

DRAFT

CLUB ADMINISTRATOR



USA *Volleyball*

ON-LINE USER MANUAL

VOLUME I

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TERMINOLOGY – Keys for using the on-line system

- **Applicant** – Individual seeking a new or renewal membership.
- **Member** – Individual who has successfully completed the application process. Including submission of all appropriate paperwork and fees to the region.
- **Contact** – A person associated by the Region Admin with an organization in your region – such as a club director associated with his club. OR an individual listed in the system with NO membership (i.e. vendors and incorrectly entered persons).
 - **Affiliation** – the primary link between an individual's *membership* and their club.
 - **Association** – a secondary link created by the Region Admin between an *individual record* and a club.

CLUB ADMIN ACCESS LEVEL DEFINED:

The screenshot shows the 'Aigroup Club (Org. ID: 68031)' interface. It has tabs for 'Main Info', 'Members', 'Teams', 'Contacts', 'Customer Info', and 'Club Members'. The 'Contacts' tab is active, displaying club details and a list of organization contacts.

Club: Aigroup Club
Address: 715 S Circle Dr
Colorado Springs, CO 80910-2324
United States

Club Director: Test Aigroup
Phone:
Fax:
Web Address:

Organization Contacts, (1)

Instructions on how to Reset Club Admins

1. To grant club admin access click the checkbox to the left of the contact(s) in the list below.
2. Click the 'Reset Club Admins' button to Grant Club Admin Access for all **SELECTED** contact(s) listed below, regardless of current User Roles.

*** Notice - By pressing the "Reset Club Admins" button you will be removing Club Admin Access to any Unchecked contact(s) in the list below.**

<input type="checkbox"/>	User Role	Name	Phone	Email	Groups
<input type="checkbox"/>	Club Admin, Member	Test Aigroup		test@co.com	Unknown

Before an individual can be granted access to a club, their record must be properly associated (listed as a contact) with that club. Refer to Adding Contacts to a Club portion of the Region Admin user manual.

CLUB ADMIN ACCESS:

Each season the following will take place:

- Annually remove club admin assignment for all lapsed members as of 11/1
- Annually remove club admin assignment for all non club-member club admins as of 11/1
- Club Admins *who have renewed and who had prior year Club Admin access* would remain actively assigned as Club Admin within their affiliated membership club.

Examples

1. Person A is a current member for the current season and has a membership affiliation with Club ABC and has Club Admin access for Club ABC. Person A renews their membership with the SAME CLUB for the upcoming season before the NOV 1 start date. Person A's Club Admin access WILL NOT be automatically removed at the end of his current season membership, it will continue through with the next season's membership.
2. Person A is a current member for the current season and has a membership affiliation with Club ABC and has Club Admin access for Club ABC. Person A DOES NOT renew their membership for the upcoming season before the NOV 1 start date. Person A's Club Admin access WILL BE automatically removed at the end of the current season membership.
3. Person A is a current member for the current season and is affiliated with Club XYZ as an adult player and has Club Admin Access to Club DEF (a junior club). Whether or not Person A does or does not renew their membership for the upcoming season before the NOV 1 start date, Person A's Club Admin access for Club DEF WILL BE automatically removed at the end of the current season membership as he is NOT affiliated as a member with that junior club.

AT THIS POINT: One record can have CLUB ADMIN access to only ONE Club.

Once access is granted, the following screens will be available to that user.

MAINTAIN CLUB INFO – CLUB ADMIN

Aigroup Club (Org. ID: 68031)

Main Info | Club Members | Teams

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.

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@aigroupclub.net
* City:	Colorado Springs	Web Address:	www.aigroupclub.net WWW
* State:	Colorado		
* Zip:	80910 - 2324		
* Country:	United States		

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.

