



New Junior Member

(never previously registered in USAV)
2015/2016 Online Registration Instructions



Parents/Guardians must register their Junior's Membership, NOT CLUB DIRECTORS or COACHES

PRINT these instructions so you have a reference to the steps and screens you will be seeing.

Step #1 - To start the registration process click the link for **"NEW MEMBERS"** from our **REGISTRATION page**. You will then be taken to the initial account set up screen. **NOTE: The registration must be completed by a parent/guardian of any athlete who is under the legal age of 18.**

Step #2 – Registration Screen #1 Fill in the form, noting that you must give the information for all of the fields that have a * to the left of the field. **REMEMER-you are filling this out with your son's/daughter's information. PLEASE ENTER the CHILD'S LEGAL FIRST NAME and not a shortened version.**

Be sure to use a valid, working email address. All correspondence will be sent to that email address along with confirmation information. It is preferred that the email address be that of the parent.

Make sure your son's/daughter's birth date is correct and that you select their current grade in school.

Note: the division your son/daughter is eligible to compete in is based upon their date of birth. Age waivers for a younger age division are granted on an individual basis. There are certain restrictions involved with age waivers– contact your club director for more information.

Step #3 – Create a LOGIN– select a login and password that you would like to use for this account. **Please NOTE:** Each individual must have a unique login. If you have multiple athletes to register you must create a separate login for each. The password and security questions may be the same but the login must be unique.

Click **Continue**

Step #4 - Registration Screen #2

Check the information for accuracy. Click the **Edit** button if you need to correct your **child's** membership information.

At this time, choose **UNDECIDED** in the Club drop down box unless you are 100% sure that your child will be accepted by a particular club. Once your child has been officially accepted to a club you may login in again (later) and change this area to the correct club affiliation . This is available only one time when **UNDECIDED** is selected. After that you will have to contact the Region Office to make any changes to the club affiliation.

You will have a few different choices to choose from. Make sure you select the correct type of membership for your needs.

We will be offering a **Limited Tryout Membership**. This will cover the athlete for Club Tryouts **ONLY!** Once your child has made a club you will have to upgrade to the full Junior membership in order to be activated with the club. Make sure you choose the tryout membership best suited for your child.

Fill in the Parent information and click **Submit**

Those choosing the Limited Tryout Membership will only be able to print up a membership card during that specific time period. Presenting a copy of your confirmation page at tryouts can take the place of the actual membership card.

Note: the Volleykids option is ONLY for in house instructional clinics and is for a LIMITED membership and time frame. Do not choose this option unless you have been instructed by the club to do so.

Step #5—Registration Screen #3

Check this screen for accuracy one more time and make any changes to the membership information for the **Junior** Member. Click the **Edit** button if corrections must be made. **Remember you are filling this out with your son's/daughter's information.**

This gives you a summary of your membership choices as well as your total fees.

You may also choose to make a donation to the National High Performance program by checking the box. Your dues will be adjusted accordingly if you choose to make a donation.

The screenshot shows the 'Confirm' step of the registration process for the Great Lakes Region Volleyball. It displays membership details for a Junior member, including the type (GL Junior Full Membership for 2010-2011), dates (5/19/2010 - 10/31/2011), and price (\$45.00). A 'High Performance Donation' of \$5.00 is selected, bringing the total amount due to \$50.00. The member information section includes fields for legal name (Donna L. Aigroup), address (8021 S Killbourn, Chicago, IL 60652-2107), and contact information (phone numbers and email DLSmith27@comcast.net). A privacy statement notice is also visible.

Note: The USAV Magazine will ALSO be listed as an OPTION to choose— the cost of the Magazine is an additional \$2.50—you would receive 4 magazines each year produced by the National Office.

Step #6

Once again double check the parent/guardian information that you filled out for accuracy.

The next area allows you to opt out of certain correspondence available from the National Office. The default for this is always checked.

UNCHECK any boxes you prefer **NOT** receiving.

Payment Area

Fees should be paid by credit card at the time the application is filled out. Enter your credit card information and follow all of the steps for payment.

If you do not have a credit card you may choose the 2nd option **“Submit payment separately per Region Policy”** This will allow the membership to go through as UNPAID. You then must send a check made out to: Great Lakes Region and mail to:

Great Lakes Region
745 McClintock Dr Suite 314
Burr Ridge, IL 60527

If paying by check make sure that the name and date of birth are included in the memo area of the check so it can be credited to the correct individual. The membership is **NOT VALID** until payment is received and the account updated. You also will not be able to print out a membership card until payment is received. You will be notified via an email when the membership is paid. Contact the Region Office at 630-986-9000 or email Donna Smith at Smithglrvb@gmail.com or if you have any questions.

The credit card area is a trusted secure credit card website and carries the secure verification logo—No one has access to your credit card number.



The screenshot shows the 'Parent/Guardian Information' section with fields for name (First: Mary, Last: Aigroup), email (DLSmith27@comcast.net), and contact info. Below is the 'Correspondence Information' section with checkboxes for receiving electronic communications from USA Volleyball and the region. The 'Payment Information' section offers two options: 'Pay now via Credit Card' (selected) and 'Submit payment separately, per Region policy'. Credit card details include type (Master Card), number (5101111111111111), security code (111), expiration (04/2013), and name (Mary Aigroup).

Step #7- The next part of this page is a very important part of the registration process and it is the most overlooked. A parent or guardian will be accepting the terms of membership on behalf of their child or legal ward. **YOU MUST OPEN** the files in order to continue on in the process.

Click on the Blue [USAV Waiver & Release of Liability](#). A box will open so that it can be read and printed for your records. Once read— close the pop box by clicking the **RED X** in the upper corner.

