

“How to Guides” for Membership Registration System (MRS)

1. Returning Club Application

NOTE: In order to create a Club in MRS you will first need to purchase a Club Contact membership.

“How To” Steps	Screenshots
<p>Go to www.mrs.ontariovolleyball.org</p>	
<p>Login to your account for the club contact profile</p>	

Quick Links

- Home
- Regions
- Leagues
- Clubs
- New Club Application
- **Returning Club Form**
- Events
- Upgrade Membership



Click on 'Returning Club Form' located under the 'Quick Links' section

This link will only show up if you have purchased a Club Contact membership.

RETURNING CLUB FORM

General Information

Club Name

Club Address

Club Contact Name

Club Phone Number

Club E-mail Address

Fill out the Returning Club Form – General Information

**Fill out the Returning Club Form –
Club Executive Information.**

**To add club executives, please fill
out the fields and click ‘Add +’
for the number of club executives.**

Club Executive Information

Executive Name

Executive Address

Executive Position

Executive E-mail Address

Executive Phone Number

Current Year Screening Disclosure Form Signed and Completed?

Yes No

Add+



**Fill out the Returning Club Form –
Club Staff Information**

**To add club staff members, please
fill out the fields and click ‘Add +’
for the number of club staff**

Club Staff Information

Staff Name

Staff Position

NCCP #

Current Year Screening Disclosure Form Signed and Completed?

Yes No

PRC or VSS (Date Stamp by Police Department)

mm/dd/yyyy

Fill out the Information for the Individual Responsible for Screening at the Club.

Staff Name	Position	NCCP #	PRC or VSS	Signed and Completed Current Year Screening Disclosure Form ?
Club Representative in Charge of Police/Volunteer Screening at Your Club				
Representative Name				
Representative E-mail Address				
Representative Phone Number				

House League/Recreational Programs

Need House League / Recreational Programs ?

Name of Program

Age & Gender offered

Length of Program

Number of Participants

Add +

Fill out the Returning Club Form – House League/Recreational Form (if needed)

Depending on the number of House League/Recreational Programs, click 'Add +' for the number of programs in the club




<p>Fill out the Returning Club Form – Declarations</p> <p>Please check off all the boxes to confirm the club will follow OVA Protocols throughout the season</p>	<div data-bbox="699 191 1544 657"> <p>Declarations</p> <ul style="list-style-type: none"> <input type="checkbox"/> On behalf of the Club name listed above, I verify, as a duly authorized representative of the Club, that the Club will follow the OVA Screening Policy and that any individual intending to participate in the Club or its programs and activities will have a valid police record check and vulnerable sector screening completed within the last three (3) years. I also verify that the Club has documented its review of such documentation and has received a completed and signed copy of the OVA's Screening Disclosure Form for the current season all club staff, team staff, volunteers, and coaches. <input type="checkbox"/> On behalf of the Club name listed above, I verify, as a duly authorized representative of the Club, that the Club will adhere to all OVA policies and procedures. <input type="checkbox"/> On behalf of the Club name listed above, I verify, as a duly authorized representative of the Club, that the Club will ensure that all Coaches meet the VC and OVA Coaching Eligibility Requirements. <input type="checkbox"/> On behalf of the Club name listed above, I verify, as a duly authorized representative of the Club, that the Club will keep the information on this form updated throughout the season including the addition of any new Club Executive, Staff or coaches. </div>
<p>Fill out the Returning Club Form – Acknowledgements</p> <p>Please enter your name and title within the club</p>	<div data-bbox="699 657 1544 972"> <p>Acknowledgments</p> <p>Your Name</p> <p>Your Title</p> </div>
<p>Once the Returning Club Form is completed, click 'submit'</p>	<div data-bbox="699 972 1544 1377"> <p>Acknowledgments</p> <p>Your Name*</p> <p>Chery Bennett</p> <p>Your Title*</p> <p>President</p> <p><input checked="" type="checkbox"/> On behalf of the Club name listed above, its executives and its members, I verify, as the Club President or duly authorized representative of the Club, that the above statements are true and all aforementioned documentation will be kept on file by the Club throughout the duration of the current session (until August 31 annually) and made available to the OVA upon request.</p> <p>Submit ←</p> </div>
<p>Once the form has been submitted, the registration system will create a pop-up message saying the data has been accepted</p>	<div data-bbox="699 1377 1544 1770"> <p>mrs.ontariovolleyball.org says</p> <p>Data submitted!</p> <p>OK</p> </div>

Review the Order Details for the Returning Club Registration Fee. Click Checkout.

