

# Club Administrator Online Helps

In order for the Club Administrator to access and manipulate the online information pertaining to his/her club, teams, and club members, the Club Administrator must be properly registered, have a current USAV background screening and fees received in the Registrar's office. The membership must also be marked paid online by the Registrar before the following areas of club management can be accessed.

Open the Online Registration page:

<https://webpoint.usavolleyball.org/wp15/IntraLock/Login.asp>

Use your login and case sensitive password. The following is an example of the page you will access.

## MAINTAIN CLUB INFO – CLUB ADMIN

The screenshot shows a web browser window with the title 'Aigroup Club - Microsoft Internet Explorer'. The address bar contains the URL: <https://webpoint.usavolleyball.org/wp15/Companies/EditCompany.asp?CompanyID=68031&PopUp=&Template=&Template2=&AlertMsg=Organization+Information+updated%2E>. The page content includes a logo for 'GREAT PLAINS Volleyball' and a navigation menu with options like 'My Information', 'Change Login Information', 'Renew Online', 'Submit Background Application', 'Logout', 'Officials Certifications', 'Club Admin Area', and 'Club Mgmt'. The main content area is titled 'Aigroup Club (Org. ID: 68031)' and has tabs for 'Main Info', 'Club Members', and 'Teams'. A yellow warning box states: 'Maintain the club address, phone number, fax number, email and website here. This information will be used as the primary contact information for the club and may be posted on the region website. The text box fields can be updated at any time. All other fields are READ ONLY and can only be changed by a Region Administrator.' The form fields are as follows:

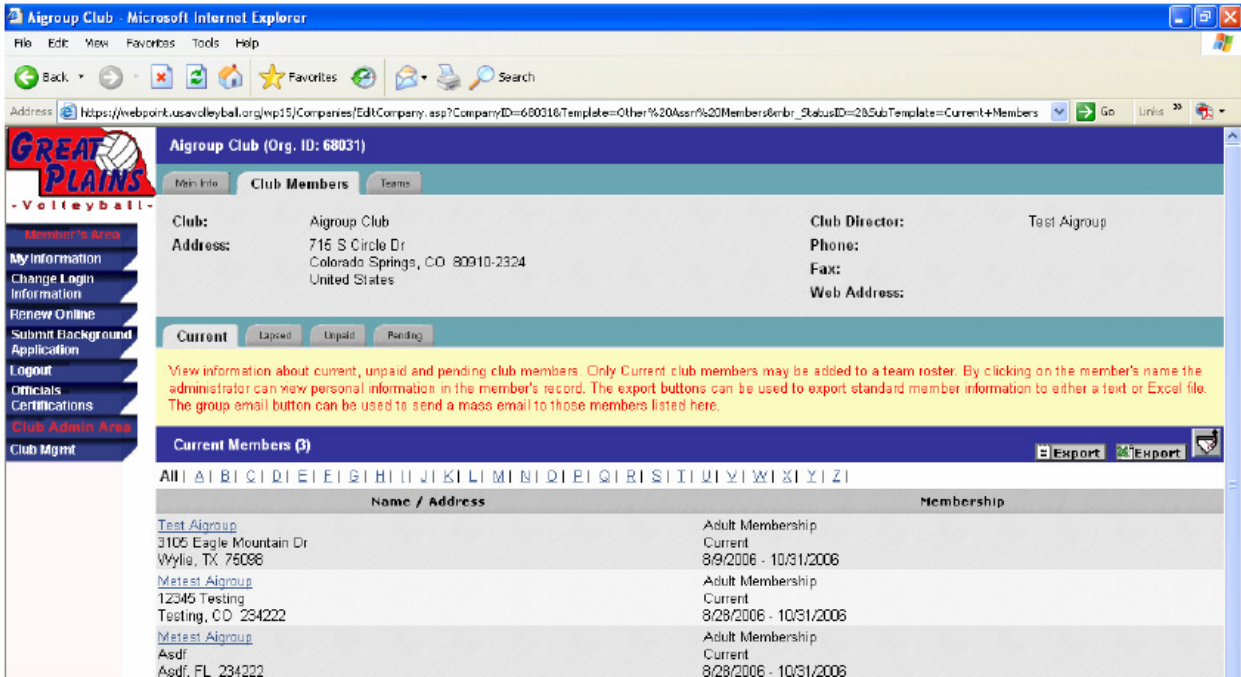
Region ID/Code:	9322 / GP	* Club Status:	Active
Club ID:	68031	* Club Director:	Test Aigroup
* Club Code:	AIGRO	Reg. Club Tracking Code:	
* Club Name:	Aigroup Club	Phone:	719-228-6800
* Address:	715 S Circle Dr	Fax:	719-228-6899
Address 2:		* Email:	test@agroupclub.net
* City:	Colorado Springs	Web Address:	www.agroupclub.net WWW
* State:	Colorado		
* Zip:	80910 2324		
* Country:	United States		

