



New Junior Member

(never previously registered in USAV)
2014/20145 Online Registration Instructions



Parents/Guardians must register their Junior's Membership, NOT CLUB DIRECTORS or COACHES

PRINT these instructions so you have a reference to the steps and screens you will be seeing.

Step #1 - To start the registration process click the link for **"NEW MEMBERS"** from our **REGISTRATION** page. You will then be taken to the initial account set up screen. **NOTE: The registration must be completed by a parent/guardian of any athlete who is under the legal age of 18.**

Step #2 – Registration Screen #1 Fill in the form, noting that you must give the information for all of the fields that have a * to the left of the field. **REMEMER-you are filling this out with your son's/daughter's information. PLEASE ENTER the CHILD'S LEGAL FIRST NAME and not a shortened version.**

Be sure to use a valid, working email address. All correspondence will be sent to that email address along with confirmation information. It is preferred that the email address be that of the parent.

Make sure your son's/daughter's birth date is correct and that you select their current grade in school.

Note: the division your son/daughter is eligible to compete in is based upon their date of birth. Age waivers for a younger age division are granted on an individual basis. There are certain restrictions involved with age waivers—contact your club director for more information.

Click **Continue**

Step #3 - Registration Screen #2

Check the information for accuracy. Click the **Edit** button if you need to correct your **child's** membership information.

At this time, choose **UNDECIDED** in the Club drop down box unless you are 100% sure that your child will be accepted by a particular club. Once your child has been officially accepted to a club you may login in again (later) and change this area to the correct club affiliation. This is available only one time when **UNDECIDED** is selected. After that you will have to contact the Region Office to make any changes to the club affiliation.

You will have a few different choices to choose from. Make sure you select the correct type of membership for your needs.

We will be offering a **Limited Tryout Membership**. This will cover the athlete for Club Tryouts **ONLY!** Once your child has made a club you will have to upgrade to the full Junior membership in order to be activated with the club. Make sure you choose the tryout membership best suited for your child.

Fill in the Parent information and click **Submit**

Those choosing the Limited Tryout Membership will only be able to print up a membership card during that specific time period. Presenting a copy of your confirmation page at tryouts can take the place of the actual membership card.

Note: the Volleykids option is ONLY for in house instructional clinics and is for a LIMITED membership and time frame. Do not choose this option unless you have been instructed by the club to do so.

Step #4—Registration Screen #3

Check this screen for accuracy one more time and make any changes to the membership information for the **Junior** Member. Click the **Edit** button if corrections must be made. Remember you are filling this out with your son's/daughter's information.

This gives you a summary of your membership choices as well as your total fees.

You may also choose to make a donation to the National High Performance program by checking the box. Your dues will be adjusted accordingly if you choose to make a donation.

Member Information >> Membership Options >> Background Screening >> Confirm

Join Great Lakes Region Volleyball

Please confirm the information below before submitting this application.

Membership Information

Membership Type: GL Junior Full Membership for 2010-2011

Membership Dates: 5/19/2010 - 10/31/2011

Membership Price: \$45.00

High Performance Donation, (\$5.00)

Total Amount Due: \$50.00

Member Information

* Legal Name:	Donna L. Aigroup	Email:	DLSmith27@comcast.net
* Preferred Name:		The personal information that you provide to apply for membership, subscribe to our magazine or on-line newsletter, to purchase items from us, or to register as a user of our site is used within the USA Volleyball National Office to provide the services that we offer to you. For more information visit our complete privacy statement .	
* Maiden Name:		Home Ph:	773-111-1111
* Former Name:		Work Ph:	
* Address:	8021 S Killbourn	Mobile Ph:	773-222-2222
Address (continued):		Fax:	
Address (continued):		* Gender:	Female
* City:	Chicago	* Birth Date, (mm/dd/yyyy):	3/4/1996
State:	IL	* Current Grade: (Juniors only):	8th Grade
Zip:	60652 - 2107	Level Of Play:	J4
Country:	United States	Are you: Hearing impaired/deaf: No Disabled Physically: No	

* Race/Ethnicity: White, not Hispanic or Latino

Note: The USAV Magazine will ALSO be listed as an OPTION to choose— the cost of the Magazine is an additional \$2.50—you would receive 4 magazines each year produced by the National Office.

