

CLUB ADMINISTRATOR



WEBPOINT USER MANUAL

<https://webpoint.usavolleyball.org>

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IMPORTANT NOTES

MEMBERSHIPS

Because the USAV on-line registration system (Webpoint) allows the electronic acceptance of the USAV Waiver & Release of Liability, USAV Participant Code of Conduct, Use Agreement, and Junior Club Personnel Code of Ethics during the electronic membership registration process, as well as the option for a member to electronically submit the Background Screening Application, it is required that individuals register themselves in the system or submit signed paperwork to the Region (as Region policy may allow).

CLUB CODES

Club Codes are defined by the Region, unique within each Region, and formatted using five alphanumeric characters. No special characters should be used (e.g., comma, period, dash, slash, underscore, ampersand, apostrophe, number sign, dollar sign). It is important that the correct Club Code is used throughout the season and within all membership and event registration systems.

CLUB ADMIN ACCESS LEVEL DEFINED

CLUB ADMIN ACCESS:

Before an individual can be granted access to a club, his/her record must reflect a current membership, a current background screening, and must be affiliated with the correct Club.

Each season the following will take place:

- Club Admin assignment removed for all lapsed members as of 11/1
- Club Admin assignment removed for all non club-member club admins as of 11/1
- Club Admins who (1) have renewed, (2) had Club Admin access in the prior season, and (3) are affiliated with the same Club as the previous season remain actively assigned as Club Admins.

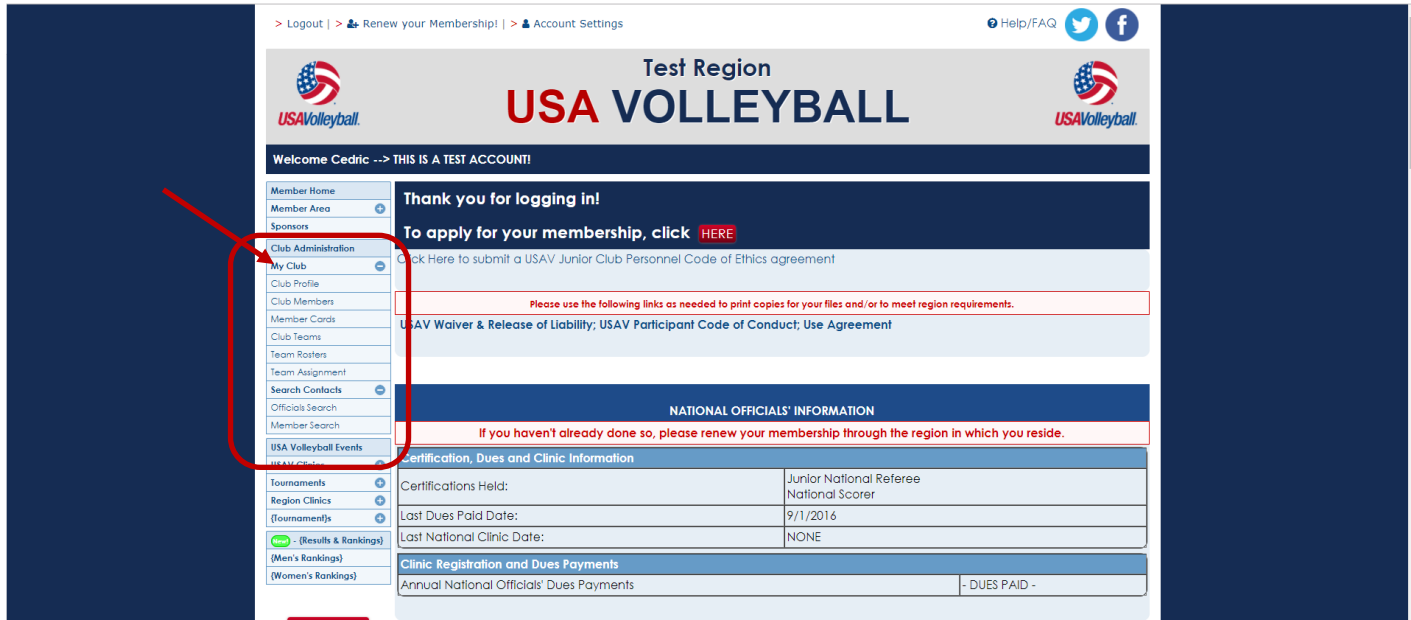
AT THIS POINT: One record can have CLUB ADMIN access to only ONE Club.

