

## 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](http://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 Update Club. (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  
Member Area  
USA Volleyball Events  
Region Clinics  
USA Clinics  
Club Administration  
My Club  
Club Profile  
Club Members  
Member Cards  
Club Teams  
Team Rosters  
Member Search  
Officials Search

Club - CENTRAL IOWA SELECT (ID: [REDACTED])

Main Info Members Teams Team Registrations

Region: Iowa Region  
Club: CENTRAL IOWA SELECT  
Address: 4600 Park Ave  
Des Moines, IA 50321-1237

Club Director:  
Phone:  
Web Address:  
Email:

Main Info **New!** Profile Settings

Maintain the club address, phone number, fax number, email and website here. This information will be used as the primary contact information for the club and may be posted on the region website. The text box fields can be updated at any time. All other fields are READ ONLY and can only be changed by a Region Administrator.

Region: Iowa Region  
Club ID: [REDACTED]  
Club Name: CENTRAL IOWA SELECT  
Club Code: CISLT  
Address: 4600 Park Ave  
Address2:  
City: Des Moines  
State: Iowa  
Zip: 50321 - 1237  
Country: United States

Club Status: Active  
Reg. Club Tracking Code: SW  
Club Director:  
Phone:  
Fax:  
Club Email:  
Web Address:  
Facebook Page:  
Twitter Handle:  
Club Type(s):  
Junior - Girls  
Adult - Co-Ed  
Adult - Men  
Indoor  
Outdoor

Update Club

**Club Teams (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, [carol@iavbreg.org](mailto:carol@iavbreg.org), with the correct rank for each team.**

**Club - AIGROUP TEST CLUB (ID: 115197)**

Region: Test Region  
 Club: AIGROUP TEST CLUB  
 Address: 1140 Delaware Dr  
 Colorado Springs, CO 80909-4212

Club Director: Dumbledore Aigroup1  
 Phone:  
 Web Address:  
 Email: susan.barkley@usav.org

**Teams** New Team

View or administer teams within a club here, depending on the rules of your Region. Use the 'New Team' button to build a new team in this club. The 'New Team' button will only appear for those regions who allow Club Administrators to create new teams within their club. Once a team is created, only contact information can be edited. To request changes please contact your Region directly.

Team Name	Team Code	Team Rep	Active	Team Fee Pd.
Aigroup 13 Ravenclaw	FJ3AItS11TEST	McGonagall Aigroup1	✓ Yes	✓ Yes
Aigroup 14 Gryffindor	FJ4AItS11TEST	McGonagall Aigroup1	✓ Yes	✓ Yes
Aigroup 14 Hogwarts	MJ4AItS11TEST	Dumbledore Aigroup1	✓ Yes	✓ Yes
Aigroup 12-Daisies	FJ2AItS4RM	regularadult Aigroup	✗ No	✗ No
Aigroup 13 Energizer Bunnies	FJ3AItS3RM	clubadmin Aigroup	✗ No	✗ No

- 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 information specific to the team. A team contact must be affiliated with the club in order to be included in the drop down list.

**Team Roster**

Club ID/Code: 115197 /  
 Team ID: 181489  
 Team Code: FJ4AItS11TEST  
 \* Team Name: Aigroup 14 Gryffindor  
 \* Team Type: Junior  
 \* Gender: F  
 \* Level of Play: J4  
 Second Level of Play:

\* Team Status: Active  
 \* Team Rep: McGonagall Aigroup1  
 Email:  
 Division:  
 \* Team Rank: 1  
 ✓ Team Fee Paid

**Update 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.)

**Club - AIGROUP TEST CLUB (ID: 115197)**

Region: Test Region  
 Club: AIGROUP TEST CLUB  
 Address: 1140 Delaware Dr  
 Colorado Springs, CO 80909-4212

Club Director: Dumbledore Aigroup1  
 Phone:  
 Web Address:  
 Email: susan.barkley@usav.org

**Teams** New Team

View or administer teams within a club here, depending on the rules of your Region. Use the 'New Team' button to build a new team in this club. The 'New Team' button will only appear for those regions who allow Club Administrators to create new teams within their club. Once a team is created, only contact information can be edited. To request changes please contact your Region directly.

