18: There is now a phone # box for the parent to fill in as they do the renewal.

Main Info	Memberships History User Info Team	Rosters Registrations Communication O	rder History Other Info
Name:	Aigroup1, Hermione	Member ID:	TEST2610887FOJ14
Address:	1200 Cresta Rd	Assigned Region:	Test Region
	Colorado Springs, CO 80906	Mbrship Region:	Test Region
		Club:	AIGROUP TEST CLUB
		Membership Type:	Other Membership (Junior)
		Membership Status:	Current (Exp. 10/31/2014)
		Email:	susan.barkley@usav.org
		Birth Date:	7/26/2000
		(14 as of 8/31/2014)-	
		(14 as of 8/31/2014)- Level Of Play:	J4
Player Info	Apparel Sizes Coach Info CAP Info Offic	· · · · · · · · · · · · · · · · · · ·	J4
	Apparel Sizes Coach Into CAP Info Office	Level Of Play-	J4 shalf of the minor to complete the registration process.
Ple	ease note: A Parent/Guardian must provide int	Level Of Play-	
Ple Parent c	ase note: A Parent/Guardian must provide int or Guardian's name:	Level Of Plays ial Info Background Screet ing Parent Info formation as well as read and do that terms of	
Ple Parent a * First:	ease note: A Parent/Guardian must provide int	Level Of Play-	
Ple	ase note: A Parent/Guardian must provide int or Guardian's name:	Level Of Plays ial Info Background Screet ing Parent Info formation as well as read and do that terms of	
Ple Parent a * First:	ase note: A Parent/Guardian must provide int or Guardian's name: Kelly	Level Of Play ial Info Background Scree ing Parent Info formation as well as read and as that terms of First:	
Ple Parent o * First: * Last: * Phone	ase note: A Parent/Guardian must provide int or Guardian's name: Kelly	Level of Plays ial Info Sackground Scree ing <u>Earen Linfo</u> formation as well as read and as <u>of terms of</u> First: Last:	
Ple Parent o * First: * Last: * Phone	ase note: A Parent/Guardian must provide int or Guardian's name: Kelly : : or Guardian's email address:	Level of Plays ial Info Sackground Scree ing <u>Earen Linfo</u> formation as well as read and as <u>of terms of</u> First: Last:	