Once access is granted, the following screens will be available to that user (in some cases, only as applicable per Region policy).

CLUB ADMINISTRATION

The **Club Administration** → **My Club** area of the menu includes the following options:

- Club Profile
- Club Members
- Member Cards
- Club Teams
- Team Rosters
- Team Assignment
- Member Search
- Officials Search



CLUB PROFILE

The club is originally set up by the Region Administrator. Once created, Club Admins can update limited information.

MAIN INFO

Club Administration → **Club Profile** → **Main Info**



CLUB TYPE(S) and CLUB DESIGNATION(S)

- **Club Type(s):** may be selected from the drop-down list to indicate the types of teams included within the club (Adult – Women, Adult –Men, Adult – Co-ed, Junior – Girls, Junior – Boys, Junior – Co-ed).
- **Club Designation(s):** may be selected from the drop-down list to indicate if the club hosts Indoor teams, Outdoor teams, or both.

To select multiple items, be sure to hold down the control key (**Ctrl**) while clicking with the mouse.

- Click **“Update Club”** to save changes.

MEMBERS

Club Administration → Club Profile → Members

The screenshot shows the USA Volleyball website interface. The top navigation bar includes 'Logout', 'Renew your Membership!', and 'Account Settings'. The main header features the USA Volleyball logo and 'Test Region USA VOLLEYBALL'. Below the header, a navigation menu includes 'Main Info', 'Members', 'Teams', and 'Team Registrations'. The 'Members' tab is selected and circled in red. The page displays 'Current Club Members, (7)' and a filter for 'Membership Status' set to 'Current'. A table lists three members with their IDs, names, addresses, membership details, birth dates, and contact information. On the right side of the table, there are buttons for 'Export' and 'Email', both circled in red. A red arrow points from the 'Members' tab in the left sidebar to the main content area.

Member ID	Name	Membership	Birth Date	Email/Phone
2863116	168oyB Aigroup 4065 Sinton Rd Ste 200 Colorado Springs, CO 80907-5097	TEST REGION - Junior Membership Current 9/20/2016-10/31/2017	8/31/2001	janice@usav.org Mobile: 111-111-1111
2863115	16Girl Aigroup 4065 Sinton Rd Ste 200 Colorado Springs, CO 80907-5097	TEST REGION - Junior Membership Current 9/20/2016-10/31/2017	9/1/2000	janice@usav.org Mobile: 719-228-6800
2863024	188oy Aigroup 4065 Sinton Rd Ste 200	TEST REGION - Junior Membership Current	9/1/1998	janice@usav.org \$31.15

- **Members tab:** shows all members of the club. Click on a member’s name to open that member’s record. The list defaults to display Current members and may be filtered by any membership status.
 - Additional sub-tabs display by Adult or Junior membership category.
 - Export and email buttons are available on the top right.
- **The same information is found in the **My Club → Club Members** menu option.

Note: Only members with a membership status of Current may be assigned to teams. Unpaid membership status will change to Current upon payment. Pending status will change to Current upon the membership start date.

TEAMS

Club Administration → Club Profile → Teams

Test Region
USA VOLLEYBALL

Welcome Cedric --> THIS IS A TEST ACCOUNT!

Club - AES Test Club A (ID: 152958) | Main Info | Members | **Teams** | Team Registrations

Region: Test Region
Club: AES Test Club A
7155 Circle Dr.
Colorado Springs, CO 80910

Club Director:
Phone:
Web Address:
Email:

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.
new test team	CJ5TRIAI2TEST		Yes	No
Tester	CRTRIAI1TEST		Yes	No

- The **Club Profile → Teams** tab displays the Active teams at the top of the list and the Inactive teams at the bottom of the list.
- “**New Teams**” button: is used to add a new team. (if available per Region policy)
The same information is found in the **My Club → Club Teams menu option.

TEAM REGISTRATIONS

Club Administration → Club Profile → Team Registrations

Test Region
USA VOLLEYBALL

Welcome Cedric --> THIS IS A TEST ACCOUNT!