Team Name	Team Code	Team Rep	Active	Team Fee Pd.
Aigroup 13 Ravenclaw	FJ3AItS11TEST	McGonagall Aigroup1	✓ Yes	✓ Yes
Aigroup 14 Gryffindor	FJ4AItS11TEST	McGonagall Aigroup1	✓ Yes	✓ Yes
Aigroup 14 Hogwarts	MJ4AItS11TEST	Dumbledore Aigroup1	✓ Yes	✓ Yes
Aigroup 12-Daisies	FJ2AItS4RM	regularadult Aigroup	✗ No	✗ No

**Building a new team:**

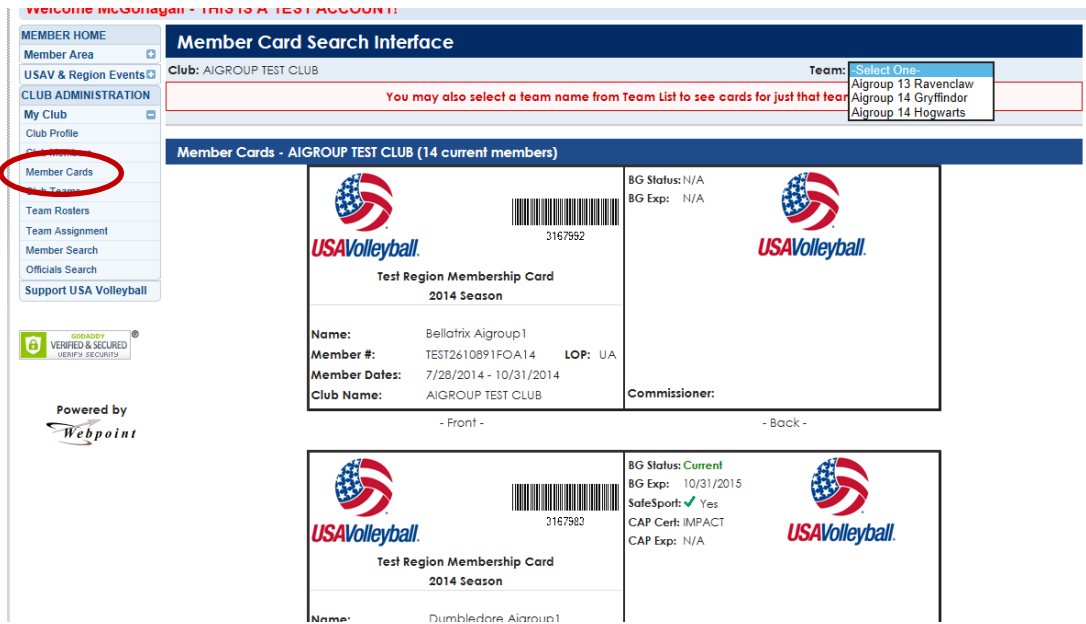
If you have an Inactive team at the correct playing level, you will make it Active instead of creating a new team and complete the team reporting form to have the name or age/grade changed. (You can change the Team Rep to the current one.) But if one doesn't exist you will select Club Teams under the Club Admin tab. On the right-hand side of the screen click the button that says New Team (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 2<sup>nd</sup> 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, [carol@iavbreg.org](mailto:carol@iavbreg.org), 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.)

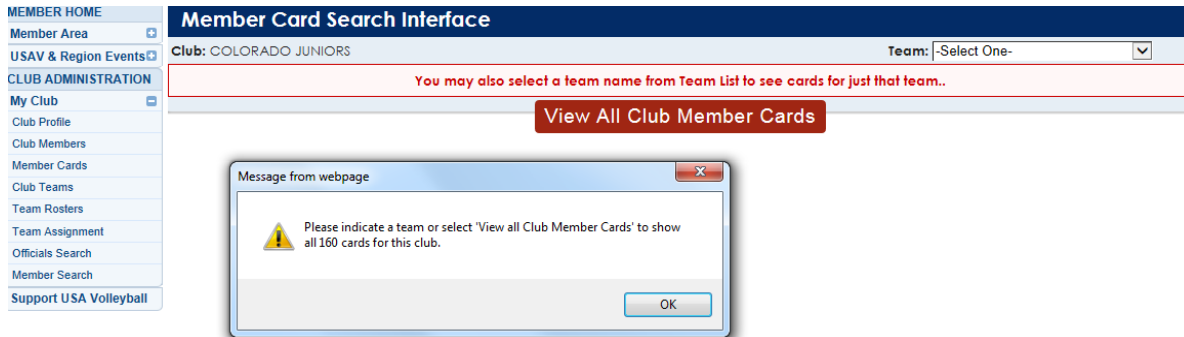
**Club Members (Members)** – This tab shows all members of the club. Click on a member's name to open their record. The list defaults to display Current members and may be filtered by any status – Current, Unpaid, Lapsed etc. Once a status is chosen the status can be pulled by Adult or Junior by clicking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

