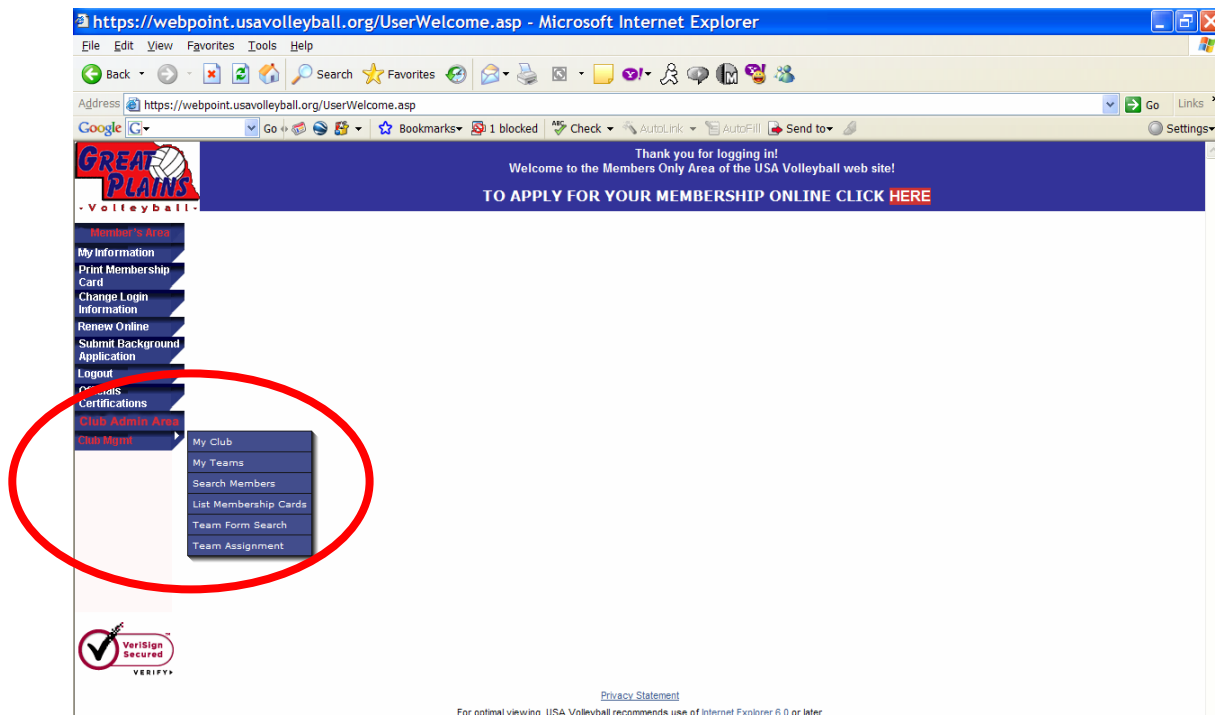


Club Director / Club Administrator Instructions

These instructions will help you build the teams in your club for the current season. Before you are granted access to this feature, you must register yourself and pay your membership with the Great Plains Region of USA Volleyball. Once you have been granted access, you will still log into the database the same way you always have, but you will now see a Club Admin Area on the left hand side of the screen. You must also register your club using the appropriate region forms.



You will build your teams through the Club Mgmt area.

- 1) My Club – This is the main information screen for your club. This information should already be populated. Check the data and make changes or add any additional information. Some fields are read only and can only be changed by a regional administrator. (If that information needs to be changed, contact the region office.)
- 2) My Teams – This section lists all of the current teams built for the current season. Once you build a team, it is permanent for the rest of the year (unless you contact the regional office and have a regional administrator make the changes).
- 3) Search Members – In this section, you will be able to query information for your club. For example, you might want to find everyone, from a certain city whose coaching status is current. Select Current from the Coaching Status drop down menu, then type the city in the box labeled City. When you hit Search Contacts it will bring up that list of members with-in your club. There are many other functions in this area.
 - A. You can also send group emails to whatever group you select. After you have selected the group, click on the email picture in the upper right hand corner.
 - B. After you have selected the group, you can format & print form letters, addressed to each individual.

- C. Anytime you send an email to a group or individual, a note is placed in each individual's historical record.
- 4) List Membership Cards – This allows you to pull up and print USAV cards by team. Select Team then click Search Members Cards. You can print up to three cards on one piece of paper.
 - 5) Team Form Search – This option lists all the team rosters within your club for the current season. You may print these rosters from here if you would like. They will print one roster per page.
 - 6) Team Assignment – This is where you will be assigning the coaches, players, chaperones, etc. to their respective teams.

Building a team:

You will select My Teams under the Club Mgmt tab. On the right hand side of the screen click the button that says New Team. A new window will open where you will enter the information for the new team.

- Enter Team Name
- Select Team Type (Adult or Junior)
- Select Gender of team (Male, Female, Coed)
- Select Level of Play (J5 = 15 year old Junior team)
- **Select Team Rep – The Team Rep will always be the Club Director. If you want the team coach's information to appear here, contact the regional office for further instructions.**
- Enter email of the contact person for that team
- Select Division (gold, silver, or bronze)
- Select Team Rank – If you already have a number one team, 1 should not be an option.
- Click Add Team (once you build a team, it cannot be changed except by a Regional Admin).

Assigning members to your team:

Once you have built the team, now you can assign players to that team.

Select Team Assignment from the Club Mgmt tab. You will see a screen that lists all members within the club that have not yet been assigned to a team. Your team must be built before trying to assign team members.

- Check the box (left side of screen) of the player you want to assign to a team
- Select the Team you want them assigned to in the drop down menu
- Select the Position (or role) this person will have for the team
- *NOTE: Coaching Status and Background Status MUST be Eligible before you can assign someone in the position of a Coach, Asst Coach, or Chaperone. That means all paperwork and registration fees have been received and processed. Also, the background screening has been cleared. You cannot add someone to a team that is too old to play on that team. For waived players, you must contact the Regional office and have a regional admin add them to the team. This includes 'Same Grade' players, even though they do not require the Age Waiver Form.*
- Enter the Jersey number (right side of screen).
- Click Assign Teams

NEW for 2007

We are now allowing club administrators to move players from one roster to another. Remember, junior players cannot be assigned to more than one team at a time. You would have to remove them from original roster to be able to add them to another roster. Call the regional office if you have any questions.