Club - AES Test Club A (ID: 152958) | Main Info | Members | Team: **Team Registrations**

Region: Test Region
Club: AES Test Club A
7155 Circle Dr.
Colorado Springs, CO 80910

Club Director:
Phone:
Web Address:
Email:

Event	Dates	Rgs. Status	Roster Status
There are no Event Rosters for this Team.			

- The **Club Profile → Team Registrations** tab tracks team registrations for tournament events offered within the system (this feature is not currently used).

CLUB MEMBERS

[Logout](#) | [Renew your Membership!](#) | [Account Settings](#)

[Help/FAQ](#)

Test Region
USA VOLLEYBALL

Welcome Cedric --> THIS IS A TEST ACCOUNT!

Member Home | **Club - AES Test Club A (ID: 152958)** | [Main Info](#) | **Members** | [Teams](#) | [Team Registrations](#)

Region: Test Region
 Club: **AES Test Club A**
 715 S Circle Dr.
 Colorado Springs, CO 80910

Club Director:
 Phone:
 Web Address:
 Email:

Current Club Members (7)

[All Member Groups](#) | [Adult Memberships](#) | [Junior Memberships](#)

Membership Status: **Current**

View information about your club members. Only Current club members may be added to a team roster. By clicking on the member's name you can view personal information in the member's record. The export buttons can be used to export standard member information to either a Text or Excel file. The group email button can be used to send a mass email to those members listed here.

Member ID	Name	Membership	Birth Date	Email/Phone	
2863116	16BoyB Aigroup 4065 Sinton Rd Ste 200 Colorado Springs, CO 80907-5097	TEST REGION - Junior Membership Current 9/20/2016-10/31/2017	8/31/2001	janice@usav.org Mobile: 111-111-1111	\$31.15
2863115	16Girl Aigroup 4065 Sinton Rd Ste 200 Colorado Springs, CO 80907-5097	TEST REGION - Junior Membership Current 9/20/2016-10/31/2017	9/1/2000	janice@usav.org Mobile: 719-228-6800	\$31.15
2863024	18Boy Aigroup 4065 Sinton Rd Ste 200	TEST REGION - Junior Membership Current	9/1/1998	janice@usav.org	\$31.15

- **Members tab:** shows all members of the club. Click on a member's name to open that member's record.
- The list defaults to display Current members and may be filtered by any membership status. Additional sub-tabs display by Adult or Junior membership category.
- Export and email buttons are available on the top right.

Note: Only members with a membership status of Current may be assigned to teams. Unpaid membership status will change to Current upon payment. Pending status will change to Current upon the membership start date.

MEMBER CARDS

The screenshot shows the USA Volleyball website interface. At the top, there are navigation links for 'Logout', 'Renew your Membership!', and 'Account Settings'. The main header features the USA Volleyball logo and the text 'Test Region USA VOLLEYBALL'. Below the header, a welcome message reads 'Welcome Cedric --> THIS IS A TEST ACCOUNT!'. The left sidebar contains a navigation menu with 'Member Cards' highlighted. The main content area is titled 'Member Card Search Interface' and shows a search for 'AES Test Club A'. A 'Team' dropdown menu is visible, with '-Select One-' selected. Below the search interface, a section titled 'Member Cards - AES Test Club A (7 current members)' displays two membership cards. The first card is the front view, showing details for a 'Test Region Membership Card 2017 Season' with member information. The second card is the back view, showing background information and certification details.

- Use the **CLUB ADMINISTRATION** → **My Club** → **Member Cards** menu option to print **Membership Cards** for a 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.
 - If there are more than 100 club members, a selection must be made to view all membership cards or view cards for a single team.

****All cards being printed will print three per page****

****It is recommended to have the members print their own cards****

CLUB TEAMS

The screenshot shows the USA Volleyball website interface for a club administrator. The 'Teams' tab is selected, and the 'New Team' button is circled in red. A red arrow points to the 'Club Teams' link in the left sidebar.

The **CLUB ADMINISTRATION** → **My CLUB** → **CLUB TEAMS** tab displays the Active teams at the top of the list and the Inactive teams at the bottom of the list.

