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).

BACKGROUND SCREENING

All adult club personnel including coaches, assistant coaches, club directors, officials, tournament directors, trainers, etc. affiliated with a junior program intending to participate in USA Volleyball must have an approved and current background screen on file as per USA Volleyball policy. It is intended that the term "all adult club personnel" be all inclusive and not limited to only those categories identified herein.

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 – MY CLUB

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, and Officials Search.

MY CLUB – CLUB PROFILE

CLUB PROFILE – MAIN INFO

The club is originally set up by the Region Administrator. Once created, Club Admins can update limited information about the club on the Main Info tab. To select multiple items, be sure to hold down the control key while clicking with the mouse. Click "Update Club" to save changes.

CLUB TYPE(S) and CLUB DESIGNATION(S)

Within the Main Info screen, the Club Type(s) and Club Designation(s) fields provide the Region Administrators with additional tools for filtering data and to allow more accurate information distribution to Club Admins and members.

The 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).

The Club Designation(s) may be selected from the drop-down list to indicate if the club hosts Indoor teams, Outdoor teams, or both Indoor or Outdoor.

CLUB PROFILE - MEMBERS

The 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 these screens. 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. Those with an Unpaid membership status will change to Current upon payment being indicated in the system. Those with a Pending status will change to Current upon the membership start date. Use the Team Assignment screen for team placement.

CLUB PROFILE - TEAMS

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. The "+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.

CLUB PROFILE – TEAM REGISTRATIONS

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

MY CLUB – CLUB MEMBERS

The 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 these screens. The same information is found in the My Club – Club Profile menu option.

Note: Only members with a membership status of Current may be assigned to teams. Those with an Unpaid membership status will change to Current upon payment being indicated in the system. Those with a Pending status will change to Current upon the membership start date. Use the Team Assignment screen for team placement.

MY CLUB – MEMBER CARDS

Use the My Club – Member Cards menu option to print Membership Cards for a particular 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 (see image above).

If there more than 100 club members, a selection must be made to view all membership cards or view cards for a single team (see image below).

All cards being printed will print three per page. Use "File" and "Print Preview" to select a specific page to print, or highlight a specific card and use "Print Selection" to print only that card.

It is recommended to have the members print their own cards using their "Print Membership Card" menu option.

MY CLUB – CLUB TEAMS

Use the My Club – Club Teams menu option to display a list of teams within the club, with the Active teams at the top of the list and the Inactive teams at the bottom of the list. The "+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 Profile - Teams menu option.

ADDING A NEW TEAM

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

Click on "+New Team" button.

Complete the information and click "Add Team".   The Team Code will populate based on the information entered in the various fields, and the new team will display on the Teams list.

EDITING AN EXISTING TEAM

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

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

MY CLUB – TEAM ROSTERS

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. To select multiple items, be sure to hold down the control key while clicking with the mouse.
3. Select the Roster Form you would like to view.
4. Click "Search Rosters" button.

Certain roster formats may be required as determined by the event and Region requirements.

ADULT ROSTER

General use roster, not intended for tournament entry, although signature area is provided.

ADULT TOURNAMENT ENTRY FORM

Additional fields provided to enter tournament date and site and division entered, as well as signature area.

JUNIOR ROSTER

General use roster, not intended for tournament entry, although a signature area is provided.

JR. ROSTER W/ TOURNEY RELEASE

Additional language included with verifications relating to the roster and medical release form, as well as signature area.

JR. TOURNAMENT ENTRY FORM

Additional fields provided to enter tournament date and site and division entered, as well as signature area.

TEAM ROSTERS – BASIC SEARCH

Use the Team Rosters – Basic Search to search for individuals based on roster assignment(s).

Click on a member's name to open that member's record. The export buttons can be used to export standard member information to 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.

MY CLUB – TEAM ASSIGNMENT

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

TEAM ASSIGNMENT BATCH PROCESS

The Team Assignment function allows the Club Admin to assign multiple members to rosters.

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, make a selection from the Team drop-down list, make a selection from the Position drop-down list (this fields defaults to Player), and add a Jersey #, if applicable. (Single digit jersey numbers may be entered with or without a leading zero.) Once all selections are made, click "Assign Teams".

The screen refreshes to only display current club members who have not yet been assigned to a team, with a pop-up notice that the team assignments were successful. If there were any issues with a team assignment, a pop-up error would display and the problem would be described at the top of the screen, example below.

Try to add a J4 player to a 13s team:

EDIT A SINGLE ROSTER

Roster editing functions are not available in all Regions - availability is determined by the Region.

ADD A ROSTER ASSIGNMENT

Click on the name of a team from the team list.

Go to the "Players" tab.

The Players tab under the team displays the roster members. Click the "Add Club Member to Team" button to add a member to the roster without using the Team Assignment screen.

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 ASSIGNMENT

To reassign a junior player to another team, go the player tab on the team and click "Edit" next to the name of the player. Once the member is removed from the roster, he/she can be assigned to another team.

