

2020-21 GOVERNING SEASON CLUB ADMIN CHECKLIST PHASE 5

Webinar – Membership Management with USA Volleyball 9.2.2020

This one hour webinar provides an overview for club directors to USA Volleyball's membership management system. The webinar provides a great tutorial on the most pertinent topics for club directors during the early part of the club season. [CLICK HERE](#) to view video.

Accessing Club Participants from Webpoint 2019-2020 season

*The Region recommends that **every club** export club participant information from the 2019-2020 season. **This information is available until October 31, 2020.** How this will assist club administrators:*

- *Have record of trainings and certifications (background screen, SafeSport, IMPACT, officiating)*
- *Upload information into your club's **member directory** in SportsEngine*
- **Directions:**
 - *Login to Webpoint (must be person who has club administrator access)*
 - *Left hand column: select "My Club"*
 - *Select "Club Members"*
 - *Red Tab select " All Member Groups"*
 - *Right side locate icons: Select the icon that has "X" on a page *when hovering over the icon will state "export to xl"*
 - *Download information and name appropriately*

Parents Assistance – Purchasing Membership

SportsEngine and USA Volleyball require that a parent purchase the membership for the child. How to ensure that this occurs:

- *Parent has a SportsEngine account*
- *Parent is the head of the SportsEngine "household" account*
- *Parent can add household members to the account "add child"*

IMPORTANT on purchasing a membership for a youth, junior level player

- *Use athlete's first name and last name*
- *Use parent's email address*
- *Make sure parent selects "I am Parent/Guardian"*

Club Assistance – Request a Tutorial

If you would like to schedule a tutorial and have access to share your screen, please reach out to laura@ncrusav.org for an impromptu walk through or to schedule a specific time.