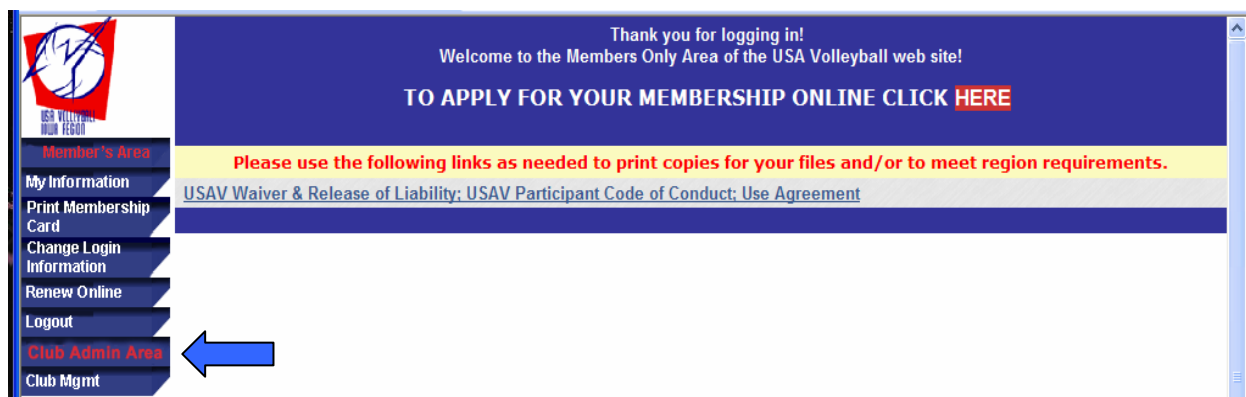
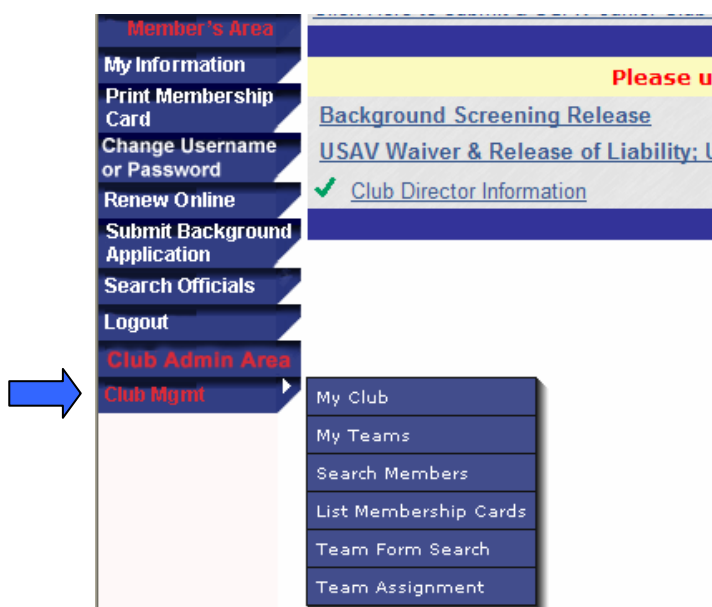


## 2011/2012 Club Director – Club Administrator Instructions

These instructions will help you build the teams in your club for the current season. Before you are granted 'Club Mgmt' access, **you must send in a Club Activation Form; and become a current member** by registering, paying and have a cleared background screening. Once your access is granted, you will still LOGIN to the online system the same way you always have, but you will now see a **Club Admin Area** on the left hand side of the screen. You can login using the USAV Login button in the upper right hand corner of any page of our website, [www.iavbreg.org](http://www.iavbreg.org).

