

## Free HQ: Import Members to Directory, Send Club Assignment Invites, then Submit Rosters

### Adding People

We recommend that clubs without members in their system, import directly into the Member Directory. [USAV ROSTER IMPORT TEMPLATE](#) [VIEW HELP ARTICLE](#)

**NOTE:** Members will automatically be sent an invitation to join your organization. The “Invitation to join your Organization” included in the Import Process is NOT the Club Assignment Invite.

### Send Club Assignment Invites to Players and Staff

Clubs will send Assignment Invites to these players & staff by sending them the correct Membership. Members must accept the invitation to participate. [VIEW HELP ARTICLE](#)

**NOTE:** Each Membership shared with the Club from the Region will have a Membership description to help determine who needs that Membership. The primary Memberships, for most Regions, are Junior Membership, Junior 18s, Coach Membership, and Adult affiliated with Juniors.

**NOTE:** Each Region will have different Memberships, which may determine which Membership a Club Admin should be sending. Connect with your Region Admin if you are unsure which Membership is right for one of your members.

### Follow Up on Invites/Eligibility

All players & staff you sent Club Assignment Invites will need to accept the appropriate invite to become eligible on the roster. You can use the Manage Invites page to find & view who has accepted the invite or not and re-send invites if needed.

For Adults, Junior 18s, and Junior Coaches, additional Eligibility Requirements such as SafeSport, Background Screening & Impact Training may also be required. Club Admins can view the eligibility statuses & remaining requirements for anyone who has accepted their Club Assignment Invite. This allows Club Admins to send reminders to these people to complete their Eligibility Requirements.

[VIEW HELP ARTICLE](#)

### Export Member Data & Re-Format for Roster Import

To export Member information out of your HQ to re-format into the Roster Upload Template go to the Directory and edit the columns to include the required fields to import rosters or choose all Member data.

From the exported file, copy and paste the required columns into the USAV Roster Upload Template using the provided headers. Add the Team Name & Team Role fields. Make sure to include Grade for Junior Players. [VIEW HELP ARTICLE](#)

Import rosters in the Club HQ, navigate to the **USA Volleyball tab > Governing Seasons > Import Teams & People**. [VIEW HELP ARTICLE](#)

### Reviewing Roster Status and Printing Rosters

Once all players & staff have accepted their Club Assignment Invites & completed their Membership Eligibility Requirements, the Club’s roster will show up as “Approved.” The roster can be printed, if the Region is using the “Auto-Approve” settings then. [VIEW HELP ARTICLE](#)

**NOTE:** Each roster requires one staff member to be listed as a Head Coach. You can also review rosters in Governing Seasons to view Member’s Eligibility.