At the bottom of the form is a button labeled 'Update Organization'.

The club is originally set up by the Region Administrator. Once created, the Club Admin users have the ability to update limited information about the club on the Main Info tab. Click Update Organization to save changes.

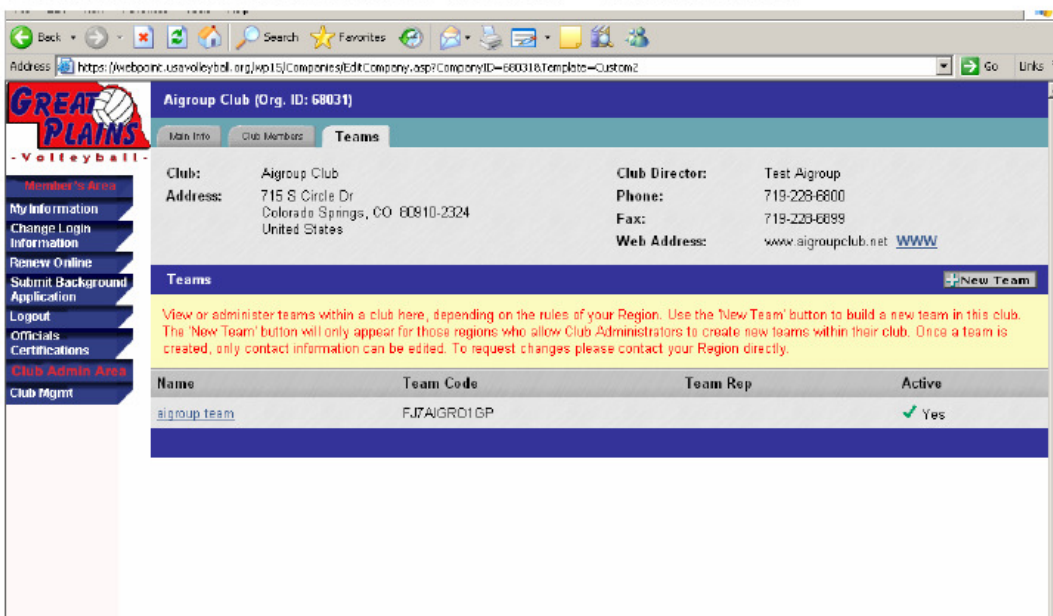
Please keep your club information current and make any necessary changes. Any changes must be validated by clicking the Update Organization button at the bottom of the page.

## LIST OF CLUB MEMBERS:



This screen shows all members of the club. The list is broken out by current, lapsed and unpaid/pending members. Export and email buttons are available on this screen. Uses may include a Club Directory export, All current members/eligible players, etc. ONLY those listed on the current tab can be assigned to teams. Those listed on the unpaid tab are waiting to be processed by the region, once processed, they will move to the current tab. Remember, use the Assign teams screen for team placement.

## TEAM DEFINITION & MAINTENANCE – CLUB ADMIN



This is a quick reference list of teams. Use this list to access the teams, create a new teams etc.

The next page explains how to create and/or add a team to your club. This is one of the most important features of the manual.

### ADDING A NEW TEAM:

This screen is only available if the your region allows Club Admin users to create new teams within their club.

http://volleyball.ai-group.com - Add Teams - Microsoft Internet Explorer

Add New Team

\* Fill in all required information.

Club ID/Code: 25716 /

Team Code:

\* Team Name:

\* Team Type: -Select One- ▾

\* Gender: Select One ▾

\* Level of Play: Select One ▾

\* Team Rep: Jen aigroup ▾

Email:

Division: -Select One- ▾

Team Rank: - Please select a Team Level and Gender - ▾

Add Team

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Once a new team is created, only the team rep and email address can be changed on the Club Admin level. All other changes must be made through the Region Administrator.

