



Registration Instructions – Renewing Member

Online Registration Instructions

Note: New Members or Renewing Members who are 18 and younger will need a parent/legal guardian to complete registration (electronically sign waivers, provide parent’s drivers license information or parent’s last four digits of Social Security Number)

Following Information Needed to Complete Membership

Drivers License Number (adult affiliated with a club, parent/legal guardian of junior age athlete)

Social Security Number – last four numbers (adult affiliated with a club for background screen, parent/legal guardian of junior age athlete)

Payment Method – credit card only

Step #1

- Click this [LINK](#) to Renew Membership
- USA Volleyball Login Screen will appear
- Requirements to Login: Username and Password (case sensitive)
- If Username and Password are **unknown**, then proceed to Step #2
- If Username and Password are **known**, then proceed to Step #5

Step #2 – username known, password unknown

- “Forgot Password” – left side of screen
- If Username is known, then supply username, enter validation code, and submit
- Password reset will be sent to the email associated with the username

Step #3 – username unknown or password unknown

- “Request A Login” – left side of screen
- Supply first name, last name, email address, birthdate (mm/dd/yyyy) zip code, and validation code)
- New username and password will be emailed to the email address supplied

Step #4

- Enter the requested information for the member, then click “Request Login”
- Directions prompting the member to change the password will appear.
- Then proceed to Step #5



Step #5

- “Renew Your Membership” – left side of screen
- Complete Username & Password credentials and then click “Log In”

Step #6

- This will bring up the next screen with the member’s information already in the fields

Step #7

- Verify the information and update if necessary
- Verify that the email is current, all correspondence and confirmation will be sent to the email address in registration
- If registering as a junior player, do not select Level of Play
- If registering as an adult player, select Level of Play
- If registering as an Adult Coach, Official, Team Representative, or Other select UA as Level of Play
- Click Continue

Step #8

- If unaffiliated with a club - select UNDECIDED *. (tryout juniors, non-club adult personnel)
- If affiliated with a club – select the appropriate club. If club not listed, club director needs to contact the Region office to [activate the club](#).
- * Club affiliation can be updated from “undecided” once the member has been officially affiliated with a club
- *Once a club has been chosen, changes can not be made without North Country Region Staff assistance
- Select membership type. Junior players must complete the Parent/Guardian information. Do not select coaching or officiating roles unless interested. Click Submit
- Adults must select a role(s), these roles include: Coaches, Adult Players/Coaches ONLY (no junior involvement), Officials for Junior Tournaments, Juniors Tournament Directors.
- Click Submit once completed.

Step #9 (ADULTS ONLY-non junior players) Background Screen Information

- If the member has a current and cleared USA Volleyball approved background screen, this screen will not be displayed and the member may proceed to Step #10

Background Screening Form

- This form must be completed to be involved with Junior Program activities
- Answer all questions – **Social Security Number required**
- Read the release and then click the box by the red text. This is accepted as the electronic signature to allow the background screen to process
- The background screen process will not begin until the application for membership is complete and North Country Region has received the correct payment
- If the background screening is skipped, the membership based on Junior Affiliation will not be accepted.
- Click “Continue and Process Background Screening”

Step #10

- Verify information on this page, click “edit” to make any changes
- Donation for USA National Teams and High Performance Teams can be checked
- Officials have the option to purchase Extended Official’s Insurance by checking the box
- North Country Region RECOMMENDS opting in for communications to stay up to date with USA Volleyball and Region News
- Check the box for USA Volleyball and Region News



Step #11

- Select a payment method and fill in requested information.
- North Country Region – USA Volleyball will only accept credit card payment
- Click and read the USAV Waiver & Release of Liability and check box to agree to terms*
- *Open link, checking the box is the electronic signature for this document.
- Click and read the USAV Participant Code of Conduct and check box to agree to the terms*
- *Open link, checking the box is the electronic signature for this document.
- Read the “User Agreement” portion (in red) and check the box to agree to the terms.
- **If the member is a minor, use the parent/guardian’s information.**
- Checking box is the electronic signature for this document.
- Click “Confirm” to finalize registration.
- **If member is a minor, enter parents/legal guardian Driver’s License or last four digits of Social Security Number.**

Step #12

- Accept the terms of membership with Electronic signatures
- **Junior players must have a parent/guardian providing information, as well as accepting the terms of membership on behalf of their child or legal ward**
- Click on the blue “USAV Waiver & Release of Liability.” Check the box to acknowledge the agreement to the waiver. This is accepted as the electronic signature

Adults Affiliated with a Junior Program Only

- Click on the blue “USAV Junior Club Personnel Code of Ethics.” Check the box to acknowledge the agreement to the waiver. This is accepted as the electronic signature.
- Click on the blue “USAV Participant Code of Conduct.” Check the box to acknowledge the agreement to the waiver. This is accepted as the electronic signature.
- Check the box in red text, which is the agreement to the terms of membership and are the legally authorized person to sign the electronic document*
- Checking the box is accepted as the electronic signature
- **Complete Driver’s License number of the member.** The parent/guardian will complete this information if the member is registering a minor
- Click “Confirm” at the bottom of the page
- Click “Ok” to submit application
- Click “Ok” to confirm the application has been submitted

Step #13

- A confirmation page will appear, read the yellow section near the top of the page.
- This section provides instructions on what to do next, how to print membership card, or update club affiliation.
- **If a Junior Tryout Membership was selected, the card will not print out with a CURRENT status until October 1**
- This confirmation email with paid membership will serve as proof of registration if needed prior to October 1

Step #14

Junior Players ONLY

- Scroll to the next yellow section to find additional documents that are required for clubs that utilize USA Volleyball Secondary Liability Insurance. Medical Release Form and Player Information Form



- Print and bring copies of Membership Card, Medical Release Form and Player Information Form to every tryout and give to your club administration when affiliated with a club

Step #15

- A confirmation email from USAV Webpoint will contain all information pertaining to membership including monies due, login username, password, and options chosen

Step #16

- Membership is not complete until payment is received by North Country Region. A confirmation email will be sent to the member once membership is paid and activated.