

2020-21 GOVERNING SEASON CLUB ADMIN CHECKLIST PHASE 10

Parent – Player Support

A junior player will need a current NCR – USAV membership before the player can be affiliated with your club. **Recommend to your parents to have their child's membership purchased prior to tryouts (if needed) or soon after so that there is little delay between tryouts and accepting a club assignment from your club.**

1. Attached – *Parents Written Purchase Membership Directions* (Please share with parents)
2. Quizzard – will recommend a membership option. If all questions, date of birth are correct with the child's information then it will recommend **Fall Junior Player Membership**
3. Remind Parents to purchase membership for their **child** and NOT for themselves
4. Parent Support Page – [CLICK HERE](#) or navigate www.ncrusav.org > hover over "ROLES" > select "PARENTS"

Club Invite (Club Assignment) Email to Participants

Recommended to customize the club's message when sending club invite (club assignment).

1. Subject Line – Club Name and Reason for Message
(Club Awesome Pants is Inviting You to Participate in Our Club)
2. Be as specific as possible on next steps
3. Remind the receiver to "Accept Assignment"

Email Groups – How To's

Creating "Groups" provides a way for organizations to keep a collection of members together. Groups provide the ability to assign group permissions to pages or send mass emails. If a group is created from the directory or a registration, you can attach a group to a page. There are two types of groups on the SportsEngine Platform:

Group: A collection of members that can be added to a single group from the list of members in the directory. Can manually add members to a group.

Smart Group: Either created for the list of members or from a registration session. As people become members of the site or register, members will dynamically be placed in these groups. Automatically added to a group based on certain filtered criteria

Create a Group

1. [Sign in](#) to "SportsEngine HQ."
2. Once in "SportsEngine HQ", click **Members** then choose **Directory**.
3. Under *Members*, choose the **Groups and Rosters** sub tab.
4. In the top-right corner, click **Add Group**.
5. Input the "Group Name" and update the "Privacy Setting."
6. Click **Add**.
7. On the right side, click on the **three dots**.
8. Choose **Add Group Members**.
9. Type in the "names" of the members you want to add to the group and click **Add**.
 - You can only add [members](#) to your group.

Create a Smart Group

1. [Sign in](#) to "SportsEngine HQ."
2. Click **Members** tab then choose **Directory**.
3. Choose the blue **Filter** button.
4. Filter by a *Registration*, *SportsEngine profiles*, or a *Team Roster*.
5. Choose your data or source, then finish your filter selections.
6. Click **Done**.
 - A finalized list of your members will appear.
7. Click **Add Smart Group**.
8. Name the group and click **Add**.

Tech Support with HQ

North Country Region has limited access to your club and your club's participants. This is different than Webpoint, USA Volleyball's previous Member Management System. However, USA Volleyball and Sports Engine have created help assets when a Region Staff is not available



1. **Need Help Tab** – available in HQ on right hand side of screen
 - OPTIONS
 - i. Scroll to "**USAV Club**" for specific topic
 - ii. Type what is needed in "Search Help"
 - iii. Select "Contact Help" to message your request for assistance
2. **Free HQ Admin Guide** – [CLICK HERE](#) for clubs that do not have a SportsEngine website
3. **Premium HQ Admin Guide** – [CLICK HERE](#) for clubs that do have a SportsEngine website

Data Migration from Webpoint to SportsEngine

While not all data from the Webpoint system will be migrated over to the new SE MMS, the most important pieces of information will be. When purchasing a membership, the system will look to match the name, DOB, and zip code with a membership record from Webpoint and if a match is found, data migration will happen automatically. **NOTE: Be patient with the migration.**

For Coaches and Adults working with Minor Age Athletes

- **IMPACT** – does not expire. Migration is slower for this
- **Background Screen** – if a background screen will expire on 10/31/2020, then profile will clearly show that a background screen is needed even if prior to expiration
- **SafeSport** – CORE is taken every two years. A refresher course is needed in the off year to be roster eligible

Please encourage your athletes, coaches and staff to use the same name, DOB and zip code when purchasing a membership in the new system. This is especially important for adults who have current credentials (background screen, SafeSport, IMPACT, etc.) to ensure those migrate into the new system.

North Country Region has a back up of the 2019-2020 NCR-USAV purchased memberships and club affiliation in a secured location.