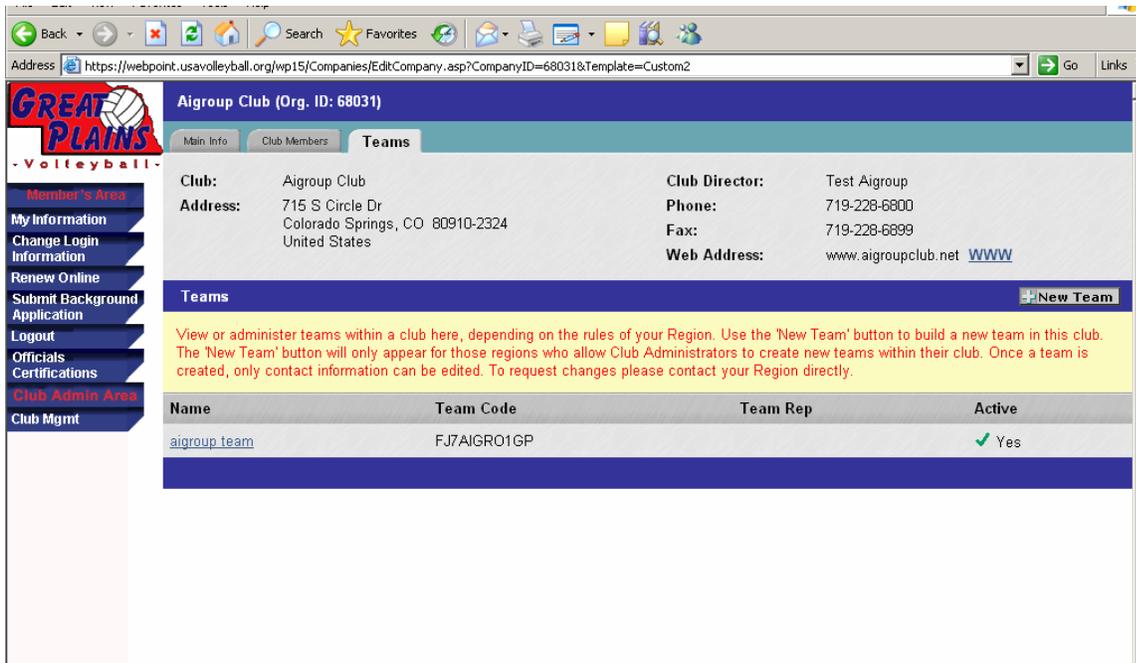
LIST OF CLUB MEMBERS:

The screenshot shows a web browser window titled 'Aigroup Club - Microsoft Internet Explorer'. The address bar shows the URL: https://webpoint.usavolleyball.org/wp15/Companies/EditCompany.asp?CompanyID=68031&Template=Other%20Assn%20Members&mbr_StatusID=2&SubTemplate=Current+Members. The page content includes a logo for 'GREAT PLAINS - Volleyball -' and a navigation menu on the left with items like 'Member's Area', 'My Information', 'Change Login Information', 'Renew Online', 'Submit Background Application', 'Logout', 'Officials', 'Certifications', 'Club Admin Area', and 'Club Mgmt'. The main content area shows club details for 'Aigroup Club (Org. ID: 68031)', including address and contact information. Below this, there are tabs for 'Current', 'Lapsed', 'Unpaid', and 'Pending'. A yellow warning box states: 'View information about current, unpaid and pending club members. Only Current club members may be added to a team roster. By clicking on the member's name the administrator can view personal information in the member's record. The export buttons can be used to export standard member information to either a text or Excel file. The group email button can be used to send a mass email to those members listed here.' Below the warning is a section titled 'Current Members (3)' with 'Export' and 'Email' buttons. A table lists the members:

Name / Address	Membership
Test Aigroup 3105 Eagle Mountain Dr Wylie, TX 75098	Adult Membership Current 8/9/2006 - 10/31/2006
Metest Aigroup 12345 Testing Testing, CO 234222	Adult Membership Current 8/28/2006 - 10/31/2006
Metest Aigroup Asdf Asdf, FL 234222	Adult Membership Current 8/28/2006 - 10/31/2006