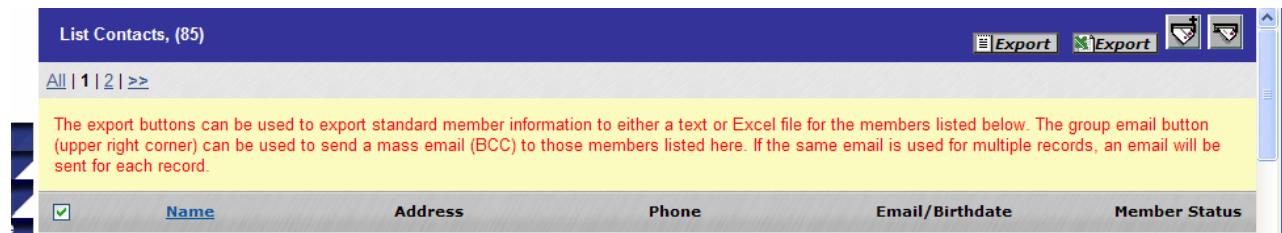


You will manage your teams through the **Club Mgmt** area.



- **My Club** – This is the main information screen for your club. This information will be entered from your Club Activation Form. Check the data and make changes or add any additional information. Once any changes have been made click on Update Organization. (Contact the Region Office if any of the read only information needs to be changed.)
- **My Teams** – This section lists all of the teams (both active and inactive) built for your club. Large clubs and even smaller clubs may find it easier to **make all their teams inactive at the beginning of the season**. Region staff has the ability to do all of them at once – just call or email, [carol@iavbreg.org](mailto:carol@iavbreg.org). **Then once you know the teams you are going to have at each age level and their rank you can make them active in order of rank and create new teams as needed.** This is especially important for clubs that have teams that are competing in National Qualifiers and Nationals. There is a National ranking system in effect and your team names and codes (includes ranking) need to remain the same throughout the season. **11/21/11-currently the system is not letting you change ranks on teams as you activate them. You will need to activate the correct teams and then send in the Team Reporting Form or email Carol, [carol@iavbreg.org](mailto:carol@iavbreg.org), with the correct rank for each team.**
  - Teams can be made active or inactive from this tab by clicking on the team name. If you had a 13s team named Stars in your club last season; but this season the Stars will be a 14s team, you will have to make the 13s team inactive and create a new team at 14s. But, if you already have an inactive Stars 14s team you can just make it active again for the season.
  - You create a team by clicking on the **'New Team' button**. Once a team is created, only contact information can be edited. To request changes please contact the Region Office.

- You want to create team names such as 12u, 12s, 121 122 or 12 Pink, 12 Black with the Pink teams always the top ranked team at the age and Black as the 2<sup>nd</sup> rank team or vice versa. **(Teams cannot be deleted once created.)** If a team is entered incorrectly contact the Region Office and we can change the information so you don't need to create another team; and thus add to your club list unnecessarily.
- **Grade Level Teams.** When creating a grade level team use a letter for the rank starting with A for the first grade team at that level. Grade teams are indicated by the playing level – 12, 13, etc. and then G; 12G, 13G etc.
- If you have a To Be Determined team in your club and need to add a new team; you can contact Carol, [carol@iavbreg.org](mailto:carol@iavbreg.org), to have the team name added, age division updated and rank entered. TBD teams were created when a team was mistakenly created and not needed for that season.)
- **Search Members** – In this section, you will be able to look for information for your club. For example, you can check if your coaches have completed their requirements and are eligible to be put on rosters; or your club member's membership status – current, lapsed, unpaid or pending. (A pending member in this list may have been registered online by Region staff without all signatures received or a single event registrant whose membership date hasn't happened yet.) After creating your search requirements click on Search Contacts to bring up the list.
  - The group email button (upper right corner with + sign) can be used to send a mass email (BCC) to those members selected. If you want to only email select members of the list, click on the Select Group email button; uncheck any on the list before sending the email.
  - The export buttons (upper right corner) can be used to export standard member information to either a text or Excel file for the members selected.



- **List Membership Cards** – This allows you to pull up and print USAV cards by team. You can print up to three cards on one piece of paper.
- **Team Form Search** – This option lists all the team rosters within your club for the current season. You can print your official rosters to submit to tournaments from this tab. You can print all the rosters at once or select a specific roster to print.
- **Team Assignment** – This is where you will be assigning the team reps, coaches, players, chaperones to their respective teams. If you don't see this tab, then the access has not been turned on for the season. The access will be turned on around mid November.

### Building a new team:

If you have an Inactive team with the correct age and name; you will make it Active instead of creating a new team. (You can change the Team Rep to the current one.) But if one doesn't exist 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 (if this doesn't appear the ability to create teams isn't turned on). A new window will open where you will enter the information for the new team.

