

"How to Guides" for Membership Registration System (MRS)

1. Creating teams in MRS

"How To" Steps	Screenshots
<p>Go to https://mrs.volleyball.ca</p>	
<p>Login to the club contact profile on MRS</p>	

Select your club located under 'My Organizations' on the home page

WELCOME TO THE OVA MEMBERSHIP AND EVENT REGISTRATION SYSTEM

My Organizations

Organization	Role(s)
Volleyball Canada	Complementary Leader - Competitive Club/Team Personnel
Ontario Volleyball Association	Try-out Player Club Contact Indoor League Contact
CB	Club Contact



Click on divisions under the settings tab

Settings

- Profile
- Divisions

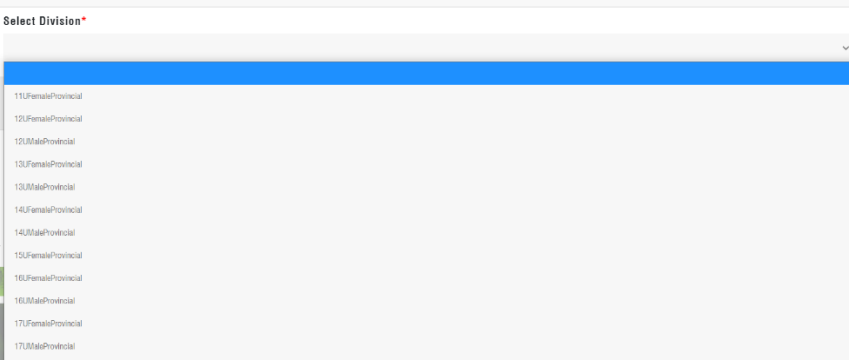
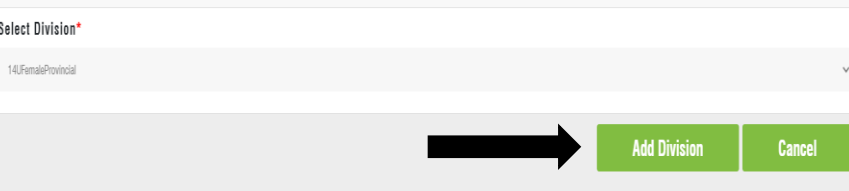