Member ID	Name	Membership	Birth Date	Email/Phone
2610891	Bellatrix Aigroup1 1200 Cresta Rd Colorado Springs, CO 80906	Test Region - Other Adult <b>Current</b> 7/28/2014-10/31/2014	4/1/1950	susan.barkley@usav.org
2610882	Dumbledore Aigroup1	TEST REGION - Adult Membership	12/28/1919	susan.barkley@usav.org

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

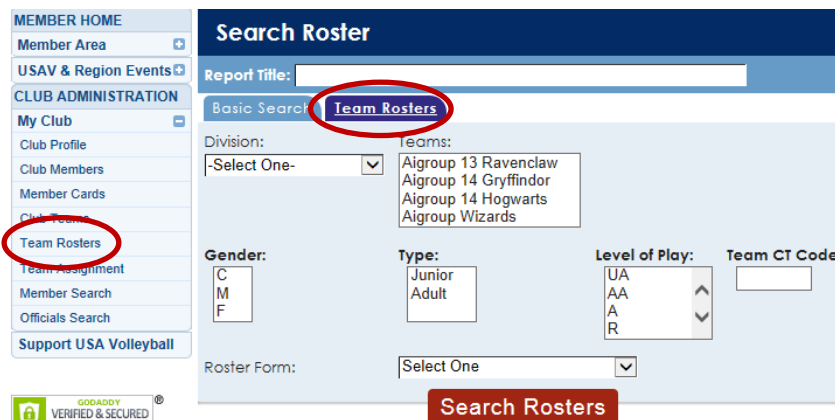


- If there are 100 or fewer club members, the initial display shows all membership cards, and a selection can be made to view cards for a single team (see image above).
- If there more than 100 club members, a selection must be made to view all membership cards or view cards for a single team (see image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

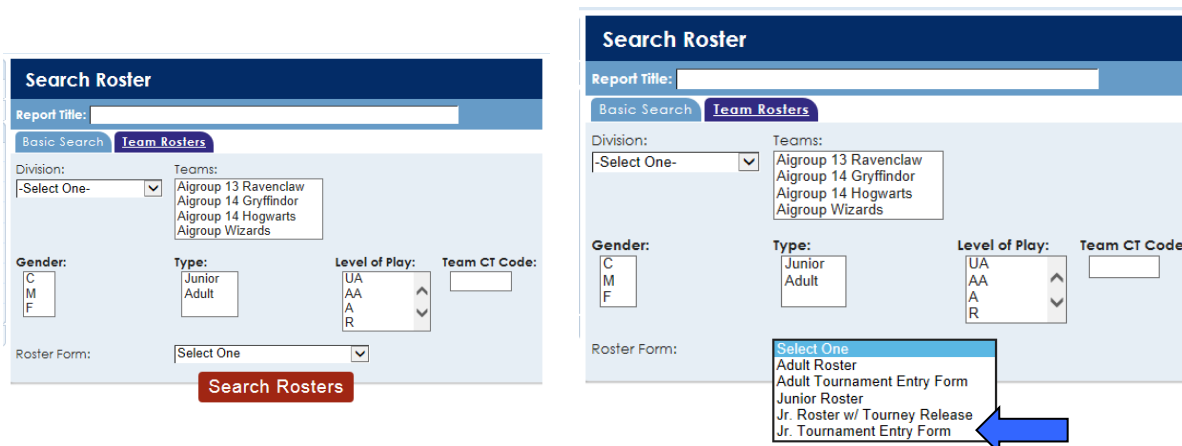


- All cards being printed will print three per page. Use “File” and “Print Preview” to select a specific page to print, or highlight a specific card and use “Print Selection” to print only that card.
- It is recommended to have the members print their own cards using their “Print Member Card” menu option.

