



**NATIONAL REGISTRATION SYSTEM  
FOR VOLLEYBALL IN CANADA**

# How to Register:

## Changing Your Profile Information and Upgrading Your Membership



**Version 2016.1  
September 2016**

## How to Register: Changing Your Profile and Upgrading Membership

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### NATIONAL REGISTRATION SYSTEM FOR VOLLEYBALL IN CANADA

This **How to Register** manual was designed to assist Individuals when changing their profile information and/or upgrading their membership. Please follow the step by step instructions as outlined to ensure easy and successful registration with OVA for the 2012-2013 season.

Please direct any questions regarding OVA membership and online registration to OVA's Membership Services Coordinator Kaitlin Arscott at [karscott@ontariovolleyball.org](mailto:karscott@ontariovolleyball.org) | 416.426.7132.

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# How to Register: Changing Your Profile and Upgrading Membership

## How to Change Profile Information

### Step 1

Login to NRS using your Username and Password. Once logged in, select 'Admin' from the menu at the top of the page. Select "Change Profile" to access your personal information page.

**NATIONAL REGISTRATION SYSTEM FOR VOLLEYBALL IN CANADA**

Home Event Calendar **Admin** Help Contact Us Welcome ontariovolleyball! [ Logout ] [ Francais ]

Change Password  
Change Profile

Registration for Volleyball in Canada.  
Select 'Change Profile' to Edit Your Information.

**My Organizations**

Organization	Role(s)
Ontario Volleyball Association	Club Contact
[New Pending Club]	Club Contact

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### Step 2

Make the changes to your personal information profile and select "Save" when completed.

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Home Event Calendar Admin Help Contact Us Welcome ontariovolleyball! [ Logout ] [ Francais ]

**Edit Profile**

Personal Information	Membership Information
First Name: Ontario	Username: ontariovolleyball
Last Name: Volleyball	Membership Level: Full
Email: inb@ontariovolleyball.org	Membership Number: NRS-OVA0020821
Security Question: Where is your Place of Birth?	<b>User Roles</b>
Security Answer: toronto	Club Contact
Gender: <input type="radio"/> Male <input checked="" type="radio"/> Female *	
Date of Birth (DD/MM/YYYY): 01/01/1981	
<b>Contact Information</b>	
Daytime Phone: 4164267312 * Ext: _____	
Evening Phone: 4164267132 * Ext: _____	
One phone number is required. Format (555)555-1234	
Address 1: 3 Concorde Gate *	
Address 2: Suite 304	
City: Toronto *	
Province: Ontario *	
Provincial/Territorial Association: Ontario Volleyball Association	
Region: Region 5 - Central West Ontario *	
Postal Code: M3C3N7 *	
<b>Emergency Information</b>	
Parent/Guardian: Ontario Volleyball *	
Phone Number: 4164267132 * Ext: _____	
Contact Email: inb@ontariovolleyball.org *	

**Save** **Cancel**

# How to Register: Changing Your Profile and Upgrading Membership

## How to Upgrade Your Role

If you want to add another role, i.e. coach or official to your membership status, please follow the steps below.

### Step 1

Login to NRS using your Username and Password. Once logged in, Select “Upgrade Membership” in the “Quick Links” box located on the top left side of the page.

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**Quick Links**

- > Home
- > Leagues
- > Upgrade Membership

Select 'Upgrade Membership'

Welcome to National Registration for Volleyball in Canada.

**My Organizations**

Organization	Role(s)
Ontario Volleyball Association	Indoor Player-14U
<b>OVA OVA 14U</b>	Indoor Player-14U

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### Step 2

You will be redirected to the “Registration – Role Selection” page. Select the role you wish to upgrade to and click “Next”.

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Home Event Calendar Admin Help Contact Us Welcome ontariovolleyball! [ Logout ] [ Francais ]

**Registration - Role Selection**

Please select the roles you wish to add to your profile.

**Executive / Board Member**

- Executive OVA Executive - membership expires August 31, 2010
- Board Member Board Member - membership expires August 31, 2010

**General**

- Event Administrator

**Indoor**

- Coach NCCP Level [ No Level ] Register as a Coach - membership expires August 31, 2010. NCCP # [ ]
- Indoor Team Contact
- Indoor League Contact Indoor League Contact - membership expires August 31, 2010
- Recreational Player Recreational Player - membership expires August 31, 2010
- Official Level [ ]\*

**Beach**

- Beach Player Beach Player - membership expires August 31, 2010
- Beach League Player
- Official Level [ ]\*

**Next**

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## How to Register: Changing Your Profile and Upgrading Membership

Review the "Order Details" page.

**Please Note :** A member will only be charged for a Role Upgrade fee if the new role is more expensive than the existing role (i.e. If a member registers as a coach (\$80.11) first then wishes to register as a Local official, they will pay the difference (\$35.04) when upgrading their role.).

Next, select "Place Order".

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[Home](#) [Event Calendar](#) [Admin](#) [Help](#) [Contact Us](#) Welcome **ontariovolleyball!** [ [Logout](#) ] [ [Francais](#) ]

### Order Details

Item Description	Regular	Quantity	Discount	Total
Coach Role (For Ontario Volleyball)	\$47.53	1	\$47.53	\$0.00
			Sub Total	\$0.00
			Tax	\$0.00
			Grand Total	<b>\$0.00</b>

[Back](#) [Place Order](#)

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