- “New Teams” button: is used to add a new team. (if available per Region policy)

ADDING A NEW TEAM

This function is not available in all Regions - availability is determined by the Region

The screenshot shows the USA Volleyball website interface for a club administrator. The 'New Team' button is circled in red.

- Click on “New Team” button.

Add a new Team

Club ID/Code: 152958 /

Team Code:

* Team Name:

* Team Type:

* Gender:

* Level of Play:

* Team Rep: - no options -

Email:

Division:

* Team Rank: - Please select a Team Level and Gender -

⊕ Team Fee Paid

MY TEAM FIELD:

- Complete the information and click “**Add Team**”. The **Team Code** will populate automatically.

EDITING AN EXISTING TEAM

This function is not available in all Regions - availability is determined by the Region

The screenshot shows the 'Test Region USA VOLLEYBALL' interface. The user is logged in as 'Cedric' and is viewing the 'Teams' section for 'AES Test Club A'. A red arrow points to the 'Team Name' column in the following table:

Team Name	Team Code	Team Rep	Active	Team Fee Pd.
new test team	CJ5TRAJA2TEST		Yes	No
Tester	CRTRAJAI1TEST		Yes	No

- Click on a **Team Name** to open the record for that team.

Team - new test team (ID: 211104) **Main Info** **Players** Registrations

Team Roster Team Fee Paid: No Club Director:

Region: Test Region Club: AES Test Club A Team: new test team

Main Info **New!** Profile Settings

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: 152958 / Team ID: 211104 Team Code: CJ5TRAIA2TEST

* Team Name: new test team * Team Type: Junior * Gender: C * Level of Play: J5

* Team Status: Active * Team Rep: - no options - Email: Division: 12 Platinum West * Team Rank: 2 * Team Fee Paid MY TEAM FIELD:

Entered: 7/17/2017 12:25:40 PM By: Cedric Aigroup Modified: 7/17/2017 12:25:40 PM By: Cedric Aigroup

Update Team

Once a new team is created, only the **Team Status**, **Team Rep**, and **Email** may be changed on the Club Admin level. All other changes must be made through the Region Administrator.

Click the **“Update Team”** button at the bottom of the screen to save changes.

ADD A ROSTER ASSIGNMENT

Team - new test team (ID: 211104) **Main Info** **Players** Registrations


Team Roster Team Fee Paid: No Club Director:

Region: Test Region Club: AES Test Club A Team: new test team

2011/2012 2012/2013 2013/2014 2014/2015 2015/2016 2016/2017 **+ 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
 Edit	- 16Girl Aigroup	9/1/2000	Player	OK

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.

DELETE/REASSIGN A ROSTER/EDIT A PLAYER NUMBER

Team - new test team (ID: 211104) [Main Info](#) [Players](#) [Registrations](#)

Team Roster


Region: Test Region
 Club: AES Test Club A
 Team: new test team

Team Fee Paid: No
 Club Director:

2011/2012 2012/2013 2013/2014 2014/2015 2015/2016 2016/2017 [+ 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
	16Girl Aigroup	9/1/2000	Player	OK

- Go the **Player Tab** on the team
- Click **“Edit”** next to the name of the player
- Click **“Update Team Member”** to save edits

TEAM ROSTERS/ENTRY FORMS

TEAM ROSTERS SEARCH

Club Administration → Team Rosters → Team Rosters Search

The **Team Roster** Search is used to print various forms of Rosters (Jr., Adult, Tournament Entry Form).

1. Selections can be made specifically by team or using a grouping method or query.
2. Select the Roster Form you would like to view.
3. Click **“Search Rosters”** button.



Logout | Renew your Membership | Account Settings

Test Region
USA VOLLEYBALL

Welcome Cedric --> THIS IS A TEST ACCOUNT!

Member Home
 Member Area
 Sponsors
 Club Administration
 My Club
 Club Profile
 Club Members
 Member Cards
 Team Rosters
 Team Assignments
 Search Contacts
 USA Volleyball Events
 USAV Clinics
 Tournaments
 Region Clinics
 (Tournaments)
 (Results & Rankings)
 (Men's Rankings)
 (Women's Rankings)

Basic Search **Team Rosters**

Division: -Select One- Teams: Select options

Gender: Select options Type: Select options Level of Play: Select options Team CT Code: []

Roster Form: Select One

Search Rosters

BASIC SEARCH

Club Administration → Team Rosters → Basic Search

Basic Search: used to search for individuals based on roster assignment(s).