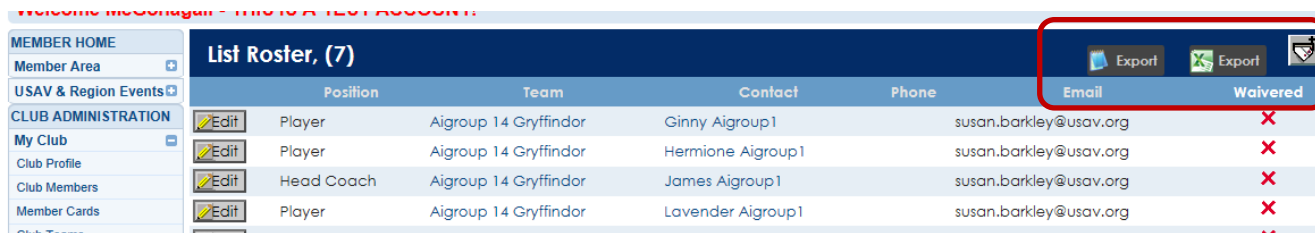
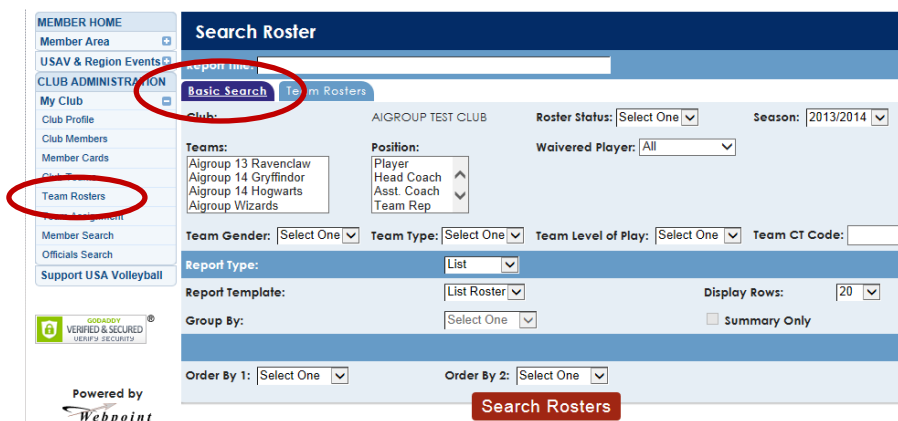
**Team Rosters** – Team Roster Search is used to print various forms of rosters.



- 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.



**Team Rosters – Basic Search** is used to search for individuals based on roster assignment.



- 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.



**Team Assignment** – 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.)

**Assign Members to Teams (14)**

Gender: --

The following are members needing Team assignment. (2013/2014)

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. Select the appropriate Team and Position for each member. Enter a jersey number for each player USING A LEADING ZERO for single digit numbers to allow for proper sorting on the final Roster. Click the Assign Teams button below to process your assignments. Once an assignment has been submitted, modifications can only be made by a Region Administrator.

Team Club: AIGROUP TEST CLUB Add Team

All	Member ID	Name	Player Level	Team	Position	Jersey #
<input type="checkbox"/>	TEST2610891FOA14	Bellatrix Aigroup1 1200 Cresta Rd Colorado Springs, CO 80906	UA	-Select One-	Player	
<input checked="" type="checkbox"/>	TEST2610885MOA14	James Aigroup1 1 Lake Ave Colorado Springs, CO 80906	UA	Aigroup 14 Gryffindor	Head Coach	
<input checked="" type="checkbox"/>	TEST2610895FOJ14	Pansy Aigroup1 1200 W Cheyenne Rd Colorado Springs, CO 80906	J4	Aigroup 14 Gryffindor	Player	03
<input checked="" type="checkbox"/>	TEST2610887FOJ14	Hermione Aigroup1 1200 Cresta Rd Colorado Springs, CO 80906	J4	Aigroup 14 Gryffindor	Player	11
<input checked="" type="checkbox"/>	TEST2610890FJ14	Luna Aigroup1 4065 Sinton Rd Ste 200 Colorado Springs, CO 80906	J4	Aigroup 14 Gryffindor	Player	15
<input type="checkbox"/>	TEST2610888FJ14	Ginny Aigroup1 1200 W Cheyenne Rd Colorado Springs, CO 80906	J3	-Select One-	Player	

**Assign Teams**

**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).**

-Select One- Player

Coach Status: Eligible  
Bkgrd Chk: **Current**  
Jr.COE Rcvd: 12/6/2016  
SafeSport: **Current**

