

**NEW Adult Affiliated with a Junior Program
Club Director, Coach, Chaperone, Team Representative, and Officials
Step By Step Instructions
(NOT a member during the 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 with a request to transfer your membership in the USAV online database.** STOP HERE and review/print out the instructions for “Renewing Adult with Junior Program Instructions”.
3. Go to the web address below or press on the link:
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. The Membership Option page will come up. Choose the club if you know which Junior Club you will be associated with (Officials choose UNDECIDED). If the club name is not listed 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 (only available to students enrolled in college/university/junior college), One-Event, One-day membership (add date it goes into effect), 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”. **Note:** In order for an Adult to be affiliated with a Junior Club/Team you are required to submit a background screening authorization at the time of application if you do not have a current screening on file with USAV. Choosing a role under the “Junior Program Roles” will automatically bring up the Background Screen information page.
8. Background Screening Application Procedures: Fill out the information as requested on this page and click “Continue and Process Background NOW” at the bottom of the page. This is the most efficient way to process your screening information. This is being signed electronically and you will not have to mail in a consent form!

9. 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 13/14 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, Participant Code of Conduct, and Junior Club Personnel Code of Conduct (required for all adults affiliating with a Junior Club). (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) Click link to open the Junior Club Personnel Code of Conduct – check the box that you have read it; (4) Check the “Use Agreement” box; and (5) 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 hitting “OK”.
10. 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). An email confirming your application will be sent to the member’s email. Print this screen for your records if you wish (not required). Press “OK” to continue.
11. Once you have submitted your application online, you will **ONLY need to submit your member dues to the Region if you did not enter a credit card during the application process to complete your application (no membership waivers to sign and mail!!)**.
12. Officials working our Juniors’ tournaments will also need to accept the Independent Contractor Agreement online. Go here to complete the form electronically -
[2017 Official’s Independent Contractor Agreement](#)
13. 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 **with your member name and birthdate in the memo field** to: **Carolina Region, P.O. Box 1757, Clemmons NC 27012**. **IMPORTANT:** The Background Screening process cannot be started until the signed waiver and applicable fees are received by the Region. **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 system indicated).
14. 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. Please allow up to 3 business days for us to process.

15. If you did not pay during the application process with a credit card, you will receive, via email, an “Application Confirmation” like the sample below:

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

16. 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

17. 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 or 336.766.3581)