Welcome Cedric --> THIS IS A TEST ACCOUNT!

Member Home **Basic Search** Team Rosters

Member Area

Sponsors

Club Administration

My Club

Club Profile

Club Members

Member Cards

Club Teams

Team Rosters

Team Assignment

Search Contacts

USA Volleyball Events

USAV Clinics

Tournaments

Region Clinics

{Tournament}s

News - (Results & Rankings)

{Men's Rankings}

{Women's Rankings}

Club: AES Test Club A

Roster Status: Select One

Season: 2016/2017

Teams: Select options

Position: Select options

Waivered Player: All

PA Screening: Either

Team Gender: Select One

Team Type: Select One

Team Level of Play: Select One

Team CT Code:

Report Type: List

Report Template: List Roster

Display Rows: 20

Group By: Select One

Summary Only

Order By 1: Select One

Order By 2: Select One

Search Rosters

- Click on a member's name to open that member's record.
- The export buttons can be used to export to either a text or Excel file.
- Export and email buttons are available on the top right.

Welcome Cedric --> THIS IS A TEST ACCOUNT!

Member Home

Member Area

Sponsors

Club Administration

List Roster, (2)

Position Team Contact Phone Email Waivered

Edit Player new test team 16Girl Aigroup janice@usav.org

Text Export Excel Email

TEAM ASSIGNMENT

Team Assignment is not available in all Regions - availability is determined by the Region

TEAM ASSIGNMENT

Club Administration → Team Assignment

Welcome Cedric --> THIS IS A TEST ACCOUNT!

Member Home
Member Area
Sponsors
Club Administration
My Club
Club Profile
Club Members
Member Cards
Club Teams
Team Assignments
Team Assignment

Assign Members to Teams (6)
Gender: --

The following are members needing Team assignment., (2016/2017)

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.

All	Member ID	Name	Player Level	Team	Position	Jersey #
<input type="checkbox"/>	TEST2863114MJ17	16Boy8 Aigroup 4065 Sinton Rd Ste 200 Colorado Springs, CO 80907	J6	-Select One-	Player	
<input type="checkbox"/>	TEST2863025MJ17	18Boy8 Aigroup 4065 Sinton Rd Ste 200 Colorado Springs, CO 80907	J8	-Select One-	Player	
<input type="checkbox"/>	TEST2863024MJ17	18Boy Aigroup 4065 Sinton Rd Ste 200 Colorado Springs, CO 80907	J8	-Select One-	Player	
<input type="checkbox"/>	TEST2863028FJ17	18Girl Aigroup 4065 Sinton Rd Ste 200 Colorado Springs, CO 80907	J8	-Select One-	Player	
<input type="checkbox"/>	TEST2946940FQJ17	doublereg Aigroup 4065 Sinton Colorado Springs, CO 80907	J7	-Select One-	Player	
<input type="checkbox"/>	TEST2615428MOA17	Cedric Aigroup1 1200 W Cheyenne Rd Colorado Springs, CO 80906	UA	-Select One-	Player	

Assign Teams

Use the **Team Assignment** screen to select the players and staff you wish to assign to the multiple teams in your club at the same time.

- Check the box to the left of the member's name,
- Select the **Team** from the drop-down list
- Select **Position** from the drop-down list (this field defaults to Player)
- Add a Jersey #
- Once all selections are made, click **"Assign Teams"**

EDITING AN EXISTING ROSTER

****This function is not available in all Regions - availability is determined by the Region****

The screenshot shows the USA Volleyball website interface. At the top, it says 'Test Region USA VOLLEYBALL'. Below that, it says 'Welcome Cedric --> THIS IS A TEST ACCOUNT!'. The main navigation bar includes 'Member Home', 'Member Area', 'Sponsors', 'Club Administration', 'My Club', 'Club Profile', 'Club Members', 'Member Cards', 'Club Teams', 'Team Rosters', 'Team Assignment', 'Search Contacts', 'USA Volleyball Events', 'USA Clinics', 'Tournaments', 'Region Clinics', 'Tournament(s)', '(Results & Rankings)', '(Men's Rankings)', and '(Women's Rankings)'. The 'Teams' section is active, showing a table with columns: Team Name, Team Code, Team Rep, Active, and Team Fee Pd. The table contains two rows: 'new test team' and 'Tester'. A red arrow points to the 'new test team' entry.