- Enter Team Name (please use all capitals) – example: use 15S, 15U or 151 for age teams & use 15G for grade teams.
- Select Team Type
- Select Gender of team
- Select Level of Play (J5 is 15s, etc.)
- Select Team Rep – The Team Rep must be listed as a contact by Region staff before their name will be available in the drop down list. (Team Reps can be submitted to the Region Office using the Junior Team Reporting Form.)
- Enter email of the contact person for that team
- It is not necessary to Select a Division for your team (our region doesn't use this)
- Select **Team Rank** – **This is the rank of your club teams within the age division.** Age teams start at 1 for each group. Grade teams start at A.
- Click Add Team – once you build a team, the name, type, level and rank cannot be changed except by Region Staff.

## 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. If the list is on more than one page, you will want to click on the view All button (otherwise you need to assign by page - you lose your entries if you change pages). Your team must be built before trying to assign team members.

- Check the box (left side of screen) of the member you want to assign to a team
- Select the Team you want them assigned to in the drop down menu
- Select the Position (role - player, coach, asst. coach, etc.) this person will have for the team
- There isn't an official position; so your adults that registered as a Parent Helper (\$26) to be a referee or scorekeeper needs to be added as a Chaperone.
- Before you can add any adult (18 years) to a roster their **Background Status MUST be Current** and they **MUST have signed the Junior Club Personnel Code of Ethics** (Jr COE Rcvd: 8/4/2009 - shown below). **Both are completed online during the registration process when they indicate they will be working with a junior program.** If they didn't indicate they were working with a junior program at the time of registration they can login to their membership and complete the background screening by clicking on the Submit Background Application. And the Jr COE can be completed online by logging in and clicking on the link on the initial screen; or they will need to sign a hard copy of the form and mail or fax it to the Region Office. (It can be found on the forms page of the website.)
- Junior members (17 & under) registering to be an assistant coach will need to submit a hard copy of the Code of Ethics signed by them as well as a parent or guardian to the Region Office before they can be assigned to a roster.

The following are current members needing Club -OR- Team assignment, (2009/2010)

Last Name:  Gender:

All | 1 | 2 | 3 | >>

Check all the members that you would like to assign to a Team.  
Select the Team and Position for each and click the button below to process the assignments.

Club Assignment: ATTACKVB

<input type="checkbox"/>	Member ID	Name	Player Level	Team	Position	Jersey #
<input type="checkbox"/>	<a href="#">IA1001659MR10</a>	<a href="#">Mark Andrews</a> 42 Lakewood Villa St Council Bluffs, IA 51501	UA	-Select One-	-Select One- Coach Status: Eligible Bgkrd Chk: Current Jr.COE Rcvd: 9/4/2009	
<input type="checkbox"/>	<a href="#">IA1787743FR10</a>	<a href="#">Beth Kuck</a> 209 Dayan Dr Council Bluffs, IA 51503	UA	-Select One-	-Select One- Bgkrd Chk: Current Jr.COE Rcvd: 9/4/2009	
<input type="checkbox"/>	<a href="#">IA1346427FJ10</a>	<a href="#">Katie Kuck</a> 209 Dayan Dr Council Bluffs, IA 51503	J5	-Select One-	-Select One- Jr.COE Rcvd: NO!	

- You cannot add someone to a team that is too old to play on that team. For waived players (grade, gender), you must submit a Team Waiver Form to the Region Office; and Region staff will add them to the team upon approval. (Form can be found on the website.)
- Enter the Jersey number (right side of screen). Add leading 0 to 1 through 9 – 01, 02, etc. Remember that **0 and 00 are not legal numbers.**
- Click [Assign Teams](#)

## Having problems adding an Adult to Rosters from the Team Assign tab?

[Brenda Havel](#) UA

Bkgrd Chk: Current  
Jr.COE Rcvd: NO!

Brenda cannot be assigned to a junior roster since she didn't sign the Jr Club Personnel Code of Ethics (she didn't mark that she was working with a junior program when she registered). She just needs to login to her membership and click on the link to electronically sign the form.

