



## Detailed Member Registration Instructions

Updated: August 30, 2018

**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](mailto:carol@iavbreg.org).

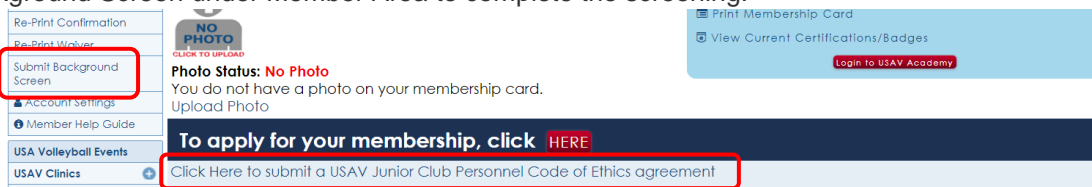
- All registrations MUST be completed and ACTIVATED before you can participate in ANY activities including practices and tryouts. **Be aware that with electronic acceptance it is important that adult members register themselves and that a parent/guardian registers a junior player.**
- To complete the 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 (3 signatures each) and send it to the Iowa Region Office or give to their Club director.)
- 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. **Fees must be received and processed by Region staff prior to ANY participation.**
- If you are a new Iowa Region member but have been registered with another USAV region in the last thirteen 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 use 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 don't remember your user name. 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** (top choice) for your club. Once your club is decided you can login, expand the Member Area, click on Member Profile, click on the club name in the drop down menu (don't scroll) 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 even if not playing.** 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 head coach at least 21 years of age present at all practices and during team travel and events.
- Those junior age coaches **that** are already 18 years old will have to complete the registration process, logout and login again to complete their background screening and electronically sign their Junior Club Personnel Code of Ethics. (Once the code of ethics is signed please contact Carol, [carol@iavbreg.org](mailto:carol@iavbreg.org) so you can be marked eligible as an asst. coach.) Those that turn 18 during the season will need to login to your membership on your birth date and click on the Submit Background Screen under Member Area 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 (not available electronically). Completed forms can be faxed to 515-727-1861, scanned and emailed to [carol@iavbreg.org](mailto:carol@iavbreg.org) or mailed to Iowa Region Volleyball, 8170 Hickman Rd Suite 5, Clive IA 50325-4400.

## Adults affiliated with a Junior Club or working Junior Events Requirements

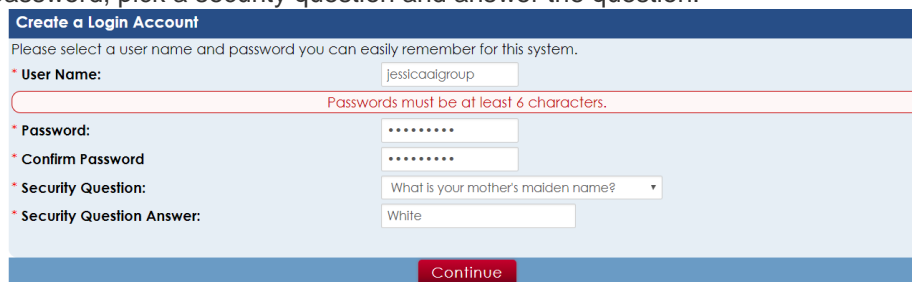
- **Must sign a USA Volleyball Junior Club Personnel Code of Ethics form each season prior to participation.** This requirement is for all adults (18 years or older) actively participating. The acceptance is initiated when indicate a junior club role or working junior event on the 2<sup>nd</sup> screen of the registration.
- Need to complete the USAV background screening prior to participation. Screenings are good for two seasons once cleared.

**SafeSport certification and IMPACT certification needs to be completed before contact with juniors; and is REQUIRED before being placed on a roster.** (Junior age assistant coaches must complete both as well.)

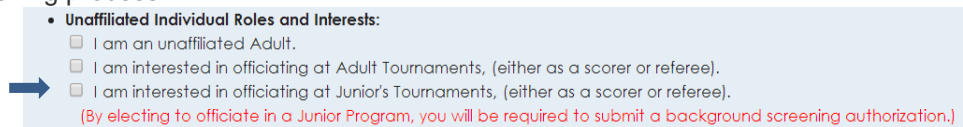
- **SafeSport certification:** Online webinar completed on the USAV Academy from a member's record. **Certifications are now renewable every two years.** Returning members can check their member card for their expiration date.
- **IMPACT coaching certification** (USAV coaching course) if not already completed by **all head and assistant coaches.** On Demand USA Webinar free of charge for current members. There will be no Region conducted courses.