Tips on using the Add New Team feature of the system.

**Team Name**-Please include the Age Group in the name of the team. For example instead of “Diggers” use “Diggers 12” If you have more than one Diggers 12 and under team in your club designate by adding an additional digit to the team name i.e. “Diggers 121”.

**Level of Play-Very Important**- This is the age group this team will participate in. If a girl is too old to play in the age group chosen for this team, they cannot be assigned to this team’s roster. This means a player with aged J4 (14 and under) cannot be on any team roster younger than a J4 team. She can be on ANY team roster J4 and above.

**Division**-This is the presumed skill level of this team as compared to the teams they will be playing against. The choices within a particular age group range from (1) Gold to (4) Copper.

**Team Rank**- This is this team’s rank in this age group **within your club**. If you only have one team in this age group they are 1. If you have three teams in this age group you have 1, 2 and 3. **This is based upon their skill level within your club, not their skill level listed in the Division section above.**

After you have created your team(s), use the following Player Assignment feature to add your players and coaches to their respective rosters. Teams must be created first.

### PLAYER MAINTENANCE – CLUB ADMIN

These options are only available if the your region allows Club Admin users to create new teams within their club and/or player movement.

#### Player Assignment (not available in all regions, availability based on regions discretion)

The screenshot displays the 'Assign Members to Teams' interface. At the top, it says 'Assign Members to Teams (3)'. Below that, a yellow banner reads 'The following are members needing Team assignment., (2005/2006)'. A message states: 'Below is a list of unassigned members in your Club. Use the check boxes to the right of the Member ID to select members to be assigned to a Team. Select the appropriate Team and Position for each member. Enter a jersey number for each player USING A LEADING ZERO for single digit numbers to allow for proper sorting on the final Roster. Click the Assign Teams button below to process your assignments. Once an assignment has been submitted, modifications can only be made by a Region Administrator.' The table below shows the list of members:

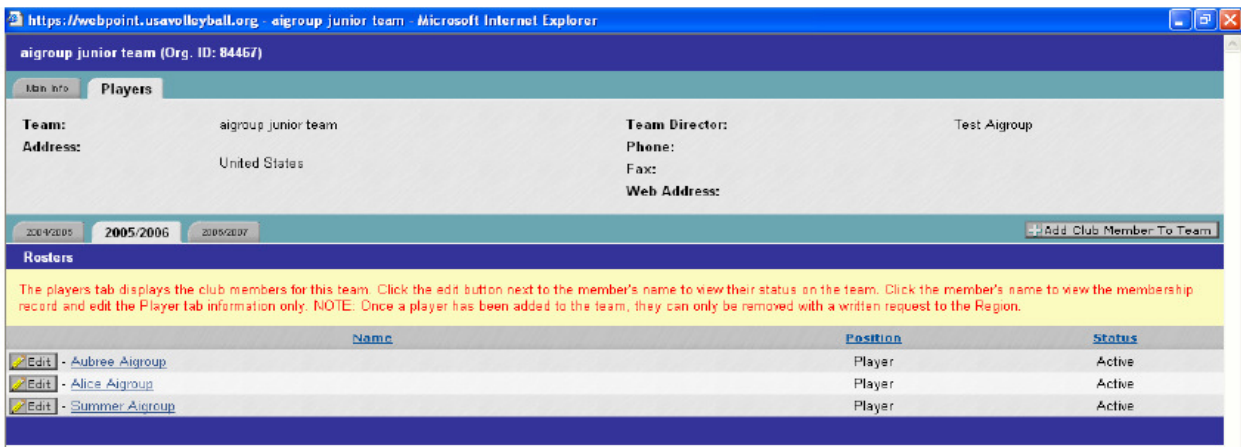
Member ID	Name	Player Level	Team	Position	Jersey #
<input type="checkbox"/> Check All					
<input checked="" type="checkbox"/> GP1525667MR06	Metest Aigroup 4218 Vernal Cir Colorado Springs, CO 80916	UA	-Select One-	-Select One-	
<input checked="" type="checkbox"/> GP1525667MR06	Metest Aigroup 4222 Vernal Cir Colorado Springs, CO 80916	UA	-Select One-	-Select One-	
<input type="checkbox"/> GP1527977FJ06	Summer Aigroup 715 S Circle Dr Colorado Springs, CO 80910	J6	-Select One-	-Select One-	

Use the Team Assignment (Club Mgmt – Team Assignment) screen to select the players and staff you wish to assign to the multiple teams in your club ALL AT ONCE!!! Remember to enter single digit jersey #s with a LEADING ZERO.