Click "Delete Team Member" to remove this member from the current roster. A warning will appear after clicking "Delete Team Member". Click OK to continue or Cancel to leave the member on the roster. For any other changes, click "Update Team Member" after updating the information. Example below.

EDIT A PLAYER NUMBER

To modify a player's number, go to the player tab on the team and click Edit next to the name. Make modifications to the player number field and click "Update Team Member".

Make the change in the Player No. field and then click "Update Team Member".

MY CLUB – MEMBER SEARCH

The Member Search screen is used to select a member or group of members within the club. Choose all appropriate fields for the search. The search results can be used for export and/or email purposes.

Click on a member's name to open that member's record. The export buttons can be used to export standard member information to 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.

MY CLUB – OFFICIALS SEARCH

OFFICIALS SEARCH - OFFICIALS

The Officials Search screen is used to select a specific member or group of members within the club, with regard to officials' certifications and/or background screening status. Choose all appropriate fields for the search. The search results can be used for export and/or email purposes.

Click on a member's name to open that member's record. The export buttons can be used to export standard member information to 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 – COACHES

The Coaches Search screen is used to select a specific member or group of members within the club, with regard to coaching certifications and/or background screening status. Choose all appropriate fields for the search. The search results can be used for export and/or email purposes.

Click on a member's name to open that member's record. The export buttons can be used to export standard member information to 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.

VIEWING A MEMBER'S RECORD – CLUB ADMIN

Club Admins may view limited areas of the record for members of the club. Club Admins may edit some of the fields on the Other Info – Player Info screen.

MAIN INFO TAB

The Main Info tab displays the basic contact information for the member.

MEMBERSHIPS TAB

The Memberships tab displays the Membership History information for the member.

TEAM ROSTERS TAB

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

REGISTRATIONS TAB

The Registrations tab displays any clinic registrations for the member.

OTHER INFO TAB

The Other Info sub-tabs provide additional information for Club Admins relating to their club members. Club Admins may view the following: Player Info, Apparel Sizes, Coach Info, CAP Info, Official Info, Coach Info, CAP Info, Background Screening, and Parent Info.

OTHER INFO – PLAYER INFO

Most fields in the Player Info sub-tab are editable by the member and the Club Admin.

OTHER INFO – APPAREL SIZES

Most fields in the Apparel Info sub-tab are editable by the member and the Club Admin.

OTHER INFO – COACH INFO

James Aigroup1 - (Member ID: 2610885)

Main Info | **Memberships** | **Team Rosters** | **Registrations** | **Other Info**

Name:	Aigroup1, James	
Address:	1 Lake Ave	
	Colorado Springs, CO 80906-4269	

Current Certifications/BG Screening

Level/Type	Status	Exp Date
SafeSport	Current	
IMPACT	Current	
Test Region Background Screening Fee	Current	10/31/2015

Member ID:	TEST2610885MOA14
Assigned Region:	Test Region
Mbrship Region:	Test Region
Club:	AIGROUP TEST CLUB
Membership Type:	Other Membership (Adult)
Membership Status:	Current (Exp. 10/31/2014)
Email:	susan.barkley@usav.org
Birth Date:	3/31/1960
Level Of Play:	UA

Player Info | **Apparel Sizes** | **Coach Info** | **CAP Info** | **Official Info** | **Background Screening** | **Parent Info**

School:	Coach Status:	Eligible
Title:	Regional:	
Program Level:	National Certification:	
Program Type:		
Gender Coached:		

OTHER INFO – CAP INFO

James Aigroup1 - (Member ID: 2610885)

Main Info | **Memberships** | **Team Rosters** | **Registrations** | **Other Info**

Name:	Aigroup1, James	
Address:	1 Lake Ave	
	Colorado Springs, CO 80906-4269	

Current Certifications/BG Screening

Level/Type	Status	Exp Date
SafeSport	Current	
IMPACT	Current	
Test Region Background Screening Fee	Current	10/31/2015

Member ID:	TEST2610885MOA14
Assigned Region:	Test Region
Mbrship Region:	Test Region
Club:	AIGROUP TEST CLUB
Membership Type:	Other Membership (Adult)
Membership Status:	Current (Exp. 10/31/2014)
Email:	susan.barkley@usav.org
Birth Date:	3/31/1960
Level Of Play:	UA

Player Info | **Apparel Sizes** | **Coach Info** | **CAP Info** | **Official Info** | **Background Screening** | **Parent Info**

✗ CAP Code Of Ethics

Coach Certifications

Certification	Test Score	Date Certified	Exp. Date	Regional Continuing Education Tracking Date	Status
SafeSport		7/28/2014		-N/A-	Current
IMPACT		7/28/2014		8/31/2018	Current

CADRE Information

	Status	Begin Date	End Date
Impact Instructor			
Impact Inst. Trainer			
Apprentice			
Local			
Regional			
National			

OTHER INFO – OFFICIAL INFO

OTHER INFO – BACKGROUND SCREENING

OTHER INFO – PARENT INFO

(Shown for a Junior member.)