



## Step By Step Instructions for a Renewing Regular Junior Membership (Previous USA Volleyball Member)

### Renew Membership/Request a Login

1. **PRINT, READ, AND FOLLOW ALL DIRECTIONS.**
2. Go to the following web address or press on the link:

<https://webpoint.usavolleyball.org>

3. Enter your username and password then hit "Log In". REMEMBER to use the FORGOT PASSWORD link to the left of the page if you can't remember your username and password. **The information will be sent to the email on file in the system.** Check your junk mail/spam mail box if you do not see the email in your inbox. **If you have changed your email since registering please email [candace@rmrvolleyball.org](mailto:candace@rmrvolleyball.org)**  
*\*\* Note: both of these fields are CASE sensitive.*
4. On the left hand column **Click RENEW MEMBERSHIP.**
5. The system will automatically bring you to "Member Information" be sure to check that all personal information is correct. Once you have checked that all personal information is correct hit the prompt at the bottom of the page that says "Continue". Certain information may only be edited by the Region registrar. If these areas need to be corrected send an email with your name as in the system plus corrections to [candace@rmrvolleyball.org](mailto:candace@rmrvolleyball.org)
6. The "Membership Options" page will come up. **Very important step**, go to the "Club" field and select **UNDECIDED**. Then hit the "Tab" key. **Once you have accepted and committed to play for a club, return to <https://webpoint.usavolleyball.org> and affiliate yourself to that club.**
7. Make sure that **Regular Junior Membership** is selected in the "Membership Type" section.
8. Next fill out the "Parent/Guardian Information" with information of who (parent or guardian) will sign your form. Once you have completed this page hit "Submit".
9. The "Confirm" page will then ask if the information is correct. If something needs to be corrected hit the "Edit" button next to the section.
10. Next, fill out the Payment Information Section, ONLY VISA AND MASTERCARD are ACCEPTED, **YOU MUST PAY AT THE TIME OF REGISTRATION.**
11. Scroll down to the **USAV Waiver & Release Liability**, open and **both parent and player MUST** read ALL the information, then close the document and check the box on the "Confirm" page. Then open the **USAV Participation Code of Conduct** and **both parent and player MUST** read ALL the information, close the document and check the box on the "Confirm" page.
12. Read the **Use Agreement** then check the box.
13. Now for verification purposes your **PARENT MUST** enter their driver's license.
14. Once all information is correct, go to the bottom of the page and hit the "I agree" box. You will then need to hit the "Confirm" prompt, and will then be asked "Are you sure you want to submit your application". If you want to submit your information, respond by hitting "OK".
15. The next page will state "Your Membership APPLICATION has been successfully submitted." Press "OK" to continue.
16. Scroll down the page to the "Medical Release Form". You will need to print the "Player Medical and History Form". **Note:** you will have to fill out the information requested on this form and submit to your club.
17. Once you have completed the online registration process, including the acceptance of the online signatures for Waiver & Release of Liability Statement, Print Member Confirmation Page, which has your membership card at the bottom. **THE MEMBERSHIP CARD IS PROOF YOU ARE A CURRENT MEMBER OF THE 2016-2017 SEASON.**
18. After you have accepted and committed to play for a club, return to <https://webpoint.usavolleyball.org>
19. Enter your username and password then hit "Log In".

20. The "Main Info" page will open, if it does not click "My Information" from the left column. Then on the right side near the top you will see the "Club" field. Right now it says **UNDECIDED**. Use the drop down arrow to change it from **UNDECIDED** to the club you have select and are committed to for the 2016-2017 season. Then hit the "Tab" key. **Note:** you can **ONLY** change the club name if it says **UNDECIDED** and only **ONCE** so make sure it is the correct one. If for some reason it has a club listed or it is not the correct club please contact Candace at [candace@rmrvolleyball.org](mailto:candace@rmrvolleyball.org)
21. Then scroll to the bottom of the page and hit "Edit Contact Info".
22. If you need to update any of your personal information all you need to do is Login at <https://webpoint.usavolleyball.org/> then "My Information" and change your information.

**If you are having problems and need assistance with the online system contact the help desk line at (303) 264-9136 Monday thru Friday 9am-5pm**