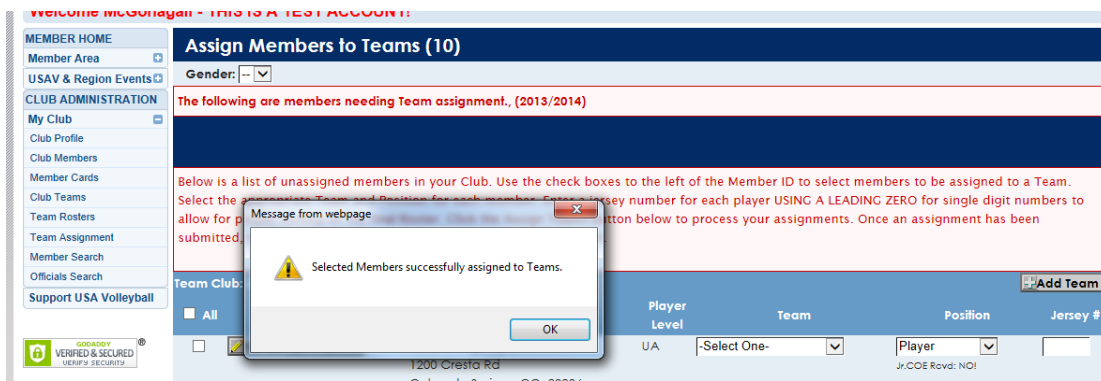
-Select One- Player

Coach Status: Eligible  
Bkgrd Chk: In Progress  
Jr.COE Rcvd: 12/5/2016  
SafeSport: **None!**

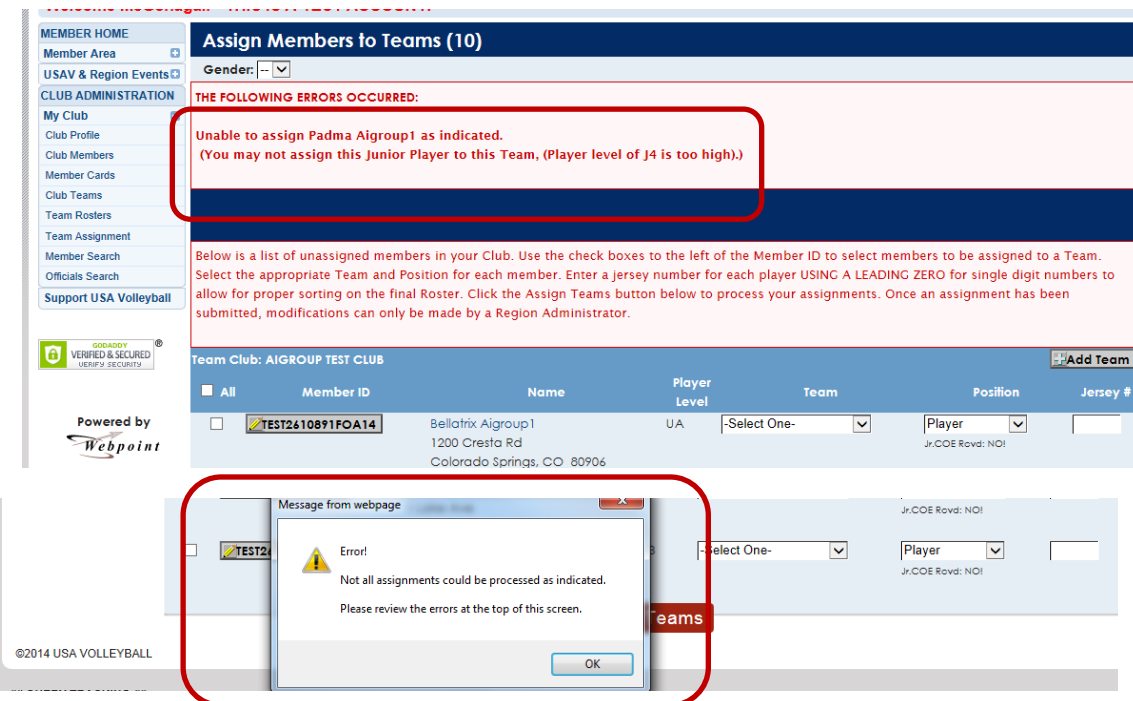
If the list is on more than one page, you will want to click on the All button (otherwise you need to assign by page – you lose your entries if you change pages). Your team must be active/created before trying to assign team members.

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

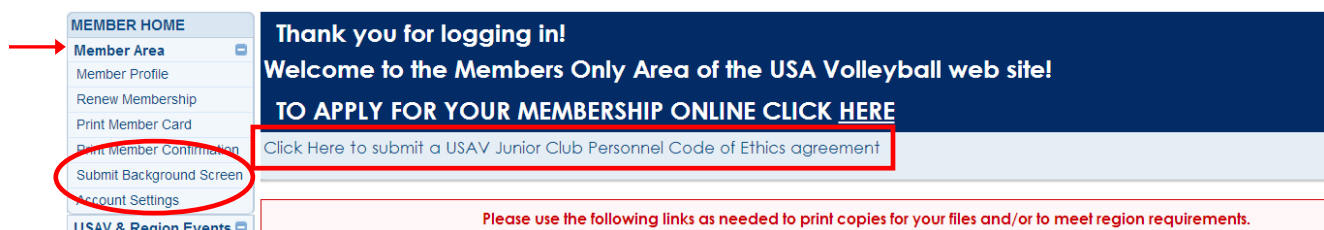
- Check the box to the left of the member's name you want to assign
- Select the Team you want them assigned to from the team drop down list (the team must be active to show)
- Select the Position (role - player, coach, asst. coach, etc.) this person will have for the team – defaults to player.
- There 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



- The screen refreshes to only display current club members who have not yet been assigned to a team, with a pop-up 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 waived player for a 13s/7<sup>th</sup> 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.)