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



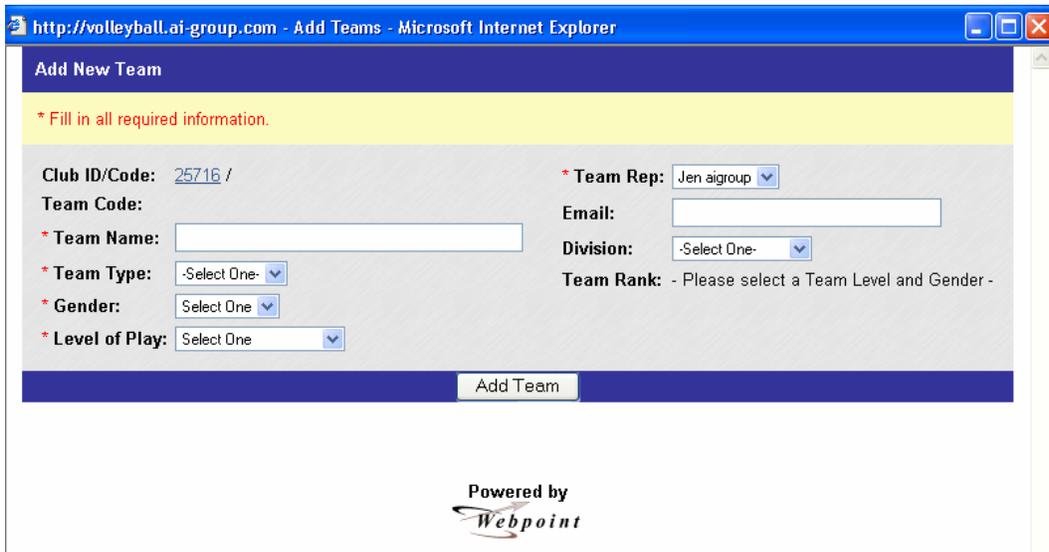
The screenshot shows the 'Aigroup Club (Org. ID: 68031)' admin page. The left sidebar contains navigation links: Member's Area, My Information, Change Login Information, Renew Online, Submit Background Application, Logout, Officials Certifications, Club Admin Area, and Club Mgmt. The main content area is divided into 'Main Info', 'Club Members', and 'Teams' tabs. The 'Teams' tab is active, displaying a table with columns: Name, Team Code, Team Rep, and Active. A 'New Team' button is visible in the top right of the Teams section. A yellow warning box states: 'View or administer teams within a club here, depending on the rules of your Region. Use the 'New Team' button to build a new team in this club. The 'New Team' button will only appear for those regions who allow Club Administrators to create new teams within their club. Once a team is created, only contact information can be edited. To request changes please contact your Region directly.'

Name	Team Code	Team Rep	Active
aigroup team	FJ7AIGR01GP		✓ Yes

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

ADDING A NEW TEAM:

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



The screenshot shows the 'Add New Team' form. It includes the following fields and options:

- Club ID/Code: 25716 /
- Team Code: (empty)
- * Team Name: (text input)
- * Team Type: -Select One- (dropdown)
- * Gender: Select One (dropdown)
- * Level of Play: Select One (dropdown)
- * Team Rep: Jen aigroup (dropdown)
- Email: (text input)
- Division: -Select One- (dropdown)
- Team Rank: - Please select a Team Level and Gender - (text)

An 'Add Team' button is located at the bottom of the form. The page is powered by Webpoint.

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.

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)

Assign Members to Teams (3)

The following are members needing Team assignment., (2005/2006)

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.

Team Club: Aigroup Club + Add Team

Member ID	Name	Player Level	Team	Position	Jersey #
<input type="checkbox"/> GP152566MR06	Metest Aigroup 4218 Vernal Cir Colorado Springs, CO 80916	UA	-Select One-	-Select One-	<input type="text"/>
<input type="checkbox"/> GP1525667MR06	Metest Aigroup 4222 Vernal Cir Colorado Springs, CO 80916	UA	-Select One-	-Select One-	<input type="text"/>
<input type="checkbox"/> GP1527977FJ06	Summer Aigroup 715 S Circle Dr Colorado Springs, CO 80910	J6	-Select One-	-Select One-	<input type="text"/>

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.**

https://webpoint.usavolleyball.org - aigroup junior team - Microsoft Internet Explorer

aigroup junior team (Org. ID: 84467)

Main Info **Players**

Team: aigroup junior team Team Director: Test Aigroup
Address: United States Phone:
Fax:
Web Address:

2004/2005 **2005/2006** 2006/2007 + Add Club Member To Team

Rosters

The players tab displays the club members for this team. Click the edit button next to the member's name to view their status on the team. Click the member's name to view the membership record and edit the Player tab information only. NOTE: Once a player has been added to the team, they can only be removed with a written request to the Region.

