

"How to Guides" for Membership Registration System (MRS)

1. Adding members to a team

"How To" Steps	Screenshots
<p>Go to <a href="https://mrs.volleyball.ca">https://mrs.volleyball.ca</a></p>	
<p>Login to the club contact profile on MRS</p>	

Select the team the players are being added to under 'My Teams'

## MY TEAMS

Team	Role(s)
Team A	Indoor Team Contact



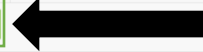
Click 'Add Member' from the Team Information Page

## Team Information

Team Name Team A	Website URL:		
Current Division 13UFemaleProvincial	Member Of CS		
<a href="#">Roster Download</a>	<a href="#">Edit Roster</a>	<a href="#">Edit Team</a>	<a href="#">Add Member</a>

First Name	Last Name	Date of Birth	Gender	Role	Status		
Chery	Bennett	06/11/1993	Female	Indoor Team Contact	Active	<a href="#">View Profile</a>	<a href="#">Remove</a>

1 - 1 of 1 items



Search for the member being added to the team by first name, city, last name and/or age category and click 'Search'

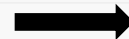
## Search Members

Search / Filter

First Name	City
Last Name	Age Category

[Search](#) [Clear](#) [Cancel](#)

First Name	Last Name	Date of Birth	Postal Code	City	Status	PTA
No items to display						



Once the member has been searched, click 'select' for the appropriate member

**Search Members**

Search / Filter

First Name: City

City: Toronto

Last Name: Age Category

Search Clear Cancel

First Name	Last Name	Date of Birth	Postal Code	City	Status	PTA	
Grace	Bennett	2007	N1L 0J5	toronto	Active	Ontario Volleyball Association	Select

1 - 1 of 1 items

Select the appropriate role for the member being added to the team and click 'submit'

**Select Roles**

- Head Coach
- Indoor Player-13U Membership expires August 31 2021
- Assistant Coach
- Recreational Player Membership expires August 31 2021
- Trainer Membership expires August 31 2021
- Secondary Team Contact Membership expires August 31 2021
- Indoor Team Contact Membership expires August 31 2021

Submit Cancel

Click 'Submit' to process payment for the member (Note: if the individual has already paid their membership fee there will be no charge to add them to the team)

**Add Team Member - Team A**

Name	Roles	Regular	Discount	Amount
Grace Bennett	VC Competitive Player Membership Indoor Player-13U Role	\$78.00	\$78.00	\$0.00
Sub Total				\$0.00
Tax				\$0.00
Grand Total				\$0.00

Submit Cancel Order

The added member will now appear on the team roster under the team information page

First Name	Last Name	Date of Birth	Gender	Role	Status		
Cheryl	Bennett	06/11/1993	Female	Indoor Team Contact	Active	View Profile	Remove
Grace	Bennett	15/11/2007	Female	Indoor Player-13U	Active	View Profile	Remove

1 - 2 of 2 items

Repeat the process by selecting 'Add Member' again on the team information page

Team Name: Team A

Website URL:

Current Division: 13/Female/Provincial

Member Of: CB

Roster Download Edit Roster Edit Team Add Member

**Congratulations! You have now added members to a team on the Ontario Volleyball Association's Membership Registration System.**