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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).
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*

- **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.
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.

TEAMS

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

TEAM REGISTRATIONS

Club Administration → 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).
- **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

- 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**
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**

- Click on **“New Team”** button.
• 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**

• 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.

ADD A ROSTER ASSIGNMENT

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
• 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.
BASIC SEARCH

Club Administration → Team Rosters → Basic Search

Basic Search: used 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 to either a text or Excel file.
- Export and email buttons are available on the top right.
TEAM ASSIGNMENT

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

TEAM ASSIGNMENT

Club Administration → Team Assignment

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 fields 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**

- 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.

ADD A ROSTER ASSIGNMENT
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.

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**

- **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.

- 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.

- 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

- **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.

TEAM ROSTERS TAB

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