## Online Registration Overview:

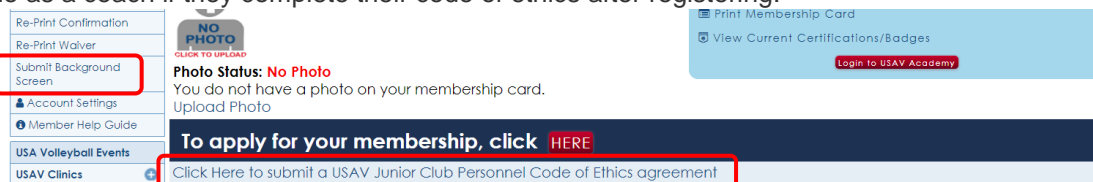
- On the 1<sup>st</sup> screen you will be entering information or verifying your personal information. **The personal information is the applicants'** (not their parent/guardian). Please use Legal names. (Do not use Beth or Liz for Elizabeth or Bob instead of Robert. You can enter Beth, etc. in the Preferred Name box.) **Returning members with a name change** (first or last) need to have Region staff change their name online (do not create a new membership).
- Use capitalization as required in the First Name box – title case has been removed to allow for names like LaTisha.
- Junior members must select a grade. Adult players select level of play. Non playing adults may leave the level as UA – not applicable.
- New members create their login before continuing to the 2<sup>nd</sup> screen of the registration. You will enter a User Name, Password, confirm password, pick a security question and answer the question.



- **Stop** when registering a junior member and you get adult membership types on the 2<sup>nd</sup> screen. You need to click on the Edit button in the upper left to go back to the 1<sup>st</sup> 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 2<sup>nd</sup> screen (near the top on right). If not known at the time of registration or not listed yet, choose 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 scorer role under the junior roles so you just indicate that you will be officiating at junior events listed under Unaffiliated Individual Roles and Interests to initiate the background screening process.



- Adults that decide to work with a junior program after completing their registration or forgot to mark junior club role will have to login again and complete the Junior Club Personnel Code of Ethics by clicking on the link and the Submit Background Screen tab, if not current. Coaches need to contact Carol at [carol@iavbreg.org](mailto:carol@iavbreg.org) to manually mark them eligible as a coach if they complete their code of ethics after registering.



- 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 2<sup>nd</sup> screen. If the screening is current, the system will advance to the confirmation page.
- Background Screening Procedure: Enter SS # (if not already entered), read, 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 not an automatic part of your membership. You can purchase the magazine for \$2.50 near the top on the last screen of registration.

| edit Membership Information |   |
|-----------------------------|---|
| Membership Type:            | IA - Junior Summer  |
| Membership Dates:           | 8/26/2014 - 10/31/2014  |
| Membership Price:           | \$15.00   |
|                             | <input type="checkbox"/> High Performance Donation, (\$5.00)                            |
|                             | <input type="checkbox"/> I would like to subscribe to USA Volleyball Magazine, (\$2.50) |

- You will received emails from all the following unless you UNCHECK the box(s).

| Correspondence Information   |
|--|
| To opt out, UNCHECK the box next to the correspondence item you wish to be removed from. |
| <input checked="" type="checkbox"/> I'd like to receive USA Volleyball e-newsletters     |
| <input checked="" type="checkbox"/> I'd like to receive 3rd party offers                 |
| <input checked="" type="checkbox"/> I'd like to receive a Region e-newsletter            |

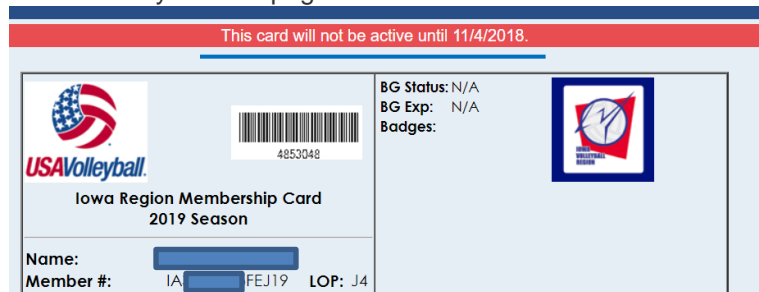
- Enter your Visa or MasterCard information. Or if entering unpaid you click on Submit Payment Separately.
- You MUST open the links to the [USAV Waiver & Release of Liability](#) and [USAV Participant Code of Conduct](#). Read each one (quickly), close each document and check the box that you agree to.
- All adults that choose 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.