- Before you can add any adult staff (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 2<sup>nd</sup> page needs to be sent in. It can be scanned and emailed to [carol@iavbreg.org](mailto:carol@iavbreg.org), 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?

The screenshot shows a roster management interface with two entries. The first entry is for Mark Begey, with a dropdown menu set to 'Player' and a status of 'None!' for SafeSport. The second entry is for Alissa Castle, also with a dropdown menu set to 'Player' and a status of 'Current' for SafeSport. A red box highlights the dropdown menu for Alissa Castle, showing her status as 'Eligible' for coaching, 'Current' for background check, and 'NO!' for Jr. COE record.

- 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.

The screenshot shows a roster management interface with one entry for Kristy Engelkes. Her dropdown menu is set to 'Player' and her status is 'NO!' for Jr. COE record. A red box highlights the dropdown menu for Kristy Engelkes, showing her status as 'Current' for background check and 'NO!' for Jr. COE record.

- 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.

The screenshot shows the USAV Member Home page. The 'Submit Background Screen' link is circled in red. A red box highlights the link 'Click Here to submit a USAV Junior Club Personnel Code of Ethics agreement'. Below the links, there is a red box with the text: '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 Add Club Member to Team 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.)

The screenshot shows the 'Teams' section of a club's administration page. The table below lists the teams:

Team Name	Team Code	Team Rep	Active	Team Fee Pd.
Aigroup 13 Ravenclaw	FJ3AItst1TEST	McGonagall Aigroup1	✓ Yes	✓ Yes
Aigroup 14 Gryffindor	FJ4AItst1TEST	McGonagall Aigroup1	✓ Yes	✓ Yes
Aigroup 14 Hogwarts	MJ4AItst1TEST	Dumbledore Aigroup1	✓ Yes	✓ Yes
Aigroup Wizards	CAAItst1TEST	Dumbledore Aigroup1	✓ Yes	✗ No

The 'Team - Aigroup 14 Gryffindor (ID: 181489)' page is shown with the 'Players' tab selected. The 'Add Club Member To Team' button is circled in red.

- 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.

The 'Add Team Member' form contains the following information:

- Season: 2013/2014
- Team: Aigroup 14 Gryffindor
- Name: Padma Aigroup1
- Position: Player
- Player No: 13
- Status: Active/OK

**Add Team Member**

**Team - Aigroup 14 Gryffindor (ID: 181489)**

Main Info | **Players** | Registrations

**Team Roster** | Head Coach: James Aigroup1

Club: AIGROUP TEST CLUB | Mgr: Aigroup 14 Gryffindor

Team: Aigroup 14 Gryffindor

2004/2005 | 2005/2006 | 2006/2007 | 2007/2008 | 2008/2009 | 2009/2010 | 2010/2011 | 2011/2012 | 2012/2013 | **2013/2014** | Add Club Member To Team

**Rosters**

The players tab displays the club members for this team. Click the edit Button next to the member's name to view their status on the team. Click the member's name to view the membership record and edit the Player tab information only.

Name	Birthdate	Position	Status
- James Aigroup1	3/31/1960	Head Coach	OK
- Pansy Aigroup1	1/30/2000	Player	OK
- Hermione Aigroup1	7/26/2000	Player	OK
- Luna Aigroup1	6/25/2000	Player	OK
- Lavender Aigroup1	5/1/2000	Player	OK
- Ginny Aigroup1	3/27/2001	Player	OK
- Padma Aigroup1	2/16/2000	Player	OK

- **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 - Aigroup 14 Gryffindor (ID: 181489)**

Main Info | **Members** | Players | Registrations

**Team Roster** | Head Coach: James Aigroup1

Club: AIGROUP TEST CLUB | Mgr: Aigroup 14 Gryffindor

Team: Aigroup 14 Gryffindor

2004/2005 | 2005/2006 | 2006/2007 | 2007/2008 | 2008/2009 | 2009/2010 | 2010/2011 | 2011/2012 | 2012/2013 | **2013/2014** | Add Club Member To Team

**Rosters**

The players tab displays the club members for this team. Click the edit Button next to the member's name to view their status on the team. Click the member's name to view the membership record and edit the Player tab information only.

