Iowa Volleyball Region

4600 Park Ave, Ste 201
Des Moines, IA 50321-1367
P: 515-727-1860
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Detailed Member Registration Instructions

Updated: August 31, 2012

Instructions If after reading *and following* these instructions you are still having problems contact the Region Office at 515-727-1860 from 8:30am-4:30pm Monday through Friday or email carol@iavbreg.org.

- All registrations MUST be completed and ACTIVATED before you can participate in ANY activities including practices and tryouts. **Be aware that with electronic acceptance it is important that adult members register themselves and that a parent/guardian registers a junior player.**
- To complete the online registration with online signature you will need to have the last 4 digits of your Social Security # or your driver's license number on hand. Junior age players will need to have a parent/guardian complete the process; and the parent/guardian will need the last 4 digits of their SS# or their driver's license number. (If you do not have a parent/guardian available for the online process you will need to do a paper membership form. The Junior player and parent will both have to sign the form and send it to their Club director or the Iowa Region Office.)
- Membership fees may be paid online with a MasterCard or Visa. You will need a card with a 3 digit security code on the back. If you do not pay online (select Submit Payment separately), send your money along with the member name and date of birth to the Region Office or give fees to your Club Dir/Team Rep to send in as a group.
- If you are a new Iowa Region member, but have been registered with another USAV region in the last seven seasons please contact the Region Office before registering. **Your region affiliation must be changed prior to registration.**
- If you were registered in Iowa last season; but want to join another region please contact our Region Office or the Region you have moved to before registering. **Your region affiliation must be changed prior to registration.**
- **Begin registration** by clicking on one of the Login buttons – **Renew Membership** (previous) or **New Membership**.
- If you are a returning member, but do not know your login you can request it sent to you by using the Forgot Password link. You will need to have the email address that is currently in your online record and your date of birth. If you no longer can access the email that is current in your record you will need to contact the Region Office to get your login.

Junior Players

Your parent/guardian will need to complete the online membership process for you. They will need their driver's license to complete the process. For those that don't know what club they will be participating with they should choose **UNDECIDED** for your club. Then once your club is decided you can login, click on the My Information tab, click on the club name in the drop down menu and finally click on the Edit Contact Info button at the bottom of the screen. If you picked a specific club (on purpose or accidentally) and you are not playing for that club, you must contact the Region Office to have your club affiliation changed. (In some cases the club director may need to be contacted to confirm you are not a member of their club.)

Junior Age Assistant Coach with a Junior Club

You register as a full junior member. A junior age assistant coach must be 2 years older than the team you are coaching. You must **always** have a registered and USAV background screened adult member in the gym when you are coaching.

Those junior age coaches **that** are already 18 years old will be prompted to complete the background screening process when you indicate you will be coaching with a junior program (2nd screen). For those that turn 18 after you register you need to login to your membership on your birth date and click on the Submit Background Application to complete the screening.

Junior age coaches (17 and under) will need to complete a hard copy of the **Junior Club Personnel Code of Ethics** signed by them as well as their parent/guardian since they won't be able to electronically sign the form during online registration. Completed forms can be faxed to 515-727-1861 or mailed to Iowa Region Volleyball, 4600 Park Ave Suite 201, Des Moines IA 50321-1367.

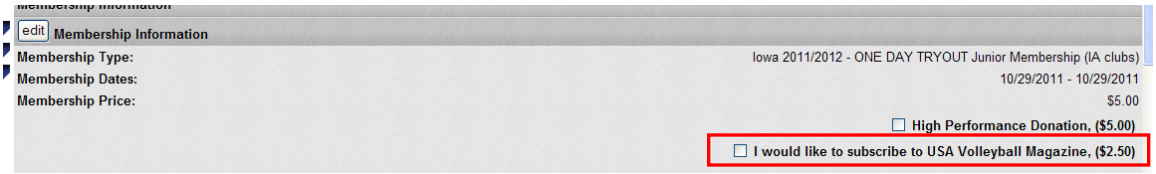
All coaches even junior age assistant coaches must complete an Impact Certification class!!

ALL ADULTS affiliated with a junior program or working junior events must sign a USA Volleyball Junior Club Personnel Code of Ethics. This requirements is for all adults (18 years or older) actively participating. The acceptance is initiated once you indicate you will be working with a junior club or officiating or directing at junior events (2nd screen). All adults affiliated with a junior program, unaffiliated officials or tournament/site directors working junior events will need to complete the USAV background screening as well. Screenings are good for two seasons once cleared.

