

**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 -2017 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 in the system to registration@CarolinaRegionVB.org with a request to transfer your membership in the USAV online database.** After we change your assigned Region, we will notify you and you'll be able to proceed (Note: the Region logo will not change in your record permanently until you complete the application in your new Region. As long as the system gives you Carolina Region membership options, then your account has been set up correctly to go into the Carolina Region).
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 #8:**
<https://webpoint.usavolleyball.org/wp15/IntraLock/Login.wp>
4. If you **FORGOT** your password go to the following web address or click on the link below. You must put in your current Username (the link below will also give you access to link if you forgot Username) and a validation code shown on the screen. You will then need to answer your Security Question to change your password. **GO TO STEP #8.**
<https://webpoint.usavolleyball.org/wp15/IntraLock/ForgotPwd.wp>
5. If you are in the system but **DO NOT HAVE A LOGIN FOR THE SYSTEM** already (rare but can happen if you are coming from one of the few USAV Regions that are not using the USAV Registration system i.e. Southern; Northern California) go to the following web address or click on the link and **CONTINUE TO STEP #6:**
<https://webpoint.usavolleyball.org/wp15/Intralock/AcctRequest.wp>
6. Fill out the required information and hit the prompt "Request Login".
7. The system will then provide you with a Username and Password.
8. Once in your member account, at the top of the page ("to Apply for your membership online") and in the left-hand menu (expand the Member Area menu), you will see links to "**RENEW MEMBERSHIP**". Click on one of those links to start the renewal process.
9. 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 your information, click the prompt at the bottom of the page that says "Continue". Certain information may only be edited by the Region registrar (i.e. last name if you have gotten married). If these areas need to be corrected send an email with your name as in the system, your birthdate, plus corrections requested to the registrar at: registration@CarolinaRegionVB.org. You can send corrections in either before or after applying for renewal.

10. The 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 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 the “+” next to “Member Area” in the menu to expand the menu. Then click “Member Profile” and click upside down triangle at the Club field (second column of info) to use drop-down list to select club. Click the “edit Contact Info” at bottom of page to save your selection. Once you select a specific club, you may not change it again. Only the Region Office can make changes after a club is selected].
11. You will then need to choose a membership type. Your options include: **Full Adult Membership, Collegiate Membership (only available to students in universities, colleges, or junior colleges), One-Event, One-day membership (add date it goes into effect), One-Event, multi-day membership, or Summer membership (only available after April 1, 2018).**
12. 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 or to work as an Official at Junior Events, 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” or that you will work Junior Tournaments as an Official will automatically bring up the Background Screen information page.
 - If you have a current “Cleared Background Screening” and it is not expiring at the end of the 2017 season, 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” or it is expiring Oct 31, 2017, you will be instructed to submit a Background Screening Application online. You will be able to sign this electronically this season).
13. You are now on the Confirmation Screen. Check all the personal information to make sure it is correct (if not, go back to correct). Applicants 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 17/18 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, Participant Code of Conduct, and Junior Club Personnel Code of Conduct (required for all adults affiliating with a Junior Club). (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) Click link to open the Junior Club Personnel Code of Conduct – check the box that you have read it; (4) Check the “Use Agreement” box; and (5) 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”.
14. 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. Print this screen for your records if you wish (not required). Press “OK” to continue.
15. Once you have submitted your application online, you will **ONLY need to submit your member dues to the Region if you did not enter a credit card during the application process to complete your application (no membership waivers to sign and mail!!).**

16. Officials working our Junior tournaments will also need to submit the Independent Contractor Agreement online. Go here to complete the form electronically - [2018 Official's Independent Contractor Agreement](#)
17. 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, P.O. Box 1757, Clemmons NC 27012.** **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, 2017 (add \$10 if we RECEIVE after November 1, 2017 regardless of what the system indicated).
18. 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/online-payments>
- 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.
19. You will receive via email an "Application Confirmation" like the sample below (if you did not pay during the application process):

Membership Type: Adult Membership
Status: Unpaid
Membership Dates: 9/1/2017 – 10/31/2018
Region: Carolina Region

20. 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 2017/2018 season (ends in "18").

Membership Type: Adult Membership
Level of Play: UA
Status: Paid
Membership Dates: 9/1/2017 – 10/31/2018
Region: Carolina Region

21. 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.wp>

Then click on "Member Profile" in the expanded menu under "Member Area" on left and update your information.

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

