

## **8 Steps to getting your team registered for USA Volleyball**

### **1. Send Club Application/Profile form to Great Plains Region office**

This allows your club to be listed on the Club Listings for the current season.

### **2. EVERYONE must register online**

1. ALL participants (Players, Coaches, Chaperones, Club Directors) in the Great Plains Region need to register online.
2. All forms will be electronically signed online during the registration process. These forms could include Waiver and Release of Liability, USA Volleyball Code of Conduct, and the Jr Personnel Code of Ethics (for coaches).

### **3. NO paperwork sent to the Great Plains Region office**

1. No paperwork needs to be sent to the Great Plains region office. All forms are electronically signed online.

### **4. Memberships processed and activated**

1. Anyone who pays for their membership by credit card will have their membership activated immediately. You will be able to print your membership card right away.
2. If you opt to send a check to pay for your membership, the membership will be processed and activated when the fees are received by the region office and processed. This could take up to 3 days.

### **5. Coaching Status**

An adult member is not eligible to coach until their background screening is current and they are IMPACT certified. A coach can have an active membership, but their coaching status is "pending" until the background screening is current. Upon activation of the membership, the coaches' background screening will be "picked up" by database screening company, which will start the screening process. The background screening process takes 7-10 business days. If there are no problems with the background screening, and once the background screening has been cleared, the adult member's pending coaches' status automatically changes to "eligible". A coach, assistant coach, or chaperone cannot be added to a roster until the coaching status is 'eligible'.

### **6. Club admin access granted to Club Directors**

Club Directors and Administrators do not receive club access in the database until they have a current membership.

### **7. Rosters**

Rosters can only be built after members have been activated. Club Directors and club administrators should log into THEIR personal account to build team rosters. Coaches can only be added to rosters after the membership is activated and the coaching status is eligible.

### **8. Printed rosters from Database**

All rosters used for tournament entries MUST be printed from the USA database.