Order Details

Item Description	Regular	Quantity	Discount	Total
Club Registration (For How To Guide Club - Id 0)	\$200.00	1	\$0.00	\$200.00
Sub Total				\$200.00
Tax				\$26.00
Grand Total				\$226.00

 [Checkout](#) [Back](#)


Enter Credit Card details and click Validate Card

Payment

Pay with card VISA MASTERCARD AMEX

Card Number
.....


Expiration Date (MM/YY) CVV (3 digits) Postal Code
MM/YY ...

[Validate Card](#) 


When Credit card is accepted as valid click Place Order

Payment

Paying with Card

 Ending in 1111
Visa ✓

Choose another way to pay

 [Place Order](#) [Cancel](#)

Order Details for your completed order will display. Click Continue.

Order Details:


Processing Date: 10/09/2020 14:32
Payment Type: Credit Card
Customer Name: Jen Jen Harkness(OVA0000024)
Order Number: OVA-29
GST #: 122995491
HST#: 122995491

Ontario Volleyball Association
60 Scarsdale Rd Unit 111
Toronto, Ontario M3B 2R7

Item Description	Regular	Quantity	Discount	Total
Club Registration (For How To Guide Club - Id 33)	\$200.00	1	\$0.00	\$200.00
Sub Total				\$200.00
Tax				\$26.00
Grand Total				\$226.00
Amount Paid				\$226.00

A copy of this receipt has been emailed to jenniferharkness7+4@gmail.com for your records.

[Print](#) [Continue](#)



<p>Message will display that you have successfully registered your club</p>									
<p>Click the home button located on the top header in MRS</p> <p>Click the registered club located under 'My Organizations'</p>	<p>My Organizations</p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Role(s)</th> </tr> </thead> <tbody> <tr> <td>Volleyball Canada</td> <td>Leader - Competitive Club/Team Personnel</td> </tr> <tr> <td>Ontario Volleyball Association</td> <td>Club Contact</td> </tr> <tr style="border: 2px solid green;"> <td>CB</td> <td>Club Contact</td> </tr> </tbody> </table> 	Organization	Role(s)	Volleyball Canada	Leader - Competitive Club/Team Personnel	Ontario Volleyball Association	Club Contact	CB	Club Contact
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CB	Club Contact								
<p>Click 'Edit' to enter in the Club Profile Information</p>	<p>Club Profile - CB</p> <p>Primary Club Contact: Chery Bennett</p> <p>Club Name: CB</p> <p>P/TA: Ontario Volleyball Association</p> <p>Region:</p> <p>Club Type</p> <p>Address 1: 10 Lovers Road East</p> <p>Address 2:</p> <p>City:</p> <p>Edit</p> 								
<p>Enter in the club profile information (City, Region, Website URL, Club Type) and click 'submit'</p>	<p>CLUB PROFILE</p> <p>Fields marked with * are required.</p> <p>Primary Club Contact: Chery Bennett</p> <p>Club Name: CB</p> <p>P/TA: Ontario Volleyball Association</p> <p>Region: *</p> <p>View Map</p> <p>Address 1: 10 Lovers Road East</p> <p>Address 2:</p> <p>City:</p> <p>Website URL:</p> <p>Club Type* <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Sitting</p> <p>OVA Club Form Upload</p> <p>submit Cancel</p> 								
<p>Congratulations! You have now registered as a returning club for the Ontario Volleyball Association!</p> <p>The club will be listed on the home page under 'My Organizations'</p>	<p>My Organizations</p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Role(s)</th> </tr> </thead> <tbody> <tr> <td>Volleyball Canada</td> <td>Complementary Leader - Competitive Club/Team Personnel</td> </tr> <tr> <td>Ontario Volleyball Association</td> <td>Volunteer Club Contact</td> </tr> <tr style="border: 2px solid green;"> <td>Test Club</td> <td>Club Contact</td> </tr> </tbody> </table>	Organization	Role(s)	Volleyball Canada	Complementary Leader - Competitive Club/Team Personnel	Ontario Volleyball Association	Volunteer Club Contact	Test Club	Club Contact
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