

RENEWING Adult Player ONLY
(NO affiliation to a Junior Club)
Step by Step Instructions
(Member during the 2004-2009 Seasons)

1. **PRINT, READ, AND FOLLOW ALL DIRECTIONS.**
2. If you were a member of a region **other** than the Carolina Region **last season** please contact the Carolina Region Office to transfer your membership PRIOR to going online to register. **Send your name, date of birth and address to office@CarolinaRegionVB.org with a request to transfer your membership in the USAV online database.** After we transfer record you'll be able to proceed.
3. If you **ALREADY HAVE A LOGIN FOR THE SYSTEM FROM A PREVIOUS SEASON** go to the following web address or press on the link to login to the system and **GO TO STEP #10:**
<https://webpoint.usavolleyball.org/wp15/IntraLock/Login.asp>.
4. If you **DO NOT HAVE A LOGIN FOR THE SYSTEM** go to the following web address or press on the link and **CONTINUE TO STEP #5:**
https://webpoint.usavolleyball.org/wp/IntraLock/LoginRequest.asp?mbr_ChapterID=25978
5. Fill out the required information and hit the prompt "Request Login".
6. A user name and password will be automatically sent to the email provided (it may take a few minutes for you to receive an email). If you do not receive an email within this time please check your Spam or Bulk email folder. **NOTE: IF your email has changed and you did not keep your record updated, then you will not be able to request your login. Contact Region office with new email to start the process.**
7. In the email you will receive your user name and password. There is an automatic link at the bottom of the email that you can click on that will take you to the login page or you can also press this link
<https://webpoint.usavolleyball.org/wp15/IntraLock/Login.asp>.
8. Fill out the username and password that you receive via email. **Note: both of these fields are CASE SENSITIVE. (You may want to copy and paste it directly from the email to avoid mistakes)**
9. You will then be directed to change your password. This step is required to continue. Go to Step 11.
10. Enter your username and password then hit "Log In". **REMEMBER** to use the FORGOT PASSWORD link to the left of the page if you can't remember your username and password. **The information will be sent to the email on file in the system.**
11. At the top of the next page you will see **"TO RENEW YOUR MEMBERSHIP ONLINE CLICK HERE"**. Click on the link that says **"HERE"**.
12. The system will automatically bring you to "Member Information" be sure to check all personal information and make any corrections as needed. **NOTE: Please only use the "Preferred Name" field if you go by a different first name/nickname than is in the First Name field. Once you have confirmed our information, click the prompt at the bottom of the page that says "Continue". Certain information may only be edited by the Region registrar. If these areas need to be corrected send an email with your name as in the system plus corrections to the registrar at: office@CarolinaRegionVB.org.**
13. The Membership Option page will come up. Choose the club if you know which adult club you will be associated with. If the club name is not listed or you do not know which club you will play with then choose **UNDECIDED**. Some clubs may not be listed but will be added as paperwork is received and you can be added to the club later (members will be allowed to change their club from UNDECIDED to a current club ONCE – just log in, click "my information, and use drop-down list to select club. Once you select a specific club, you may not change it again. Only the Region Office can make changes after a club is selected). Then hit the "Tab" key.
14. You will then need to choose a membership type. Your options include: **Full Adult Membership, One-Event, One-day membership (enter date the membership will be in effect), One-Event, multi-day membership (i.e. Asheville Hi Neighbor) or Summer membership (only available after April 1, 2010).**

15. Scroll down the page. You will then be asked to select “Roles” that you wish to apply for. Choose all that apply under Adult Team Roles and Unaffiliated Individual Roles then hit, “Submit”. **Warning:** If you choose a “Role” that is affiliated with a Junior Club/Team or to work as an Official at a Junior tournament, you will be REQUESTED to submit a background screening authorization and FEE. If so, STOP HERE and print out the instructions for “Renewing Adult Affiliated with a Junior Club/Team” to continue.
16. You are now on the Confirmation Screen. Check all the personal information to make sure it is correct (if not, go back to correct).). NEW for 2009/2010, members may enter a credit card on this screen to pay for their membership. If you choose to pay with a credit card (not required-see 20/21 below, then enter all the credit card information requested and then proceed to the waiver acceptance area. You can acknowledge electronically the waiver and liability and Participant Code of Conduct. (1) Click link to open the USAV Waiver and Release of Liability – check the box that you have read it; (2) Click link to open the USAV Participant Code of Conduct – check the box that you have read it; (3) Check the “Use Agreement” box; and (4) Enter your Driver’s license number or State ID number (this is personal identifier required by insurance companies to prove you have acknowledged the required policies). Hit “confirm” when you have checked all three boxes and entered your Driver’s license or State ID. You will be asked “Are you sure you want to submit your application?” If you want to submit your information, respond by hitting “OK”.
17. The next page will state “Your Membership APPLICATION has been successfully submitted” (If you submitted a payment during the process, you will receive a membership confirmation notice instead). You will receive an email confirming your application.
18. Once you have submitted your application online, you will **ONLY need to submit your member dues to the Region to complete your application IF you did not enter your credit card information during the application process (no waivers to print, sign and mail!!).**
19. The member will receive via email an “Application Confirmation” stating the following (if you did not pay during the application process):

Membership Type: Adult Membership
Status: Unpaid
Membership Dates: 9/1/2009 – 10/31/2010
Region: Carolina Region

20. There are TWO ways to submit a payment after you have applied online (this is only applicable if you did not enter credit card information during the application process). (a) Send a check for your membership fee to **with your member name and birthdate in the memo field:**

Carolina Region/USAV
 P.O. Box 1757
 Clemmons NC 27012-1757

NOTE: To qualify for the Early Bird Registration fee you must apply online and submit your payment so that we RECEIVE both by November 1, 2009 (add \$10 if we RECEIVE after November 1, 2009 regardless of what the system indicated as dues).

21. OR (b) You may submit your membership dues online through Paypal (which accepts credit cards and you do not need to register with Paypal to use). Go here to select the applicable membership category and submit a Paypal payment for your dues - <http://www.carolinaregionvb.org/Payments/paymentcenter.html>

22. Once the Region Office receives your payment for your membership dues, we will process your payment in the online system. You will receive another email “Membership Confirmation” and it will also include your membership number for the 2009/2010 season (ends in “10”).

Membership Type: Adult Membership
Level of Play: UA
Status: Paid
Membership Dates: 9/1/2009 – 10/31/2010
Region: Carolina Region

23. During the season, if you need to update any of your personal information all you need to do is login at:

<https://webpoint.usavolleyball.org/wp15/IntraLock/Login.asp>

Then click on “My Information” and update your information.

If you are having problems and need assistance with the online system contact the Carolina Region Office (office@CarolinaRegionVB.org preferred or 336.766.3581)