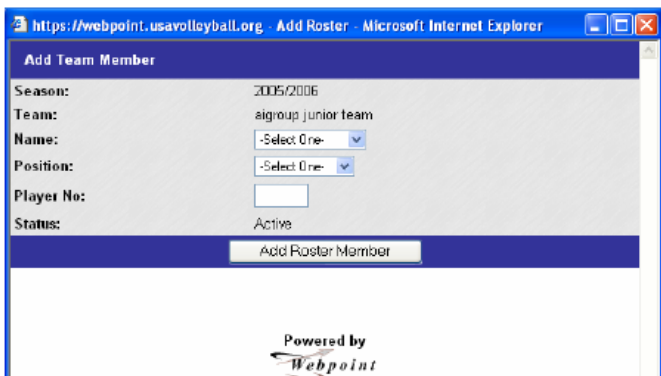
**IMPORTANT NOTE:** Only those individuals who have completed the registration process and have been marked “PAID” by the registrar may be assigned. This includes all necessary background screenings for adults.



The following is an example of how you may add players to a team without using the team assignment feature. This might be useful after the bulk of your players have been registered and you have a few late comers to your club.



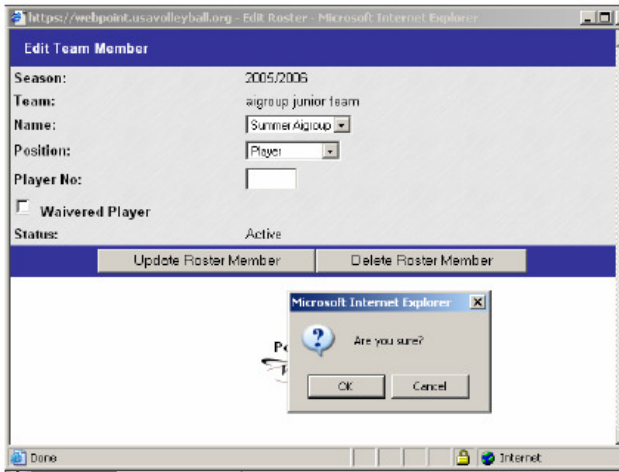
The Players tab under the team displays the players for this team. Click the Add Club Member to Team button to add a player without using the Team assignment screen.



Use this box to add new club members to a team. Use the drop down menus to choose the club member and position. Be sure to enter a jersey number using a LEADING ZERO for single digit numbers.

### Player Movement (not available in all regions, availability based on regions discretion)

To reassign a junior player to another team, go the player tab on the team and click "Edit" next to the name of the player. Click on Delete Roster Member and confirm. Once the player is removed they can be assigned to another team. (see Player Assignment)



### Jersey Number Modification Player Movement (not available in all regions, availability based on regions discretion)

If you need to modify someone's jersey/player number, go to the player tab on the team and click Edit next to the name. Make modifications to the player number field and click Update Roster Member.

Sun Country **DOES** allow Club Directors to move their players within their club. Players may change rosters only within their respective club.

Number modification is also allowed.

**NOTE: Removing a player from a team DOES NOT remove them from the club. It is a necessary step in the reassignment of a player to another team within the club.**

## SEARCH AND EXPORT FUNCTIONS – CLUB ADMIN

The results from this search screen can be exported and are **PREFILTERED** for this club only.

Most used fields:

- Has Email (Yes)
- Coach/Chaperone/Membership status (Current)
- Membership Group: used to differentiate between Adults and Juniors within the club when necessary.

## ROSTERS

The Team Rosters Tab is used to print various forms of Rosters (Jr., Adult, Jr. Entry Form).

1. Selections can be made specifically by team or using a grouping method or query.
2. To select multiple items, be sure to hold down the control key while clicking with the mouse.
3. Select the roster Form you would like to view.

Click Search Roster button.

