

**NEW Adult Affiliated with a Junior Program
Club Director, Coach, Chaperone, Team Representative, and Officials
Step By Step Instructions
(NOT a member during the 2004-2008 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 office@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.asp?mbr_ChapterID=9321
4. Membership Information page will come up. Fill out all fields on this page, **fields marked with an *** are required fields. Hit the “Continue” button when completed.
5. 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 can be updated later (members will be allowed to change their club from UNDECIDED to a current club ONCE – just log in, click “My Information”, and use drop-down list to select club. Once you select a specific club, you may not change it again. Only the Region Office can make changes after a club is selected). Then hit the “Tab” key.
6. You will then need to choose a membership type. Your options include: **Full Adult Membership, One-Event, One-day membership (add date it goes into effect), One-Event, multi-day membership (i.e. Asheville Jr Hi Neighbor) or Summer membership (after May 1, 2009).**
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:
 - **Recommended Option:** fill out the information as presented 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. New for 2008/2009, you can sign this electronically and you will not have to mail in a consent form!
 - If you choose not to send the information electronically go to the bottom of the page and click “Continue and Process Background Later”. You will still need to print the Authorization form at the end of the process and manually fill it out and send it in to the Region Office with your coaches code of ethics (if applicable) and dues to complete the process.

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). 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 hitting “OK”.
10. The next page will state “Your Membership APPLICATION has been successfully submitted”. Print this screen for your records. Press “OK” to continue.
11. Once you have submitted your application online, you will **ONLY need to submit your member dues to the Region to complete your application (no membership waivers to sign and mail!!)**.
12. Officials working our Junior tournaments will also need to print out and sign an Independent Contractor Agreement. Download that form here - <http://www.carolinaregionvb.org/Officials/icform.pdf>
13. Once you have a print out of all forms you will need to sign and date them (forms needed are – Background Screen Consent Form-if you did not complete electronically (all), Coaches Code of Conduct (coaches – working on having an online option this season also), and Independent Contractor Agreement (officials).
All forms must be signed and **submitted with applicable dues to the Carolina Region, P.O. Box 1757, Clemmons NC 27012 or 336.766.3501 fax.** **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, 2008 (add \$5 if we RECEIVE after November 1, 2008 regardless of what the online system indicates as dues-late fees are not part of system).
14. OR 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/Payments/paymentcenter.html>
15. You will receive, via email, an “Application Confirmation” like the sample below:

Membership Type: Adult Membership
Status: Unpaid
Membership Dates: 11/1/2008 – 10/31/2009
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 2008/2009 season (ends in “09”).

Membership Type: Adult Membership
Level of Play: UA
Status: Paid
Membership Dates: 11/1/2008 – 10/31/2009
Region: Carolina Region

17. 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.asp>

Then click on “My Information” and update your information.

**If you are having problems and need assistance with the online system
contact Kevin Wendelboe at Carolina Region Office
(office@CarolinaRegionVB.org or 336.766.3581)**