- Click on a **Team Name** to open the record for that team.

The screenshot shows the 'Team Roster' page for 'new test team'. The page includes tabs for 'Main Info', 'Players', and 'Registrations'. The 'Team Roster' tab is active. The page displays the following information:

- Region: Test Region
- Club: AES Test Club A
- Team: new test team
- Team Fee Paid: No
- Club Director:

The 'Main Info' tab is selected, showing the following details:

- Club ID/Code: 152958 /
- Team ID: 211104
- Team Code: CJ5TRIA2TEST
- * Team Name: new test team
- * Team Type: Junior
- * Gender: C
- * Level of Play: J5
- * Team Status: Active
- * Team Rep: - no options -
- Email: [input field]
- Division: 12 Platinum West
- * Team Rank: 2
- * Team Fee Paid
- MY TEAM FIELD:

At the bottom of the page, there is a red button labeled 'Update Team'.

Once a new team is created, only the **Team Status**, **Team Rep**, and **Email** may be changed on the Club Admin level. All other changes must be made through the Region Administrator.

Click the **“Update Team”** button at the bottom of the screen to save changes.

ADD A ROSTER ASSIGNMENT

Team - new test team (ID: 211104) [Main Info](#) [Players](#) [Registrations](#)

Team Roster

Region: Test Region
 Club: AES Test Club A
 Team: new test team

Team Fee Paid: No
 Club Director:

2011/2012 2012/2013 2013/2014 2014/2015 2015/2016 2016/2017 [+ 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
Edit	16Girl Aigroup	9/1/2000	Player	OK

Use the pop-up box to add club members to a team. Click the “**Players**” tab and use the drop-down menus to select the club member and position. Click “**Add Team Member**” to complete the process.

DELETE/REASSIGN A ROSTER ASSIGNMENT/EDIT A PLAYER NUMBER

When a member is removed from the roster, he/she can be assigned to another team.

Team - new test team (ID: 211104) [Main Info](#) [Players](#) [Registrations](#)

Team Roster

Region: Test Region
 Club: AES Test Club A
 Team: new test team

Team Fee Paid: No
 Club Director:

2011/2012 2012/2013 2013/2014 2014/2015 2015/2016 2016/2017 [+ 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
Edit	16Girl Aigroup	9/1/2000	Player	OK

Go the **Player Tab** on the team pop-up menu
 Click “**Edit**” next to the name of the player
 Click “**Update Team Member**” to save edits

MEMBER SEARCH

CLUB ADMINISTRATION → SEARCH CONTACTS → MEMBER SEARCH

The screenshot displays the USA Volleyball Member Search interface. At the top, there is a navigation bar with links for 'Logout', 'Renew your Membership!', and 'Account Settings'. The main header features the USA Volleyball logo and the text 'Test Region USA VOLLEYBALL'. Below the header, a welcome message reads 'Welcome Cedric --> THIS IS A TEST ACCOUNT!'. The left sidebar contains a menu with 'Search Contacts' and 'Member Search' highlighted. The main content area is divided into three sections: 'Personal Information', 'Address Information', and 'Membership Information'. Each section contains various search filters such as Member ID, First Name, Last Name, Preferred Name, Member IDs, Has Email, Email, Phone #, Age From, To, Age Range, Age 'As of' Date, Birthday, U.S. Citizen, Race/Ethnicity, Gender, Deceased?, City, State, Zip, Miles from Zip, Country, Zip (Multiples), Address, Bad Address, Membership Season, Membership Status, Membership Group, Start Date, Expiration Date, Date Added, Latest Membership, Membership Type, Has a Pending Membership, and Membership Expires in. The 'Member Search' link in the top navigation bar is circled in red.

- **Member Search:** is used to select a member or group of members within the club. Choose all appropriate fields for the search.
- Click on a member's name to open that member's record.
- The export buttons are found on the top right. They can be used to export 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.

OFFICIALS SEARCH

OFFICIALS

Club Administration → Search Contacts → Officials Search → Officials Tab

Officials Search: is used to select a specific member or group of members within the club, regarding officials' certifications and/or background screening status.

