

# **2010 GREAT PLAINS REGION REGISTRATION PROCEDURES!!!**

ALL members will register directly with the Region! The on-line database system allows for electronic signatures. This includes signatures for Waiver and Release of Liability, USA Volleyball Code of Conduct, and Background Screening Consent forms. No paperwork needs to be printed and turned into the Great Plains office. Once you register on-line and your membership fee is received at the Great Plains office, your membership will be activated. A background screening does not START until the member has been activated.

ALL registrations **MUST** be completed **AND ACTIVATED** before you can participate in ANY club activity for the 2009/10 season. **THIS INCLUDES PRACTICES AND TRYOUTS!!!** All players must print a copy of their membership card and present it at each tryout you attend. Membership cards will be available for print from your database account after your registration fee has been submitted to the Great Plains office and your membership has been activated.

## **JUNIOR PLAYERS**

If you register prior to the region's signing date (**November 7**, if you fall in the 14 & under division and **November 21**, if you are in the 15 or older divisions, based upon USA Volleyball's Age Definition, you **MUST** select **UNDECIDED** as your club name. If you originally selected Undecided, when you sign with a club, you must log back into your account and change your club affiliation. If you originally picked a specific club, and you are not playing for that club, you must contact the registrar - [registrar@gpvh.org](mailto:registrar@gpvh.org), to have your club affiliation changed.

Per a new USA Volleyball registration category, players that fall in the 11 & under age category (see Age Definition chart on website) can register for \$22. You will see this option listed as an "Other Junior" member category. If you are in the 11 & under age category, you may select this membership. This membership is for Region play **ONLY**. Anyone 11 & under going to a National Event, including, Qualifiers, Nationals or out-of-Region events must register as a full Junior member.

## **MEDICAL HISTORY and RELEASE FORM**

A Medical History and Release form must be completed by every junior player and given to their club director. This form can be printed from the confirmation page during the registration process or can be obtained from the FORMS section on the Great Plains website or from the club director. **DO NOT SEND** the medical history and release form to the Great Plains office.

## **ALTERNATE REGISTRATION OPTION**

If any parent or member does not want to agree to the electronic signature process, you must contact Commissioner Sue Mailhot ([sue@gpvh.org](mailto:sue@gpvh.org)) for further instructions.

Use the following steps when registering for the 2009/2010 USA Volleyball season!

- 1) **Register Online:** Go to [www.gpvb.org](http://www.gpvb.org). Click the **Online Registration** tab. If you are a new member, click ***I Am Registering for the First Time***. If you are a returning member AND you know your login, click ***Go To Login Screen***. If you do not remember your login, click ***I Need My Username and Password***. To retrieve your login, the email address and birthday of the member must be entered. The email address you type in must match the email address in the account. If the email address in that account has changed, contact the Great Plains registrar at [registrar@gpvb.org](mailto:registrar@gpvb.org).
- 2) Once you have logged into your account (for returning members), click on the **Renew Online** button on the left side of the screen or on the top of the page where it says "To apply for your membership online, click here."
- 3) **SCREEN #1** - Verify your personal information.
  - a) If junior member, select current grade.
  - b) If adult player, select level of play.
- 4) Click **Continue**
- 5) **SCREEN #2** - Select Club from the dropdown menu at the top right of the screen. You should select **UNDECIDED** if you do not know what club you'll be playing for when you register.
- 6) Select membership type.
  - a) Juniors - parent/guardian information must be entered.
- 7) Participant information
  - a) Adults - select **ALL** roles that apply.
- 8) Click **Submit**
  - a) Adults - If any junior program role was selected, the user will be directed to the background screening section (if needed for this season). If the background screen is current, the system will advance to the confirmation page.
    - i. Background screening authorization procedure:
      1. Enter Social Security Number
      2. Read and answer the background consent questions.
      3. Check the box that says 'Hard Copy of Background Screening Form on file at the Region Office' (This is your signature to authorize the background screening)
      4. Click **Continue and Process Background** (note: Social security numbers are needed by the background screening company to complete the background screen. Social security numbers are not saved as an item in your personal information). If you are hesitant about entering SSN online, contact the Region office.
    - b) Juniors - will be sent directly to the confirmation page.
- 9) **SCREEN #3** - Confirmation screen:
  - a) Select Payment Method
    - i. Pay now via Credit Card
      1. Select Credit Card type (Visa or MasterCard)
      2. Enter credit card number
      3. Enter 3 digit code on back of credit card
      4. Enter expiration date of credit card
      5. Enter name as it appears on credit card