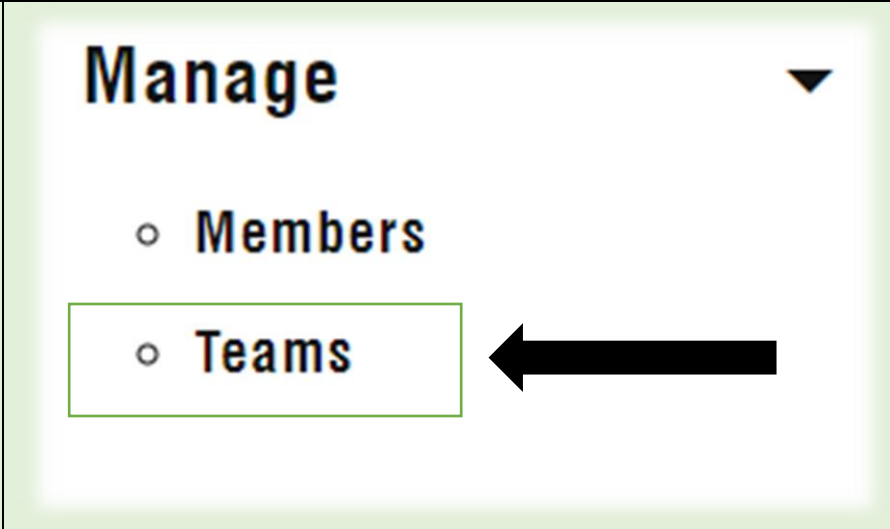
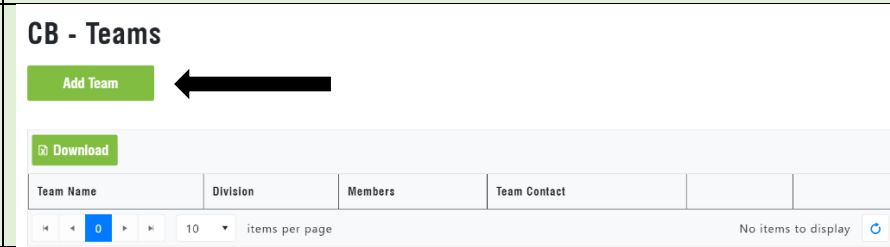
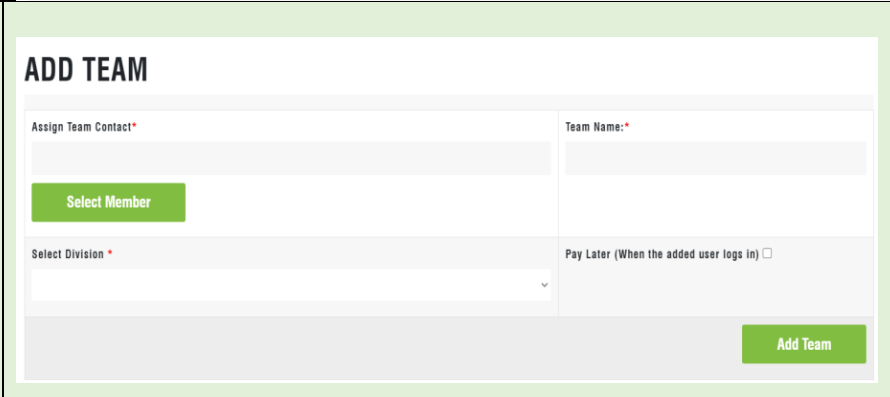
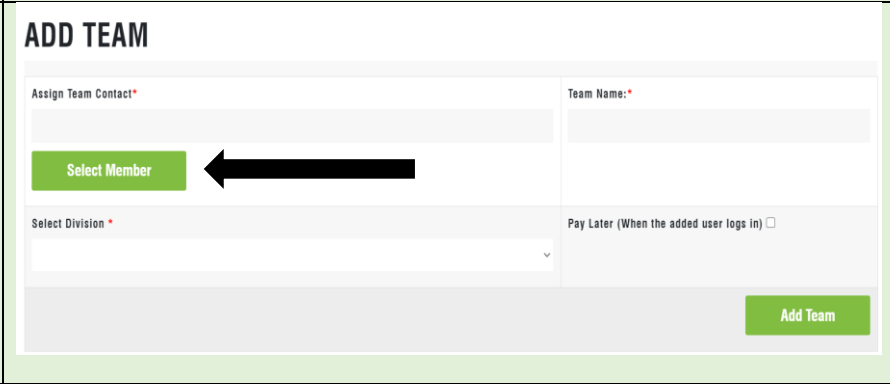
Click 'Add Division'

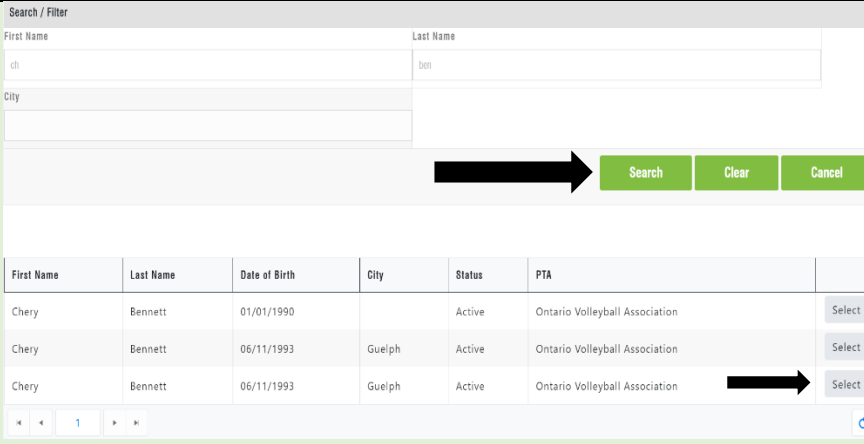
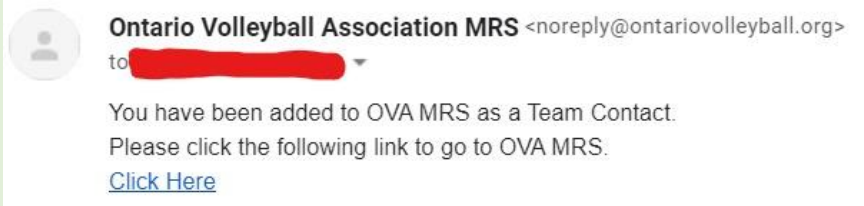
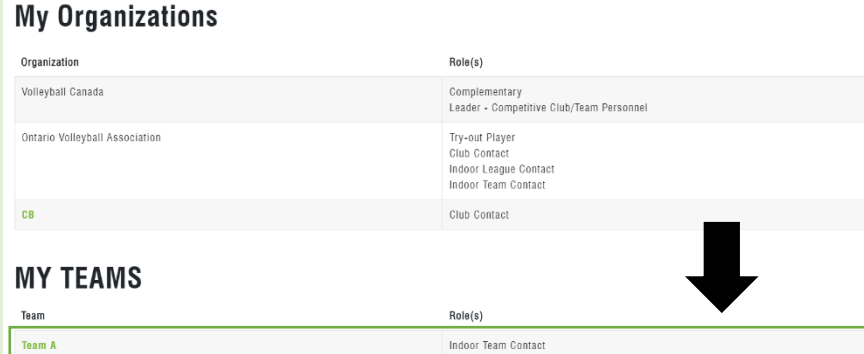
DIVISION SETTINGS