> Logout | > Renew your Membership | > Account Settings

Help/FAQ

Test Region
USA VOLLEYBALL

Welcome Cedric --> THIS IS A TEST ACCOUNT!

Member Home
Member Area
Sponsors
Club Administration
My Club
Club Profile
Club Members
Member Cards
Club Teams
Team Rosters
Team Assignment
Search Contacts
Officials Search
Member Search
USA Volleyball Events
USAV Clinics
Tournaments
Region Clinics
Tournaments
(Results & Rankings)
(Men's Rankings)
(Women's Rankings)

List Contacts, (12)

Name	Region	Certification	Certification Status	Background Status
Aigroup, 16Girl	Test Region	IMPACT SafeSport	Current	N/A
Aigroup, 18BoyB	Test Region	R2 Badge SafeSport	Current	N/A
Aigroup, doublereg	Test Region	IMPACT Instructor CAP Cadre	Current	N/A
Aigroup I, Cedric	Test Region	Junior National Referee SafeSport BCAP I National Scorer CAP I	Current	Current

- Click on a member's name to open that member's record.
- Export and email buttons are available on the top right.

COACHES

Club administration → Search Contacts → Officials Search → Coaches Tab

Coaches Search: is used to select a specific member or group of members within the club, regarding coaching certifications and/or background screening status. Choose all appropriate fields for the search.

The screenshot shows the USA Volleyball member profile page for a user named Cedric. The page is titled "Test Region USA VOLLEYBALL" and includes a navigation bar with "Logout", "Renew your Membership!", and "Account Settings". The main content area is divided into several sections: "Member Home", "Member Area", "Sponsors", "Club Administration", "My Club", "Club Profile", "Club Members", "Member Cards", "Team Rosters", "Team Assignment", "Search Contacts", "Officials Search", "Member Search", "USA Volleyball Events", "USA Clinics", "Tournaments", "Region Clinics", "Tournament(s)", "(Results & Rankings)", "(Men's Rankings)", and "(Women's Rankings)". The "Officials Search" section is highlighted with a red circle. Below this, the "Coaches" tab is selected and highlighted with a red circle. The "Region, Club, and Team Information" section shows "Region: Test Region", "Club: 152958, AES Test Club A", and "Team: Select One". The "Personal Information" section includes fields for "Member ID", "First Name", "Last Name", "Preferred Name", "Member IDs", "Has Email", "Email", "Phone #, (last 4)", "Age From", "Age To", "Age Range", "Age 'As of Date'", "U.S. Citizen", "Race/Ethnicity", "Active Status", "Birthday (mm/dd)", "Gender", and "Deceased?". The "Certification Information" section includes "Status", "Certification Type", "Start Date", "End Date", and "Regional Continuing Education Tracking Date". The "Background Screening Information" and "Email Parameters" sections are also visible. The page footer includes "USA Volleyball", "USA Academy", "Privacy Policy", and a "VERIFIED & SECURED" logo.

- Click on a member's name to open that member's record.
- The export buttons are found on the top right. They can be used to export either a text or Excel file for the members on the list.
- Export and email buttons are available on the top right.

VIEWING A MEMBER'S RECORD

Club Admins may view limited areas of the record for members of the club.

MEMBER PROFILE

16BoyB Aigroup - (Member ID: 2863116)

Member Profile Memberships Events Team Rosters Coaching/Officiating

Name: 16BoyB Aigroup Member ID: TEST2863116MJ17 - Junior Membership
Address: 4065 Sinton Rd Ste 200 Member Status: Current (Exp. 10/31/2017)
Colorado Springs, CO 80907-5097 Member Region: Test Region (Assigned Region: Test Region)
Email: janice@usav.org Club: AES Test Club A
Cell Phone: 111-111-1111 Birth Date: 8/31/2001 Age: 15 (As of 9/1/2016)
Level Of Play: J6

Member Profile Athlete Info Apparel Sizes Parent Info

Name: 16BoyB Aigroup
Preferred Name:
(If different than Legal Name)
Maiden Name:
Former Name:
Address: 4065 Sinton Rd Ste 200
Colorado Springs, CO 80907-5097