Step #5

Once again double check the parent/guardian information that you filled out for accuracy.

The next area allows you to opt out of certain correspondence available from the National Office. The default for this is always checked.

UNCHECK any boxes you prefer **NOT** receiving.

Payment Area

Fees should be paid by credit card at the time the application is filled out. Enter your credit card information and follow all of the steps for payment.

If you do not have a credit card you may choose the 2nd option “Submit payment separately per Region Policy” This will allow the membership to go through as UNPAID. You then must send a check made out to: Great Lakes Region and mail to:

Great Lakes Region
745 McClintock Dr Suite 314
Burr Ridge, IL 60527

If paying by check make sure that the name and date of birth are included in the memo area of the check so it can be credited to the correct individual. The membership is **NOT VALID** until payment is received and the account updated. You also will not be able to print out a membership card until payment is received. You will be notified via an email when the membership is paid. Contact the Region Office at 331-212-4000 or email Donna Smith at Smithglrvb@gmail.com or if you have any questions.

The credit card area is a trusted secure credit card website and carries the secure verification logo—No one has access to your credit card number.



Parent/Guardian Information

Please note: Parent/Guardian must provide information as well as read and accept terms on behalf of the minor to complete the registration process.

Parent or Guardian's name:

* First: Mary First: John

* Last: Aigroup Last: Aigroup

Parent or Guardian's email address:

* Email: DLSmith27@comcast.net Email: A copy of the Membership Confirmation will be sent to this address.

Correspondence Information

To opt out, **UNCHECK** the box next to the correspondence item you wish to be removed from:

Please send electronic communications from USA Volleyball about new features or services.

I would like to receive mailings from companies USA Volleyball feels would be of interest to me.

Please send electronic communications from my Region about new features or services.

Interested in Officiating For Pay

Payment Information

Pay now via Credit Card Submit payment separately, per Region policy.

* Credit Card Type: MASTER CARD

* Credit Card Number: 5101111111111111

* Security Code (Locate): 111

* Expiration: 04 / 2013

* Name On Credit Card: Mary Aigroup

Step #6- The next part of this page is a very important part of the registration process and it is the most overlooked. A parent or guardian will be accepting the terms of membership on behalf of their child or legal ward. **YOU MUST OPEN** the files in order to continue on in the process.

Click on the Blue [USAV Waiver & Release of Liability](#) A box will open so that it can be read and printed for your records. Once read– close the pop box by clicking the **RED X** in the upper corner.

Check the box under [USAV Waiver & Release of Liability](#) to acknowledge agreement to the waiver.

Repeat the same steps with the [USAV Participant Code of Conduct](#)

Check the third box in front of the red text which is your agreement to the terms of membership and that you are the legally authorized person to sign this electronic document.

Checking the boxes is accepted as your electronic signature for the document.

The last part is to fill in the Driver's License number of the Parent or Guardian for verification of identity. *If you do not have a Drivers License you may also enter your phone number with no dashes i.e. 7082223333.*

Click **Confirm** at the bottom of the page. You will get 2 additional pop up screens click OK on each one

Step #7

There will be a long confirmation page with all of your child's information included. Read the paragraph in pink for final information on your registration.

VERY IMPORTANT:

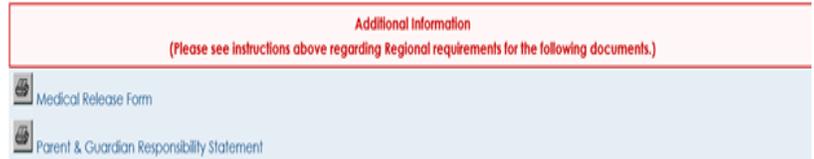
Your user name and temporary password will also be listed– make sure you print or write down this information and save it in a safe place. **YOU NEED THIS INFORMATION to COMPLETE the REGISTRATION.**

Helpful Hint: The user name will normally be the email address you entered (or variation if the same email address is used for multiple individuals in the household) and the default password will be the first 3 letters of child's last name, child's birth month and then full birth year.