12UMaleProvincial	Active
11UFemaleProvincial	Active

 [Add Division](#)

<p>Add divisions to your club by clicking the dropdown arrow under 'Select Division'</p>	<h3>Club Admin - Add new Divisions to your Club</h3> <p>Select Division*</p> 						
<p>Once the division has been selected, click 'Add Division'.</p>	<h3>Club Admin - Add new Divisions to your Club</h3> <p>Select Division*</p> <p>14UFemaleProvincial</p> 						
<p>The added division will now appear under the division settings.</p> <p>You can repeat the process of adding more divisions for your teams by clicking 'Add Division'</p>	<h3>DIVISION SETTINGS</h3> <table border="1"><tr><td>14UFemaleProvincial</td><td>Active</td></tr><tr><td>12UMaleProvincial</td><td>Active</td></tr><tr><td>11UFemaleProvincial</td><td>Active</td></tr></table>  <p>Add Division</p>	14UFemaleProvincial	Active	12UMaleProvincial	Active	11UFemaleProvincial	Active
14UFemaleProvincial	Active						
12UMaleProvincial	Active						
11UFemaleProvincial	Active						

<p>Click on 'teams' located under the manage tab</p>	 <p>The screenshot shows a 'Manage' header with a dropdown arrow. Below it are two menu items: 'Members' and 'Teams'. The 'Teams' item is enclosed in a green rectangular box, and a large black arrow points from the right towards this box.</p>
<p>Click 'Add team'</p>	 <p>The screenshot shows the 'CB - Teams' page. At the top left, there is a green 'Add Team' button. A large black arrow points from the right towards this button. Below the button is a 'Download' icon and a table with columns for 'Team Name', 'Division', 'Members', and 'Team Contact'. The table is currently empty, and the footer indicates 'No items to display'.</p>
<p>Enter in the team information by selecting the team contact, adding the team name, and selecting the appropriate division</p>	 <p>The screenshot shows the 'ADD TEAM' form. It has two columns. The left column contains 'Assign Team Contact*' with a text input field and a green 'Select Member' button below it. The right column contains 'Team Name: *' with a text input field. Below these are 'Select Division *' with a dropdown menu and a 'Pay Later (When the added user logs in)' checkbox. A green 'Add Team' button is at the bottom right.</p>
<p>Assign a team contact by clicking 'Select Member'</p>	 <p>This screenshot is identical to the previous one, but with a large black arrow pointing from the right towards the 'Select Member' button in the 'Assign Team Contact*' field.</p>

<p>Search for the member by selecting the first name, last name, and/or city and click 'Search'</p> <p>Once the member has been searched, click select for the appropriate member</p>	
<p>Enter in the required information and click 'add team'</p>	'. An 'Add Team' button is at the bottom right. An arrow points to the 'Add Team' button." data-bbox="414 331 943 508"/>
<p>Assigned team contact will receive an email confirmation from OVA MRS to let them know they have been added to the appropriate team</p>	
<p>The team will now appear on the home page of the assigned team contact under 'My Teams'</p>	
<p>Congratulations! You have now created a team on MRS for the club. Please repeat the process to add more teams.</p>	