[Tina Hogan](#) UA

Bkgrd Chk: Pending  
Jr.COE Rcvd: 11/4/2009

Tina has completed all her paperwork online and will be able to be added to a roster once her background screening has cleared.

Angela Ten Clay UA -Select One- -Select One-  
 Coach Status: Eligible  
Jr.COE Rvd: NO!

Angela didn't mark that she would be working with a junior club and thus did not complete the Jr COE or complete a background screening. She now needs to login to her membership and click on the link to Code to electronically sign it. Then she needs to click on the Submit Background Application tab on the left and complete the screening process. She can pay the \$17.50 by Visa or MC at that time.

To complete the COE or Background Screening after registering the individual needs to login and use the appropriate link.

**Adding club members using the Add Club Member to Team tab:**

Members can also be added to teams by clicking on My Teams, finding the team you want and click on the Players tab. Use the Add Club Member to Team button on the right. Click on the button and you will get a drop down list of all current members of the club. (If an individual is current, but not eligible as noted above you still will not be able to add them to the roster.)

- **To add Adults to multiple rosters (for example the Club Director as Team Rep for all teams) you will need to use this method after they have been assigned to their first roster.** (This includes adults already assigned as a player on an adult roster.)

**Player Movement**

**Junior members can only be assigned to one roster at a time.** To reassign a junior member to another roster in the club go the Player tab of the team they are on and click on the Edit button. Click on Delete Roster member and Confirm. Once they are removed from the roster they can be reassigned to another roster using the Add Club Member to Team tab (explained above). If you need to move waived players between rosters you will need to contact the Region Office for help. You can delete them from the current roster, but staff needs to add them to the new roster.

## Jersey Number Modification

If you need to modify a player's jersey number go to the Players tab of the team and click the Edit button next to their name. Once you have modified the number click the Update Roster Member button. Only Region Staff can enter or modify uniform numbers for waived players.

**Edit Team Member**

Season: 2008/2009  
Team: IOWA ELITE 17-1  
Name: Monique Davisson [Edit](#) | [Clear](#)  
Position: Player  Waivered Player  
Player No: 04  
Status: Inactive

[Update Roster Member](#) [Delete Roster Member](#)

## Adults able to Print Rosters

Any adult member may view and print any active roster to which he/she is assigned. **So club administrators can make last minute changes to the rosters and have their team rep or coach login to their membership to print out the official roster to take to their tournament.** When logged in the member clicks on My Information.

**Member's Area**

- My Information** (circled)
- Print Membership Card
- Change Login Information
- Renew Online
- Submit Background Application
- Search Officials
- Logout

**Please use the following links as needed to print copies for your files and/or to meet region requirements.**

[Background Screening Release](#)  
[USAV Waiver & Release of Liability; USAV Participant Code of Conduct; Use Agreement](#)

Then they click on the Team Rosters tab.

**Member's Area**

- My Information
- Print Membership Card
- Change Login Information
- Renew Online
- Submit Background Application
- Search Officials
- Logout

**Team Rosters** (circled)

Name: Deggendorf, Steve  
Address: [Redacted]  
United States

Member ID: [Redacted]  
Region: [Redacted]  
Club: [Redacted]  
Membership Type: [Redacted]  
Membership Status: [Redacted]  
Email: [Redacted]  
Home Ph: [Redacted]  
Mobile Ph: [Redacted]  
Birth Date: [Redacted]  
Level Of Play: UA

**Current Certifications/BG Screening**

Level/Type	Status	Exp Date
IA Junior Scorekeeper	Current	10/31/2009
Background Screening	Current	10/31/2009

**Team Rosters Table:**

Season	Team	Position	Status	
2007/2008	DANVILLE SPIKERS 14S	Head Coach	Inactive	
<a href="#">Team Roster</a> (circled)	2008/2009	DANVILLE SPIKERS 15S	Head Coach	Active

They can view and print any active roster to which he/she is assigned by clicking on the Team Roster button to the left of the active teams.

Team Roster

Tournament Site: \_\_\_\_\_ Tournament Date: \_\_\_\_\_  
Club: [CRUISERS](#) Team Rep: Kerri Menke  
Team: [DANVILLE SPIKERS 15S](#) 417 S 1st Ave

**Print Button** (circled)