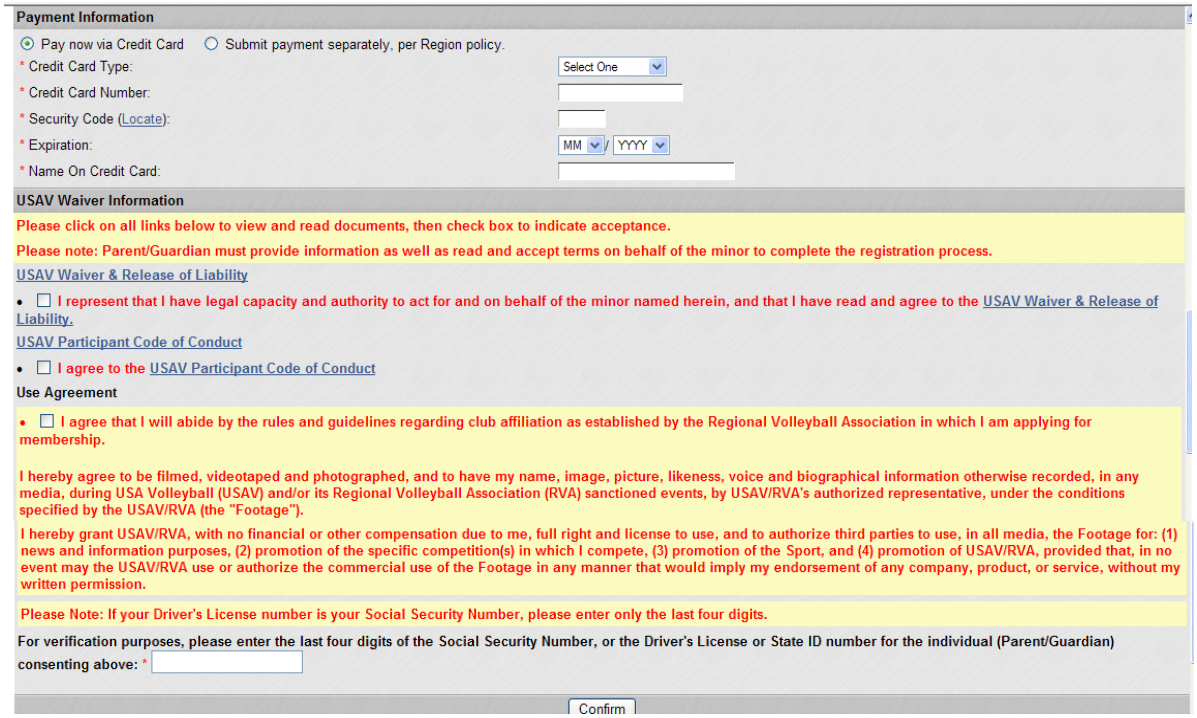
Online Registration Overview:

- On the 1st screen you will be entering information or verifying your personal information. **The personal information is the applicants'** (not their parent/guardian**).** Please use Legal names. (Do not use Beth or Liz for Elizabeth or Bob instead of Robert. You can enter Beth, etc. in the Preferred Name box.) Returning members with a name change (first or last) need to have Region staff change their name online (do not just create a new membership).
- Junior members must select a grade. Adult players select level of play. Non playing adults may leave the level as UA – not applicable.

- **Stop** when registering a junior member and you get adult membership types on the 2nd screen. You need to click on the Edit button in the upper left to go back to the 1st screen. Verify that the birth year is correct and/or the grade level hasn't changed to HS Grad, correct the error that has happened and hit Continue again.
- A club must be selected on the 2nd screen. If not known at the time of registration chose Undecided (top of list) as the club affiliation. **Click on the club name – don't scroll.**
- Adults that are working with a junior club as well as playing need to register with the junior club. Region staff will put them on their adult roster.
- Adults need to select all roles that apply. There isn't a referee or scorekeeper role under the junior roles so you just indicate that you will be officiating at junior events to initiate the background screening process.
- Adults that decide to work with a junior program after completing their registration will have to login again and complete the Junior Club Personnel Code of Ethics by clicking on the link and the Submit Background Application tab, if not current. Region staff will have to manually mark coaches eligible for those that complete their registration this way.
- If a role was selected that requires a background screening the adult applicant will be directed to the screening section (if needed for this season) after submitting the 2nd screen. If the screening is current, the system will advance to the confirmation page.
- Background Screening Procedure: Enter SS # (if not already entered), read and answer background consent questions, Check the box to electronically authorize the screening and click Continue and Process Background. NOTE: SS #s are needed for the screening company to complete the screen, but the # isn't saved in your personal information.
- Junior, adult and collegiate players only will go directly to the confirmation screen.
- Confirm all information is correct. If not use the Edit button in the upper left to go back and correct your record.
- The USA Volleyball Magazine is no longer an automatic part of your membership. You can purchase the magazine for $2.50 on this screen.



- Enter your Visa or MasterCard information. Or if entering unpaid you click on Submit Payment Separately.
- You MUST open the links to the USAV Waiver & Release of Liability and USAV Participant Code of Conduct. Read each one (quickly), close each document and check the box that you agree to.
- All adults that chose a Junior Club role or are working junior events will need to open the USAV Junior Club Personnel Code of Ethics. Read it (quickly), close the document and check the box that you have read it.
- All the above documents are part of your membership confirmation and can be printed to read at your leisure.
- Read the Use Agreement and check the box.
- Enter the last 4 digits of the Social Security # or the driver's license for the individual consenting and click the Confirm button.



- A confirmation will be sent to the email listed in the record. For junior members a copy of the confirmation is also sent to the 1st parent/guardian email listed (marked Parent Copy).

- Unpaid membership fees must be sent to the Region Office or to your club director/team rep to be sent to the office. **Fees must be received and processed by Region staff prior to ANY participation.**
- Make checks payable to Iowa Region Volleyball.
  Iowa Region Volleyball
  4600 Park Ave, Suite 201
  Des Moines, IA 50321-1367
- The Print Membership Card tab only has the card for you to print and carry to show as proof of registration (the link to the membership waiver, etc. will show when you first login). You can print a new card anytime during the season as needed – after a club is chosen, after ref and/or SK status changes, after attending Impact class, etc. The card will not print for paid one day members, single event members until the day they are registered to participate. Their membership is "Pending". They will have to carry a copy of their confirmation to show proof of paid registration. To get a copy of the confirmation login to the membership, click on the My Information tab, click on the Membership Info tab and go to the Membership History section. Click on the paper icon to the left of this season's registration.

- After the completion of the registration process you find that the wrong birth date is entered or your name is misspelled you cannot make the corrections yourself. Please call the Region Office and one of us can make the corrections.