Level Of Play selection only shows for test users

* Level Of Play: - requires configuration in L_AthleteEvtGroups()

Region/Club Selection
Assigned Region: Test Region
Mbrship Region: Test Region
Club: AES Test Club A

Email: janice@usav.org
* Cell Phone: 111-111-1111 Carrier: Other
Home Phone:
Phone:
Other Phone:
Birth Date: 8/31/2001 (Age: 15, as of 9/1/2016)
Gender: Male
Race/Ethnicity: I Choose not to respond
U.S. Citizen:
Player's Pool-Lev/Pos:

Entered: 7/7/2016 9:09:09 AM By: Test Region Admin | Modified: 8/23/2017 3:27:58 PM By: Janice Kosbab

- **Member Profile:** displays the basic contact information for the member
- **Athlete Info:** General Info, Educational Information, and Role Information
- **Apparel Sizes:** Sizes of Clothing
- **Parent Information:** Parent/Guardian contact information

MEMBERSHIPS TAB

Memberships tab: displays the Membership History information for the member

16BoyB Aigroup - (Member ID: 2863116)

Member Profile **Memberships** Events Team Rosters Coaching/Officiating

Name:	16BoyB Aigroup	Member ID:	TEST2863116MJ17 - Junior Membership
Address:	4065 Sinton Rd Ste 200 Colorado Springs, CO 80907-5097	Member Status:	Current (Exp. 10/31/2017)
Email:	janice@usav.org	Member Region:	Test Region (Assigned Region: Test Region)
Cell Phone:	111-111-1111	Club:	AES Test Club A
		Birth Date:	8/31/2001 Age: 15 (As of 9/1/2016)
		Level Of Play:	J6

Membership History

Membership History

TEST2863116MJ17 Junior Membership	9/20/2016 - 10/31/2017	Current
Test Region AES Test Club A		

TEAM ROSTERS TAB

Team Rosters tab: displays the roster assignments for the member.

16BoyB Aigroup - (Member ID: 2863116)

Member Profile Memberships Events **Team Rosters** Coaching/Officiating

Name:	16BoyB Aigroup	Member ID:	TEST2863116MJ17 - Junior Membership
Address:	4065 Sinton Rd Ste 200 Colorado Springs, CO 80907-5097	Member Status:	Current (Exp. 10/31/2017)
Email:	janice@usav.org	Member Region:	Test Region (Assigned Region: Test Region)
Cell Phone:	111-111-1111	Club:	AES Test Club A
		Birth Date:	8/31/2001 Age: 15 (As of 9/1/2016)
		Level Of Play:	J6

Season	Team	Position	Status
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COACHING/OFFICIATING TAB

Coaching/Officiating tab: displays any clinic registrations for the member

- Information regarding
 - Background Screening
 - Official Info
 - Coach Info
 - CAP Info
 - PA Screening

16BoyB Aigroup - (Member ID: 2863116)

Member Profile | Memberships | Events | Team Rosters | **Coaching/Officiating**

Name: 16BoyB Aigroup	Member ID: TEST2863116MJ17 - Junior Membership
Address: 4065 Sinton Rd Ste 200 Colorado Springs, CO 80907-5097	Member Status: Current (Exp. 10/31/2017)
Email: janice@usav.org	Member Region: Test Region (Assigned Region: Test Region)
Cell Phone: 111-111-1111	Club: AES Test Club A
	Birth Date: 8/31/2001 Age: 15 (As of 9/1/2016)
	Level Of Play: J6

Background Screening | Official Info | Coach Info | CAP Info | PA Screening

FAVO Official:	<input checked="" type="checkbox"/>	Independent Contractor Agreement:	<input checked="" type="checkbox"/>
Board Name:	<input checked="" type="checkbox"/>	Regional Ind. Contractor Agreement:	<input checked="" type="checkbox"/>
Receive Notice Of Officiating Opportunities:	<input checked="" type="checkbox"/>	W9 On File:	<input checked="" type="checkbox"/>
Interested in Officiating For Pay:	<input checked="" type="checkbox"/>	Regional W9 On File:	<input checked="" type="checkbox"/>
		Extended Official's Insurance	No

Officials Certifications

Certification Option	Application Date	Certification Date	Exp. Date	Status
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