

**RENEWING Junior Player
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.
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 your "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 your information, click the prompt at the bottom of the page that says "Continue". Certain information may only be edited by the Region Office. 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 **UNDECIDED** as a club name and then hit the "Tab" key. Once you have been selected for a club you will be able to log back into the system and update your record with your chosen club or the Region will add you to that club when we receive the team registration form from the club. Once you are added to a specific club, you may not change that affiliation (only the Region can make that change if approved).
14. You will then need to choose a membership type. Your options include: **Full Junior Membership, Youth Membership (Girls under 11), Boys Membership (Boys under 18), One-Event, One-day membership (enter date the membership is effective), One-Event, multi-day membership (i.e. Asheville Jr Hi Neighbor) or Summer membership (after April 1, 2010).**

15. Next fill out the “Parent/Guardian Information” (this is required including email IF DIFFERENT as a confirmation email will also go to this email at the end of the process). Then hit “Submit” at the bottom of the page.
16. You are now on the Confirmation/Payment 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. A parent/guardian 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 Parent/Guardian’s 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). An email confirming your application will be sent to the member’s email (first screen) and the Parent/Guardian’s email entered in the second screen (so they can/should be different). Press “OK” to continue.
18. At the bottom of the page there will be a Notice that we still need the “Player Medical Release” Form. This is INCORRECT (some Region’s require it and other’s don’t so no way for the National USAV database to differentiate it at this time). Print the medical release form but ONLY send/give it to your CLUB for their records (coaches need it at all sanctioned events in case of player’s injury). To repeat, the Carolina Region DOES NOT need the Medical Release form mailed in (only exception is players on our High Performance teams and we will request them directly from those players).
19. 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 a credit card during the final screen (**no waivers to print, sign and mail!!**).
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 **with your member name and birthdate in the memo field** to: **Carolina Region, PO Box 1757, Clemmons NC 27012-1757.** The Player Medical History Form must be completed, signed and **submitted to the Junior Club Director/Coach (it does not go to 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, 2009 (add \$15 if we **will RECEIVE** after November 1, 2009 regardless of what the system indicated as dues).
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/jrpaymentcenter.html>
NOTE: Paypal is not synchronized with the online system. We will still have to receive notice from PayPal of payment and update your record. Please allow up to 3 business days for us to process.
22. With this process, you will be a member, hopefully, before the tryout period begins and you will be able to take proof of your membership to the club tryouts. The clubs will not have to do anything else to get you registered for the new season. Clubs will just need to register their teams in order to get ready for the 2010 season!

23. The member and the parent/guardian (if email's were different) will receive via email an "Application Confirmation" stating the following (if you did not pay during the application process):

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

24. 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: Junior Membership
Level of Play: J6
Status: Paid
Membership Dates: 9/1/2009 – 10/31/2010
Region: Carolina Region

25. During the season, if you need to update any of your personal information all you need to do is Log In at;

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

Then "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)