Name	Birthdate	Position	Status
- James Aigroup1	3/31/1960	Head Coach	OK
- Pansy Aigroup1	1/30/2000	Player	OK
- Hermione Aigroup1	7/26/2000	Player	OK

**Edit Team Member**

Season: 2013/2014

Team: Aigroup 14 Gryffindor

Name:

Position:

Player No:

**X** Waivered Player

Status: Active/OK

**Update Team Member** **Delete Team Member**

**Message from webpage**

Are you sure you wish to delete this Roster?

**OK** **Cancel**

- If you need to move waived 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 waived player you will need to send a request to Carol. (Instead of moving waived 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 Update Team Member button.

- Only Region Staff can enter or modify uniform numbers for waived players.

### 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 Iowa QC clubs when participating in Iowa 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.

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

Season	Team	Position	Status	
Team Roster	2013/2014	Aigroup 14 Gryffindor	Head Coach	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).

#	Pos	Name	USAV #	Coach Status	Coach Cert.	Ref	Score	Mbr Stat
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# MY CLUB – MEMBER SEARCH

- 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.

The 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 button (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 email will be sent for each record.

Name	Address	Phone	Email/Birthdate	Member Status
<input checked="" type="checkbox"/> Bellatrix Aigroup1	1200 Cresta Rd Colorado Springs, CO 80906		susan.barkley@usav.org BDate: 4/1/1950	Current Exp: 10/31/2014

- 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.



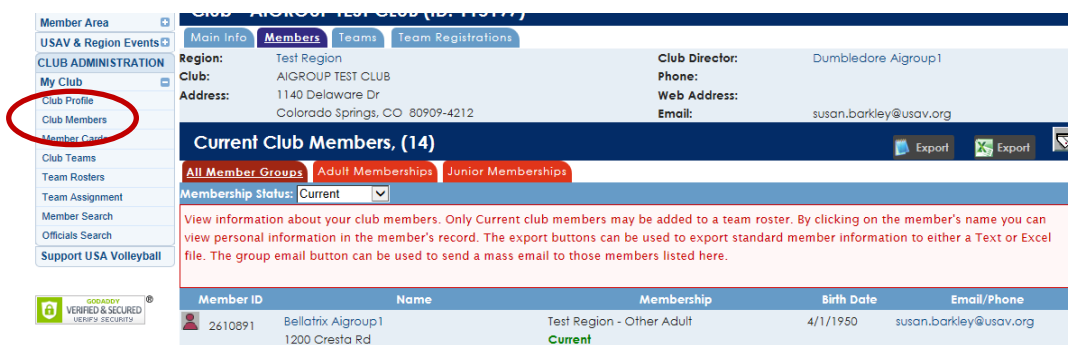
## MY CLUB – OFFICIALS SEARCH

- **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

- 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.*)

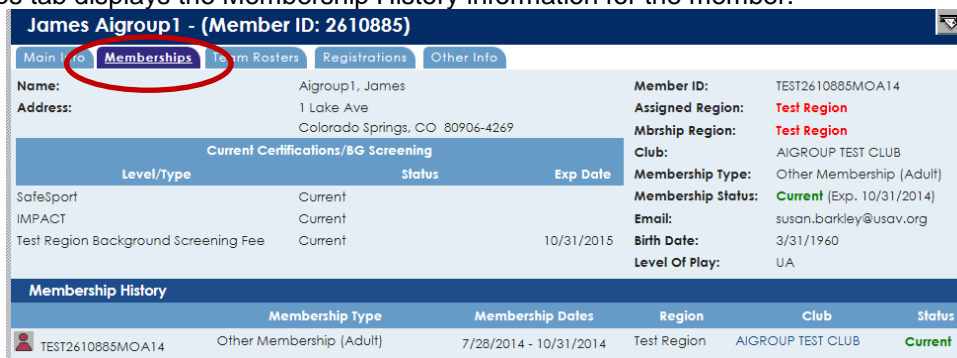
**VIEWING A MEMBER'S RECORD – CLUB ADMIN** Club Admins may view limited areas of the record for members of the club. Club Admins may edit some of the fields on the Other Info – Player Info screen.