Check the box under [USAV Waiver & Release of Liability](#) to acknowledge agreement to the waiver.

Repeat the same steps with the [USAV Participant Code of Conduct](#)

Check the third box in front of the red text which is your agreement to the terms of membership and that you are the legally authorized person to sign this electronic document.

The screenshot shows a web browser window displaying the 'USAV Waiver & Release of Liability' form. The browser's address bar shows the URL: https://webpoint.usavolleyball.org/memberships/WaiverCode.asp?ispopup=true&isCode=tr... The form has several sections: 'Payment Information' with radio buttons for 'Pay now via Credit Card' and 'Submit payment later'; 'USAV Waiver & Release of Liability' with three checkboxes, the third of which is checked; and 'USAV Participant Code of Conduct' with five numbered items. A 'Confirm' button is located at the bottom of the form.

Checking the boxes is accepted as your electronic signature for the document.

The last part is to fill in the Driver's License number of the Parent or Guardian for verification of identity. *If you do not have a Drivers License you may also enter your phone number with no dashes i.e. 7082223333.*

Click **Confirm** at the bottom of the page. You will get 2 additional pop up screens click OK on each one

Step #8 You will receive be a confirmation page with all of your child's information included. Read the paragraph in pink for final information on your registration. In the upper right corner you can click the Print option to print out all of the documents that were electronically accepted as well as the actual membership card.

There will also be links to 2 additional documents.

1. Medical Release Form— this **MUST** be downloaded and turned into the Club **AFTER** your child has officially accepted a position.
2. A Parent & Guardian Responsibility Statement which we request that you read.

If you were proactive and chose the [Limited Tryout Membership](#) prior to the official tryout start date the membership will show **PENDING and will go into effect on the first day of the tryout period.**

Boy's tryouts may start the first Tuesday following Labor day- Girl's Pre-High School Age Divisions— tryouts may begin the first SUNDAY in October

Girl's High School Age Divisions— tryouts for those NOT still representing their school in the State Playoffs may begin on the Sunday prior to the start of the State Regionals.

Presenting a copy of your confirmation page at tryouts can take the place of the actual membership card if you complete the registration process prior to the start dates above.

The screenshot shows the 'Membership Confirmation' page in the USA Volleyball Membership Management System. It includes a 'Welcome to USA Volleyball's Membership Management System!' header, a 'Membership Confirmation' section with a pink notice, and a 'Member Information' table. Below that is a 'Region Membership Fee' table, 'Login Information', and 'Additional Information' with links to 'Medical Release Form' and 'Parent & Guardian Responsibility Statement'. At the bottom is a 'Your Membership Card' section showing a sample membership card for the 2015 season.

Member Information	
Member:	test Algroup
Address:	8021 S Kildbourn Ave
City, State Zip:	Chicago, IL 60652
Email:	smithgrvb@gmail.com
Birth Date:	3/4/2009
Contact ID:	2738639
Membership Status:	Current
Registration Date:	8/5/2015
Expiration Date:	10/31/2015
Region:	Great Lakes Region Volleyball
Club:	- UNDECIDED -

Region Membership Fee	
Membership Type:	GL Eight (8) and under ZERO Cost Membership
Membership Dates:	8/5/2015 - 10/31/2015
Membership Price:	\$0.00
Total Amount Paid:	\$0.00

Your Membership Card	
Great Lakes Region Volleyball Membership Card 2015 Season	
Name:	test Algroup
Member #: GL2738639FOZ15	LOP: Y
Member Dates:	8/5/2015 - 10/31/2015
Club Name:	- No Club -
Commissioner:	Sandy Abbanti

Step #8 cont.

Membership cards can ONLY be printed if they are associated to a Current Paid membership.

You will also receive a confirmation email from the USAV Webpoint system which will contain all information pertaining to your membership, including money paid, and options you have chosen.

NOTE: if you used the same email address for the member as you did for the parent, you will receive 2 email confirmations. One is always sent to the individual member and another to the parent. Because of this parents often think they have been charged twice, this is NOT the case. Only one charge would have been placed on your credit card. The charge will come up on your credit card statement as Great Lakes Region Volleyball.

STEP #9 To easily access the **CORRECT** website containing all membership records any time during the year—go to our Region website at www.greatlakesvolleyball.org and click the Webpoint Login option from our Registration link.

If you chose the “Undecided” club listing during your registration, make sure that you later return to your account and select the Junior Club from the pull down menu once your child is accepted to the club. This can be found by clicking on the “**Member Profile**” link from the left and being on your Main Information tab screen— by clicking the arrow next to the box showing “Undecided” a pull down menu will appear. Select the Club name you have committed to and update your account by clicking the Edit Contact Information at the bottom of the page.

MEMBER HOME	
Member Area	
Member Profile	
Renew Membership	
Print Member Card	
Print Member Confirmation	
Account Settings	

Main Info	
Contact ID:	2118581
Member ID:	GL2118581FJ10
Region:	Great Lakes Region
Club:	UNDECIDED
Membership Type:	Junior Membership
Membership Status:	Current (Exp. 10/31/2010)

Also remember— if you chose the Try Out membership, it will expire at the end of the tryout period and you will have to return to your account to upgrade your membership to a full member in order to be associated with a Jr Club for the season and begin practices. You would follow click on RENEW Membership from the options on the screens and then follow most of the same screens you saw when first registering but make sure you SELECT a Club Affiliation on the 2nd screen of the renewal. The club does not get access to your record until you have selected the club.

Thank You for joining the Great Lakes Region of USA Volleyball

If you have ANY problems with the process contact the Region Office at 630-986-9000 or email Donna Smith at Smithglrvb@gmail.com.