Adult Roster – General use roster, not intended for tournament entry

#	Pos	Name	USAV #	DOB	Coach Status	Ref	Score	Mbr Stat
15	Player	Aigroup, Metest	GP1525867MRO6	8/8/1922				Active
8	Player	Aigroup, Metest	GP1525866MRO6	8/7/1988				Active

Adult Tournament Entry Roster – Additional fields provided to enter tournament date & site and division entered, as well as signature line.



Junior Roster - General use roster, not intended for tournament entry

**GREAT PLAINS**  
- Volleyball -

**Junior Roster, (as of 9/13/2006)**

Team Rep: Test Aigroup Club: Aigroup Club  
 Main Street Team: aigroup junior team  
 Long Beach, CA 90845 Team Code: F37A1GR02GP  
 Region Division:

Email: test@co.com

#	Pos	Name	USAV #	DOB	Coach Status	Ref	Score	Mbr Stat
	Player	Aigroup Summer	GP1527977FJ05	10/1/1989				Active
11	Player	Aigroup Alice	GP1524420FJ05	11/2/1988				Active
2	Player	Aigroup Aubree	GP1524410FJ05	6/2/1989				Active

Total team count is: 3 (3 Players and 0 staff members.)

Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Phone Number (if different from above) \_\_\_\_\_ Date \_\_\_\_\_

Jr Roster with Tournament/Medical Release

**GREAT PLAINS**  
- Volleyball -

**Junior Roster with Medical Release, (as of 9/13/2006)**

Team Rep: Test Aigroup Club: Aigroup Club  
 Main Street Team: aigroup junior team  
 Long Beach, CA 90845 Team Code: F37A1GR02GP  
 Region Division:

Email: test@co.com

#	Pos	Name	USAV #	DOB	Coach Status	Ref	Score	Mbr Stat
	Player	Aigroup Summer	GP1527977FJ05	10/1/1989				Active
11	Player	Aigroup Alice	GP1524420FJ05	11/2/1988				Active
2	Player	Aigroup Aubree	GP1524410FJ05	6/2/1989				Active

Total team count is: 3 (3 Players and 0 staff members.)

**ROSTER & USAV Medical/Emergency Release Form Verification**

Coaches of the teams in this event are required to carry with them at all times completed USAV Medical/Emergency release forms.

The person signing this form verifies that:

1. The above roster is correct and contains all players who will be participating in the event. All players meet age requirements.
2. They will have in their immediate possession at all times during this competition a completed copy of the USAV Medical/Emergency Release Form for each player listed on the official roster.
3. The team understands it is subject to any and all penalties if this roster does not match the participants attending the event, regardless of who signs this verification.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Phone Number (if different from above) \_\_\_\_\_ Date \_\_\_\_\_

The above rosters are available for your use. They are not required for SURVA or USAV Tournaments.

**THE JUNIOR TEAM TOURNAMENT ROSTER ON THE FOLLOWING PAGE IS THE PREFERRED ROSTER FOR SURVA TOURNAMENTS.**

Jr Team Tournament Roster - Additional fields provided to enter tournament date & site and division entered, as well as signature line.

**GREAT PLAINS** Junior Tournament Entry Form, (as of 9/13/2006)

Tournament Date: \_\_\_\_\_ Tournament Site: \_\_\_\_\_  
 Team Rep: Test Aigroup Club: Aigroup Club  
 Main Street Team: aigroup junior team  
 Long Beach, CA 90845 Team Code: F17A1GR02GP  
 Region Division:  
 Email: test@co.com Event Division Entered: \_\_\_\_\_

#	Pos	Name	USAV #	DOB	Coach Status	Ref	Score	Nbr Stat
1	Player	Aigroup Summer	GP1627977FJ06	10/11/989				Active
1	Player	Aigroup Alice	GP1624420FJ06	11/21/988				Active
2	Player	Aigroup Aubree	GP1624410FJ06	6/21/989				Active

Total team count is: 3 (3 Players and 0 staff members.)

Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Phone Number (if different from above) \_\_\_\_\_ Date \_\_\_\_\_

This Junior Team Tournament Roster is the tournament entry roster preferred to be sent to the Tournament Director for all SURVA Tournaments.

Coaches are also urged to have a current Tournament Roster in hand at ALL SURVA Tournaments. A current Tournament Roster will be the deciding factor in all eligibility disputes. Failure to present a roster could result in a team's or an individual's disqualification from a tournament.