- ii. Submit payment with application
    1. Select this option and send check to Region office
  - b) You **MUST** open the USA Volleyball Waiver and Release of Liability. Read it. Close the document.
  - c) You **MUST** open the USA Volleyball Code of Conduct. Read it. Close the document.
  - d) Check the box that you have read and agree with both disclaimers.
  - e) After reading the Use Agreement, check the box.
  - f) Enter the driver's license or state ID number for the individual consenting above. (Note: the driver's license or state ID number is for verification purposes only.)
- 10) Click ***Confirm***.
- 11) After you click confirm, you will receive a message that states "Your membership application has been successfully submitted".

**If paying by cash or check, membership fees must be sent to:**

Great Plains Region  
7545 Main St, Ste A  
Ralston NE 68127

Checks must be made payable to: GPRVA (the name of the registered member must be written in the memo section of the check)

**NOTHING NEEDS TO BE SENT:** No paperwork needs to be sent since you signed the Waiver and Release of Liability and the Code of Conduct online. We only need registration fees to activate the membership if paying by check or cash.

**\*\*COACHES FOR JUNIOR TEAMS:** The background screening policies remain the same. Background screenings are good for two years. The system will prompt you if your background screening has expired. When you select any Junior Club role, the system will automatically verify if your background screen is current. If not current, an additional screen will appear to authorize the completion of the background screening process. After completing the background information screen, you will electronically sign the consent form by checking the box then clicking process now. You will then be automatically directed back to complete your online registration. The background screening cannot begin until the membership fee is received in the Great Plains office.

In previous years, coaches needed to submit a signed copy of the Great Plains Coach's Code of Ethics. The Great Plains Coach's Code of Ethics is still in effect, but coaches will acknowledge their compliance and understanding of the code of ethics when they agree to the USA Volleyball Code of Conduct. A copy of the Great Plains Coach's Code of Ethics can be found on the Great Plains website in the Coach's section.

**ALL registrations MUST be completed **AND ACTIVATED** before you can participate in ANY club activity for the 2009/10 season. **THIS INCLUDES PRACTICES AND TRYOUTS!!!****

Register early to avoid any problems.

If you register with the region, but are not selected for a club, you can request a refund by contacting the Great Plains Region ([info@gpvb.org](mailto:info@gpvb.org)) by January 1, 2010.

If you have any questions or problems with the registration process, please contact Bill Stanley ([registrar@gpvb.org](mailto:registrar@gpvb.org)) at 402-593-9670 between 10 am and 6 pm. After hours, you can contact Sue Mailhot ([sue@gpvb.org](mailto:sue@gpvb.org)) at 402-598-4782.

## MEMBERSHIP CATEGORIES

Only membership categories you are eligible for will appear.

### Adult

Adult Affiliated with a Junior Club (description)

Adult (description)

### Junior

Junior member (description)

11 and under membership (description)

Boys Junior membership (description)

## Membership prices

The Region does accept credit card payments for membership registration. A convenience fee for this option will be added to each membership. Last years membership price will remain the same for members who choose to pay with cash or check. If a credit card is not used for membership payment, and a member chooses to pay cash or check, the price that appears is not the cash discounted price. For those members choosing to pay cash, note the actual membership fee listed in the category description.

When a member choosing to pay their membership with a credit card, the membership will be activated immediately. Contact the Region office if you are hesitant about entering your credit card information online. If a membership chooses to pay with cash or check, they must send membership fees to region office. Upon receipt of the fee at the office, the membership will be activated the day the membership is received at the office. (This process could add two plus days to your membership activation.

Last year's membership price for 11 and under was not a category offered by USA Volleyball. The reduced price for 11 and under last year was offered as a Region option only. The price for 11 and under for the 2009/10 season is \$22.00. No price increase or cash option is available in this category.

Adults affiliated with a Junior Club - \$51.50 - (\$50.00 if paying by cash or check)

Adult players and officials - \$30.00

Junior player - \$51.50 - (\$50.00 if paying by cash or check)

11 & under player - \$22.00 (credit card, cash or check)

Junior Boys - \$20.00 (credit card, cash or check)