Name	Position	Status
Edit - Aubree Aigroup	Player	Active
Edit - Alice Aigroup	Player	Active
Edit - Summer Aigroup	Player	Active

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)

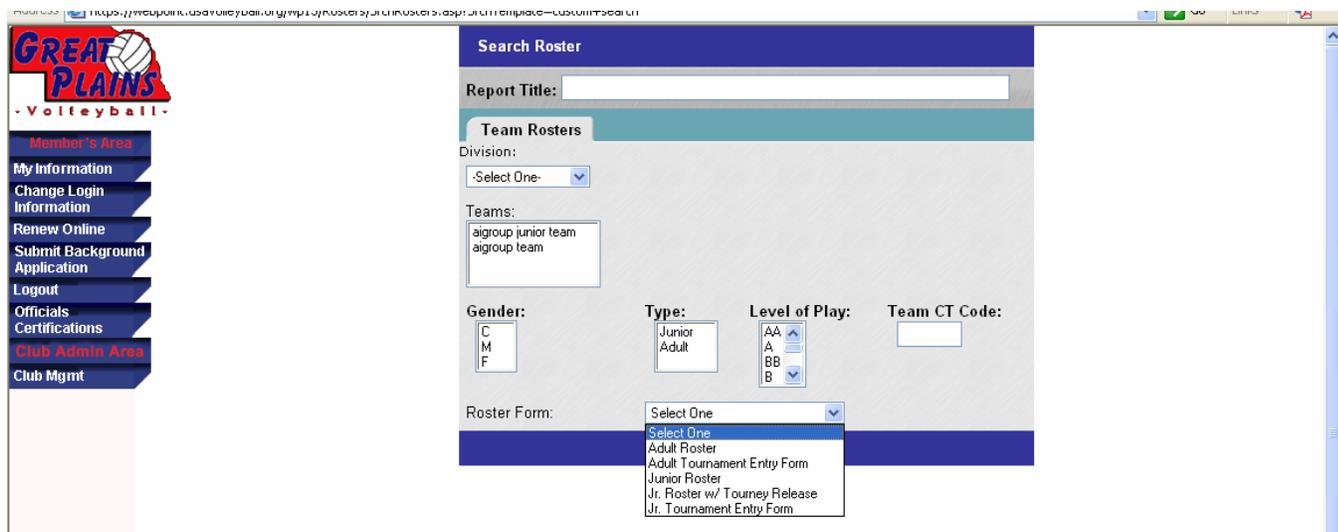
To reassign a junior player to another team, go the player tab on the team and click “Edit” next to the name of the player. Click on Delete Roster Member and confirm. Once the player is removed they can be assigned to another team. (see Player Assignment)



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.

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



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

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: FJ7AIGR02GP
 Region Division:

Email: test@co.com

#	Pos	Name	USAV #	DOB	Coach Status	Ref	Score	Mbr Stat
11	Player	Aigroup, Summer	GP1527977FJ06	10/1/1989				Active
11	Player	Aigroup, Alice	GP1524420FJ06	11/2/1988				Active
2	Player	Aigroup, Aubree	GP1524410FJ06	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

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: FJ7AIGR02GP
 Region Division:

Email: test@co.com

#	Pos	Name	USAV #	DOB	Coach Status	Ref	Score	Mbr Stat
11	Player	Aigroup, Summer	GP1527977FJ06	10/1/1989				Active
11	Player	Aigroup, Alice	GP1524420FJ06	11/2/1988				Active
2	Player	Aigroup, Aubree	GP1524410FJ06	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 _____

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



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: FJ7AIGR02GP	
Email: test@co.com		Region Division: _____	
Event Division Entered: _____			

#	Pos	Name	USAV #	DOB	Coach Status	Ref	Score	Mbr Stat
11	Player	Aigroup_Summer	GP1527977FJ06	10/1/1989				Active
1	Player	Aigroup_Alice	GP1524420FJ06	11/2/1988				Active
2	Player	Aigroup_Aubree	GP1524410FJ06	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