

**NEW Adult Player/Other Adult  
(with NO Junior Club Affiliation)  
Step By Step Instructions  
(Not a Member in 2004-2016 Seasons)**

1. **PRINT, READ AND FOLLOW ALL DIRECTIONS.**
2. If you were a member of a region **other** than the Carolina Region last season please contact the Carolina Region Office to transfer your membership PRIOR to going online to register. **Send your name, date of birth and address to [registration@CarolinaRegionVB.org](mailto:registration@CarolinaRegionVB.org) with a request to transfer your membership in the USAV online database.** STOP HERE and review/print out the instructions for “Renewing Adult Player” (wait until you hear from us that your Assigned Region is updated).
3. Go to the web address below or use link for NEW member on the [Online Registration Page:](https://webpoint.usavolleyball.org/wp/memberships/join.wp?mbr_ChapterID=9321)  
[https://webpoint.usavolleyball.org/wp/memberships/join.wp?mbr\\_ChapterID=9321](https://webpoint.usavolleyball.org/wp/memberships/join.wp?mbr_ChapterID=9321)
4. The “Join Carolina Region Volleyball” page of the USA Volleyball’s Membership Management System will load after you click the above link. Fill out all fields on this page, **fields marked with an \*** are required fields. NOTE: Please only use the “Preferred Name” field if you go by a **different** first name/nickname than is in the First Name field. Also, only use the Maiden Name field if different than your Last Name Field. At the bottom of the page, you will Create your Login for the USAV Member Management System! Please copy this information in a secure place you can access as you will need your login information to get back into the system during this and future seasons! Hit the “Continue” button when completed.
5. Membership Option page will come up. Choose the club if you know which adult club you will be associated with (scroll right if you do not see it in right column). If the club name is not listed or you do not know which club you will play with then choose **UNDECIDED**. Some clubs may not be listed but will be added as paperwork is received and you can be added to the club later [members will be allowed to change their club from UNDECIDED to a current club ONCE – just log in, click the “+” next to “Member Area” in the menu to expand the menu. Then click “Member Profile” and click upside down triangle at the Club field (second column of info) to use drop-down list to select club. Click the “edit Contact Info” at bottom of page to save your selection. Once you select a specific club, you may not change it again. Only the Region Office can make changes after a club is selected].
6. You will then need to choose a membership type. Your options include: **Full Adult Membership, Collegiate Membership (available only to students enrolled in a college/university/junior college), One-Event, One-day membership, One-Event, multi-day membership or Summer membership (only available after April 1, 2017).**
7. You will then be asked to select “Roles” that you wish to apply for. Choose all that apply under each of the three areas then hit, “Submit”. **Warning:** If you choose a “Role” that is affiliated with a Junior Club/Team or you choose to work as an official at Juniors’ tournaments, you will be **REQUIRED** to submit a background screening authorization and FEE. If so, STOP HERE and review/print out the instructions for “New Adult Affiliated with a Junior Club/Team” to continue.

8. You are now on the Confirmation Screen. Check all the personal information to make sure it is correct (if not, go back to correct). Applicants may enter a credit card on this screen to pay for their membership. If you choose to pay with a credit card (not required-see 12 below, then enter all the credit card information requested and then proceed to the waiver acceptance area. You can acknowledge electronically the waiver and liability and Participant Code of Conduct. (1) Click link to open the USAV Waiver and Release of Liability – check the box that you have read it; (2) Click link to open the USAV Participant Code of Conduct – check the box that you have read it; (3) Check the “Use Agreement” box; and (4) Enter your Driver’s license number or State ID number (this is personal identifier required by insurance companies to prove you have acknowledged the required policies). Hit “confirm” when you have checked all three boxes and entered your Driver’s license or State ID. You will be asked “Are you sure you want to submit your application?” If you want to submit your information, respond by clicking “OK”.
9. The next page will state “Your Membership APPLICATION has been successfully submitted” (If you submitted a payment during the process, you will receive a membership confirmation notice instead). You will receive an email confirming your application.
10. Once you have submitted your application online, you will **ONLY need to submit your member dues to the Region to complete your application IF you did not enter your credit card information during the application process (no waivers to print, sign and mail!!)**.
11. The member will receive via email an “Application Confirmation” stating the following (if you did not pay during the application process):

**Membership Type:** Adult Membership  
**Status:** Unpaid  
**Membership Dates:** 9/1/2016 – 10/31/2017  
**Region:** Carolina Region

12. There are TWO ways to submit a payment after you have applied online (this is only applicable if you did not enter credit card information during the application process). (a) Send a check for your membership fee to **with your member name and birthdate in the memo field:**

Carolina Region/USAV  
P.O. Box 1757  
Clemmons NC 27012-1757

**NOTE:** To qualify for the Early Bird Registration fee you must apply online and submit your payment so that we **RECEIVE** both by November 1, 2016 (add \$10 if we RECEIVE after November 1, 2016 regardless of what the dues in the online system showed).

OR (b) You may submit your membership dues online through PayPal (which accepts credit cards and you do not need to register with PayPal to use). Go here to select the applicable membership category and submit a PayPal payment for your dues - <http://www.carolinaregionvb.org/onlinepayments>

**NOTE:** PayPal is not synchronized with the online system. We will still have to receive notice from PayPal of payment and update your record manually with the payment. Please allow up to 3 business days for us to process.

13. Once the Region Office receives your payment for your membership dues, we will process your payment in the online system. You will receive another email “Membership Confirmation” and it will also include your membership number for the 2016/2017 season (ends in “17”).

**Membership Type:** Adult Membership  
**Level of Play:** UA  
**Status:** Paid  
**Membership Dates:** 9/1/2016 – 10/31/2017  
**Region:** Carolina Region

14. During the season, if you need to update any of your personal information all you need to do is login at:

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

Then click on “Member Profile” in the expanded menu under “Member Area” on left and update your information.

**If you are having problems and need assistance with the online system contact the Carolina Region Office**  
**([email preferred] [registration@CarolinaRegionVB.org](mailto:registration@CarolinaRegionVB.org) or 336.766.3581)**