|   |
|---|
| <b>Payment Information</b><br><input checked="" type="radio"/> Pay now via Credit Card <input type="radio"/> Submit payment separately, per Region policy.<br>* Credit Card Type: <input type="text" value="-Select One-"/><br>* Credit Card Number: <input type="text"/><br>* Security Code (Locate): <input type="text"/><br>* Expiration: <input type="text" value="MM"/> / <input type="text" value="YYYY"/><br>* Name On Credit Card: <input type="text"/> |
| <b>USAV Waiver Information</b><br>Please click on all links below to view and read documents, then check box to indicate acceptance.<br>Please note: Parent/Guardian must provide information as well as read and accept terms on behalf of the minor to complete the registration process.   |
| <b>USAV Waiver &amp; Release of Liability</b><br><input type="checkbox"/> I represent that I have legal capacity and authority to act for and on behalf of the minor named herein, and that I have read and agree to the USAV Waiver & Release of Liability.  |
| <b>USAV Participant Code of Conduct</b><br><input type="checkbox"/> I agree to the USAV Participant Code of Conduct   |
| <b>Use Agreement</b><br><input type="checkbox"/> I agree to the USAV Use Agreement  |
| <b>USAV Junior Club Personnel Code of Ethics</b><br><input type="checkbox"/> I agree to the USAV Junior Club Personnel Code of Ethics   |
| <b>Use Agreement</b><br><input type="checkbox"/> I, a prospective or current member of USA Volleyball and/or one of its Regions, agree to abide by and be bound by the applicable Bylaws, rules, regulations, Code of Conduct, competition rules of USA Volleyball, as well as the safe sport rules,  |
| <input type="checkbox"/> I hereby certify that the information provided is being done directly by myself or by me, as the legal guardian representing a minor, and that it is true and accurate to the best of my knowledge. I also understand and agree that incomplete or false information is grounds for denial of membership.  |
| Please Note: If your Driver's License number is your Social Security Number, please enter only the last four digits.  |
| For verification purposes, please enter the last four digits of the Social Security Number, or the Driver's License or State ID number for the individual (Parent/Guardian) consenting above: <input type="text"/>  |
| <input type="button" value="Confirm"/>  |

- 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 1<sup>st</sup> parent/guardian email listed (marked Parent Copy).

| Parent/Guardian Information   |                             |
|---|-----------------------------|
| Please note: A Parent/Guardian must provide information as well as read and accept terms on behalf of the minor to complete the registration process. |                             |
| <b>Parent or Guardian's name:</b>   |                             |
| * First: James  | First: <input type="text"/> |
| * Last: Aigroup   | Last: <input type="text"/>  |
| * Phone: 515-727-1860   | Phone: <input type="text"/> |
| <b>Parent or Guardian's email address:</b>  |                             |
| * Email: carol@lavbreg.org  | Email: <input type="text"/> |
| A copy of the Membership Confirmation will be sent to the Parent Email, as well as other communications from USA Volleyball.                          |                             |

- 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  
8170 Hickman Rd, Suite 5  
Clive, IA 50325-4400
- The Print Member Card tab only has the card for you to print and carry to show as proof of registration (login and click on the plus sign under Member Area on the left). You can print a new card anytime during the season as needed – after a club is chosen, after referee and/or scorer status changes, after attending Impact class, after completing SafeSport certification, etc. The card will print for paid one day members, single event members, but will show as not active until the date of participation. Their membership is “Pending” until that date. They will have to carry a copy of their confirmation to show proof of paid registration. To get a copy of the confirmation login expand the Member Area and clinic on Re-Print Confirmation. Only the first page is needed.



| Member Information |  |
|--------------------|--|
| Member ID:         | Membership Type: One-Event One-Day Junior Membership |
| Member:            | Region: Iowa Region                                  |
|                    | Club: - UNDECIDED -                                  |
|                    | Registration Date: 11/4/2018                         |
|                    | Expiration Date: 11/4/2018                           |
| Email:             | Membership Status: Pending                           |
| Cell Phone:        |  |

- Member Home
- Member Area
- Member Profile
- Renew Membership
- Print Member Card
- Re-Print Confirmation
- Re-Print Waiver
- Submit Background Screen
- Account Settings
- Member Help Guide

| Quick Navigation                      |
|---------------------------------------|
| Renew Membership                      |
| Print Membership Card                 |
| View Current Certifications/Badges    |
| <a href="#">Login to USAV Academy</a> |

- If after the completion of the registration process you find that the wrong birth date is entered, your name is misspelled, or the wrong gender was chosen you cannot make the corrections yourself. Please call the Region Office and one of us will make the corrections.