

2020-21 GOVERNING SEASON CLUB ADMIN CHECKLIST **COMMUNICATION TO CLUB PARTICIPANTS**

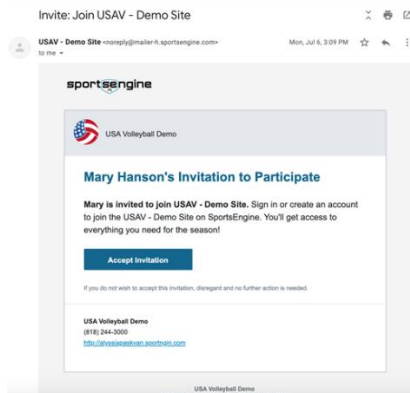
- When a volleyball club invites participants to join and play for their Club, **participants will receive two emails.**

- 1) The first is an invitation to *join* a Club's directory
- 2) The second is an official USA Volleyball club association assignment request.

NCR PARENT RESOURCE PAGE – [CLICK HERE](#)

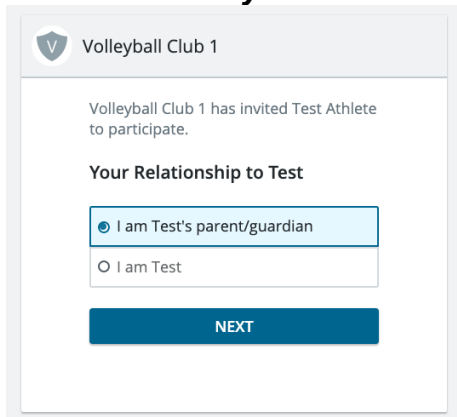
- How to Accept an Invitation to Join a Club's Directory**

1. Confirm you, the Parent/Guardian, have a [SportsEngine Account](#).
2. A Club will send your player **an invitation to join their club to your (parent/guardian) email.**
 - This is not an official invitation to play but is required to add your player's information to your [household](#). Yes, your whole family can be in one account. No more multiple email addresses need to login to you or your child's USA Volleyball membership information.
3. Navigate to your email and open the "Invite: Join *Volleyball Club Name Site*."



4. Click **Accept Invitation**.
5. Click **Get Started**.

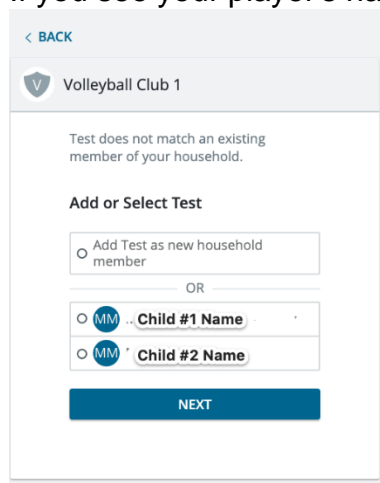
6. Select "**I am *Player's* Parent/Guardian**" and click **next**.



The screenshot shows a mobile app interface for 'Volleyball Club 1'. At the top, it says 'Volleyball Club 1 has invited Test Athlete to participate.' Below this is the section 'Your Relationship to Test' with two radio button options: 'I am Test's parent/guardian' (which is selected) and 'I am Test'. A blue 'NEXT' button is at the bottom.

7. Select "**Add *Player's* Name as a new household member**" and click **Next**.

- This will create the sub-profile for the player within your household.
- If you see your player's name already listed, select their name.



The screenshot shows a mobile app interface for 'Volleyball Club 1'. At the top, it says 'Test does not match an existing member of your household.' Below this is the section 'Add or Select Test' with a radio button option 'Add Test as new household member'. Below that is 'OR' and two radio button options: 'Child #1 Name' and 'Child #2 Name'. A blue 'NEXT' button is at the bottom.

8. Confirm/Enter all of your Player's Information and click **Accept Invitation**.



How to Accept an Official USAV Association Club Assignment

If a club wants a player to play for their Club, they will receive a second message.

1. Navigate to your email and open the email "Accept Your Assignment from *Volleyball Club's Name!*"
2. Click **Accept Assignment**.

- This action cannot be undone. By clicking this, you are officially accepting the invitation to play for this Club.



Minnesota Select Volleyball

Welcome, FIRSTNAME!

CLUB NAME is requesting you to be assigned to their club for the current USA Volleyball season! To secure your assignment, click the accept button below. If you will not be participating with CLUB NAME, you can simply ignore this email.

Please be aware of <mem def owner org name>'s policies as your assignment cannot be changed after acceptance. Only accept this assignment if you will be participating with this club this season.

If you don't currently have <membership name>, you will be required to purchase one when accepting this assignment.

ACCEPT ASSIGNMENT

3. Confirm/Enter your Athlete's Information and click **Next**.

Member information

First Name

Nickname (optional)

Middle Name (optional)

Last Name Suffix

Country

Address

City

State / Province

4. Confirm/Enter your information (parent/guardian), click **Next**.

5. Follow the prompts to complete the assignment process.

- If you have not already purchased a membership from the Region, it will ask you to sign waivers for an 18 and under player, and buy a membership.
- If you already have a membership, you will not be required to enter that information again.

Accepting Club Assignment in MySE

Club Participants parents and guardians can now have the ability to accept club assignments in MySE. To accept:

1. [Sign in](#) to MySE.
2. Navigate to the **Home** tab in the left-hand navigation.
3. On the top of the page, find *Club Assignment Requests*.
4. Find the desired club assignment and choose **View Details**.
5. Read the message, and click **Accept Assignment**.
6. Follow the prompts to complete the club assignment.