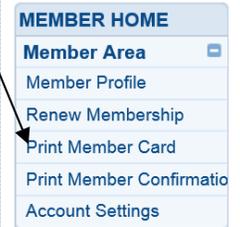
You must officially re-login to the system by selecting the **“Click Here to Login”**.

This will take you to a screen requesting that you submit a new password as well as select a security question and answer. Once completed click **“Change Password”**.

Step #8 When back in your account you will see towards the top of the page an area for **“Additional Information”** one link is for the **Medical Release Form** that must be printed, filled out and turned into the Club. The **other link** is important information that should be read by the **PARENT** prior to signing **ANY** contract



Once your membership is complete and you are back at your record– select the **“Print Member Card”** option on the left and scroll down to the end of the page to print. **If the MEMBER AREA heading is NOT expanded– click the + sign to see the shown options.**



Membership cards can ONLY be printed if they are associated to a Current Paid membership.

You will also receive a confirmation email from the USAV Webpoint system which will contain all information pertaining to your membership, including money paid, and options you have chosen.

NOTE: if you used the same email address for the member as you did for the parent, you will receive 2 email confirmations. One is always sent to the individual member and another to the parent. Because of this parents often think they have been charged twice, this is NOT the case. Only one charge would have been placed on your credit card. The charge will come up on your credit card statement as Great Lakes Region Volleyball.

If you were proactive and chose the Limited Tryout Membership prior to the official tryout start date the membership will show PENDING and will go into effect on the first day of the tryout period.

Boy’s— Sept 1st through October 1st (first actual date for tryouts is Sept 3rd)

Girl’s Pre-High School Age Divisions– October 1st through October 31st (first actual date for tryouts is Oct 6th)

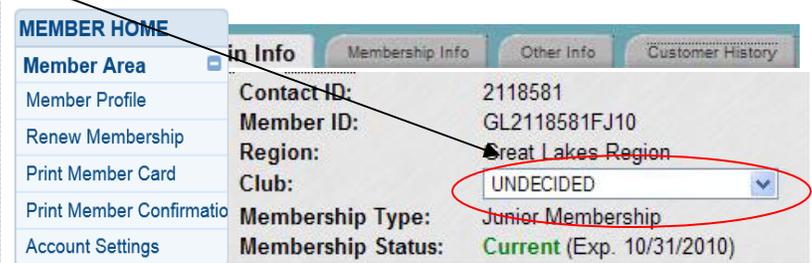
Girl’s High School Age Divisions– October 21st through November 30th (first actual date for tryouts is Oct 27th)

Presenting a copy of your confirmation page at tryouts can take the place of the actual membership card if you complete the registration process prior to the start dates above.

STEP #9 To easily access the **CORRECT** website containing all membership records any time during the year—go to our Region website at www.greatlakesvolleyball.org and click the Webpoint Login option from our Registration link.

If you chose the **“Undecided”** club listing during your registration, make sure that you later return to your account and select the Junior Club from the pull down menu once your child is accepted to the club. This can be found by clicking on the **“Member Profile”** link from the left and being on your Main Information tab screen– by clicking the arrow next to the box showing “Undecided” a pull down menu will appear. Select the Club name you have committed to and update your account by clicking the Edit Contact Information at the bottom of the page.

Also remember– if you chose the Try Out membership, it will expire at the end of the tryout period and you will have to return to your account to upgrade your membership to a full member in order to be associated with a Jr Club for the season and begin practices. You would follow click on RENEW Membership from the options on the screens and then follow most of the same screens you saw when first registering but make sure you SELECT a Club Affiliation on the 2nd screen of the renewal. The club does not get access to your record until you have selected the club.



Thank You for joining the Great Lakes Region of USA Volleyball

If you have ANY problems with the process contact the Region Office at 331-212-4000 or email Donna Smith at Smithglrvb@gmail.com.