

**RENEWING Adult who is Affiliated with a Junior Club/Team
Club director, coach, team representative, chaperone, or officials
Step By Step Instructions
(Member during the 2004 -2007 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.
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.
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 it will ask you "**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, once you have done this hit 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. Membership Option page will come up. Choose the club if you know which Junior Club you will be associated with (Officials choose UNDECIDED). If the club name is not listed choose **UNDECIDED**, some clubs may not be listed but will be added as paperwork is received and can be updated 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 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 (add date it goes into effect), One-Event, multi-day membership (i.e. Asheville Jr Hi Neighbor) or Summer membership (after May 1, 2008).**
15. You will then be asked to select "Roles" that you wish to apply for. Choose all that apply under each of the three areas then hit, "Submit". **Note:** In order for an Adult to be affiliated with a Junior Club/Team you are required to submit a background screening authorization at the time of application if you do not

have a current screening on file with USAV. Choosing a role under the “Junior Program Roles” will automatically bring up the Background Screen information page.

- If you have a current “Cleared Background Screening” the system will not ask you to fill out the Background Screening Information at the time of application.
- If you do **not** have a current Cleared Background Screening” you will be instructed to submit a Background Screening Application online. You will also need to print and sign the Background Screening Application (the consent cannot be submitted electronically).

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 2008, 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”. Print this screen for your records. Press “OK” to continue.
18. Once you have submitted your application online, you will **ONLY need to submit your member dues to the Region to complete your application (no membership waivers to sign and mail!!)**. However, the Background Screen Consent Form cannot currently be submitted through the online system (they are working on that for possible future upgrade) so you will need to print that and mail/fax to Region with your dues to complete your application.
19. Officials working our Junior tournaments will also need to print out and sign an Independent Contractor Agreement. Download that form here - <http://www.carolinaregionvb.org/Officials/icform.pdf>
20. Once you have a print out of all forms you will need to sign and date them (forms needed are – Background Screen Consent Form (all), Coaches Code of Conduct (coaches – can submit this electronically by pdf this season!), and Independent Contractor Agreement (officials).
All forms must be signed and **submitted with applicable dues to the Carolina Region, P.O. Box 1757, Clemmons NC 27012 or 336.766.3501 fax.** **IMPORTANT:** The Background Screening process cannot be started until the signed waiver and applicable fees are received by the Region.
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, 2007 (add \$5 if we RECEIVE after November 1, 2007).
21. OR 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. You will receive via email an “Application Confirmation” like the sample below:

Membership Type: Adult Membership
Status: Unpaid
Membership Dates: 11/1/2007 – 10/31/2008
Region: Carolina Region

23. 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 2007/2008 season (ends in “08”). Note – if you are a current 2006/2007 member, your status will say “Pending” until November 1 (your 2007 membership is current until 10/31/07 and that is when your 2008 membership becomes “current” and your 08 USAV number is assigned).

Membership Type: Adult Membership
Level of Play: UA
Status: Paid
Membership Dates: 11/1/2007 – 10/31/2008
Region: Carolina Region

24. 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 Kevin Wendelboe at Carolina Region Office (office@CarolinaRegionVB.org or 336.766.3581)