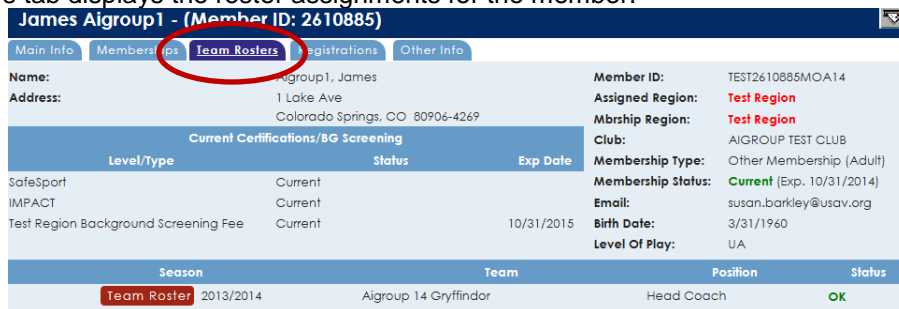
- The Main Info tab displays the basic contact information for the member.



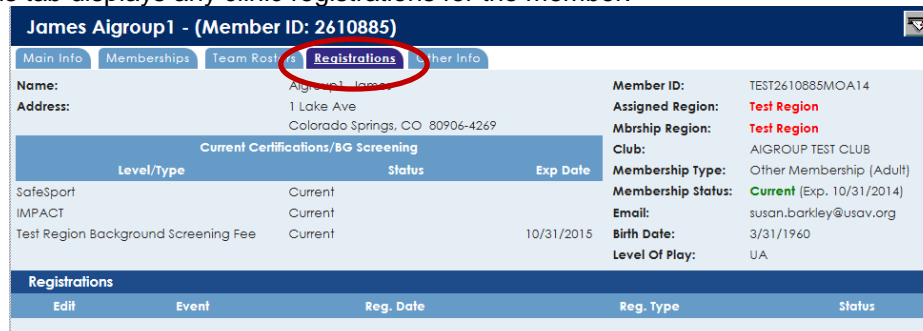
- The Memberships tab displays the Membership History information for the member.



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



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



**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.

**James Aigroup1 - (Member ID: 2610885)**

Main Info | Memberships | Team Rosters | Registrations | **Other Info**

Name: Aigroup1, James | Member ID: TEST2610885MOA14  
 Address: 1 Lake Ave | Assigned Region: Test Region  
 Colorado Springs, CO 80906-4269 | Mbrship Region: Test Region  
 Club: AIGROUP TEST CLUB  
 Membership Type: Other Membership (Adult)  
 Membership Status: Current (Exp. 10/31/2014)  
 Email: susan.barkley@usav.org  
 Birth Date: 3/31/1960  
 Level Of Play: UA

Current Certifications/BG Screening			
Level/Type	Status	Exp Date	
SafeSport	Current		
IMPACT	Current		
Test Region Background Screening Fee	Current	10/31/2015	

Player Info | Apparel Sizes | Coach Info | CAP Info | Official Info | Background Screening | Parent Info

**Player Information**

Level Of Play, 53 as of 9/1/2013: UA

Height:  Approach, (in inches, ie. 74"):   
 Right or Left Handed:  Block, (in inches, ie. 74"):   
 Reach, (in inches, ie. 74"):  Playing Position 1:   
 One Hand Reach, (in inches, ie. 74"):  Playing Position 2:   
 Two Handed Reach, (in inches, ie. 74"):

**Educational Information**

Juniors Only

High School:   
 GPA:  \* Weighted GPA:   
 HS Graduation Year:  Grade Level:   
 SAT Score:  ACT Score (1-36):   
 SAT Verbal (200-800):  SAT Math (200-800):

[Edit Contact Info](#)

**OTHER INFO – APPAREL SIZES**

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

Player Info | **Apparel Sizes** | Coach Info | CAP Info | Official Info | Background Screening | Parent Info

Shirt Size:  Shoe Size:   
 Short Size:  Jersey Size:   
 Hat Size:  Waist:   
 Warm up Jacket:  Inseam:   
 Warm up Pant:  Spandex:

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.

**Hermione Aigroup1 - (Member ID: 2610887)**

Main Info | Memberships | History | User Info | Team Rosters | Registrations | Communication | Order 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  
 Level Of Play: J4

Player Info | Apparel Sizes | Coach Info | CAP Info | Official Info | Background Screening | **Parent Info**

Please note: A Parent/Guardian must provide information as well as read and accept Terms on behalf of the minor to complete the registration process.

**Parent or Guardian's name:**

\* First: Kelly | First:   
 \* Last:  | Last:   
 \* Phone:  | Phone:

**Parent or Guardian's email address:**

\* Email:  | Email:

A copy of the Membership Confirmation will be sent to the Parent Email, as well as other communications from USA Volleyball.