

CLUB ADMINISTRATOR



ON-LINE USER MANUAL

VOLUME I

TABLE OF CONTENTS

TERMINOLOGY – Keys for using the on-line system	2
CLUB ADMIN ACCESS LEVEL DEFINED:.....	3
MAINTAIN CLUB INFO – CLUB ADMIN.....	4
TEAM DEFINITION & MAINTENANCE – CLUB ADMIN	6
PLAYER MAINTENANCE – CLUB ADMIN.....	7
SEARCH AND EXPORT FUNCTIONS – CLUB ADMIN	9
ROSTERS – CLUB ADMIN	10
PRINT MEMBERSHIP CARDS – CLUB ADMIN	13
SEND GROUP EMAIL AND SEND SELECT EMAIL OPTIONS – CLUB ADMIN	17
CLUB TYPE INDICATOR – CLUB ADMIN	20

TERMINOLOGY – Keys for using the on-line system

- **Applicant** – Individual seeking a new or renewal membership.
- **Member** – Individual who has successfully completed the application process. Including submission of all appropriate paperwork and fees to the region.
- **Contact** – A person associated by the Region Admin with an organization in your region – such as a club director associated with his club. OR an individual listed in the system with NO membership (i.e. vendors and incorrectly entered persons).
 - **Affiliation** – the primary link between an individual's *membership* and their club.
 - **Association** – a secondary link created by the Region Admin between an *individual record* and a club.

CLUB ADMIN ACCESS LEVEL DEFINED:

The screenshot shows the 'Aigroup Club (Org. ID: 68031)' interface. It has tabs for 'Main Info', 'Members', 'Teams', 'Contacts', 'Customer Info', and 'Club Members'. The 'Contacts' tab is active. On the right, there are fields for 'Club Director: Test Aigroup', 'Phone:', 'Fax:', and 'Web Address:'. Below this is a section for 'Organization Contacts, (1)' with 'Export' and 'Form Letter Help' buttons. A yellow warning box states: '* Notice - By pressing the "Reset Club Admins" button you will be removing Club Admin Access to any Unchecked contact(s) in the list below.' Below the warning is a 'Reset Club Admins' button and a table of contacts.

<input type="checkbox"/>	User Role	Name	Phone	Email	Groups
<input type="checkbox"/>	R2 Club Admin, Member	Test Aigroup		test@co.com	Unknown

Before an individual can be granted access to a club, their record must be properly associated (listed as a contact) with that club. Refer to Adding Contacts to a Club portion of the Region Admin user manual. Once associated, notify the National Administrator to have the Club Admin access level granted to that person's record.

CLUB ADMIN ACCESS:

Each season the following will take place:

- Annually remove club admin assignment for all lapsed members as of 11/1
- Annually remove club admin assignment for all non club-member club admins as of 11/1
- Club Admins *who have renewed and who had prior year Club Admin access* would remain actively assigned as Club Admin within their affiliated membership club.

Examples

1. Person A is a current member for the current season and has a membership affiliation with Club ABC and has Club Admin access for Club ABC. Person A renews their membership with the SAME CLUB for the upcoming season before the NOV 1 start date. Person A's Club Admin access WILL NOT be automatically removed at the end of his current season membership, it will continue through with the next season's membership.
2. Person A is a current member for the current season and has a membership affiliation with Club ABC and has Club Admin access for Club ABC. Person A DOES NOT renew their membership for the upcoming season before the NOV 1 start date. Person A's Club Admin access WILL BE automatically removed at the end of the current season membership.
3. Person A is a current member for the current season and is affiliated with Club XYZ as an adult player and has Club Admin Access to Club DEF (a junior club). Whether or not Person A does or does not renew their membership for the upcoming season before the NOV 1 start date, Person A's Club Admin access for Club DEF WILL BE automatically removed at the end of the current season membership as he is NOT affiliated as a member with that junior club.

AT THIS POINT: One record can have CLUB ADMIN access to only ONE Club.

Once access is granted, the following screens will be available to that user.

MAINTAIN CLUB INFO – CLUB ADMIN

Aigroup Club (Org. ID: 68031)

Maintain the club address, phone number, fax number, email and website here. This information will be used as the primary contact information for the club and may be posted on the region website. The text box fields can be updated at any time. All other fields are READ ONLY and can only be changed by a Region Administrator.

Region ID/Code:	9322 / GP	* Club Status:	Active
Club ID:	68031	* Club Director:	Test Aigroup
* Club Code:	AIGRO	Reg. Club Tracking Code:	
* Club Name:	Aigroup Club	Phone:	719-228-6800
* Address:	715 S Circle Dr	Fax:	719-228-6899
Address 2:		* Email:	test@aigroupclub.net
* City:	Colorado Springs	Web Address:	www.aigroupclub.net WWW
* State:	Colorado		
* Zip:	80910 - 2324		
* Country:	United States		

Update Organization

The club is originally set up by the Region Administrator. Once created, the Club Admin users have the ability to update limited information about the club on the Main Info tab. Click Update Organization to save changes.

LIST OF CLUB MEMBERS:

The screenshot shows a web browser window titled 'Aigroup Club - Microsoft Internet Explorer'. The address bar shows a URL from 'webpoint.usavolleyball.org'. The main content area is for 'Aigroup Club (Org. ID: 68031)'. It features a navigation menu on the left with options like 'Member's Area', 'My Information', 'Change Login Information', 'Renew Online', 'Submit Background Application', 'Logout', 'Officials', 'Certifications', 'Club Admin Area', and 'Club Mgmt'. The main content area has tabs for 'Main Info', 'Club Members', and 'Teams'. Under 'Club Members', there are sub-tabs for 'Current', 'Lapsed', 'Unpaid', and 'Pending'. The 'Current' tab is active, showing a list of 3 members. A yellow warning box states: 'View information about current, unpaid and pending club members. Only Current club members may be added to a team roster. By clicking on the member's name the administrator can view personal information in the member's record. The export buttons can be used to export standard member information to either a text or Excel file. The group email button can be used to send a mass email to those members listed here.' Below this, there are 'Export' and 'Email' buttons. The member list table is as follows:

Name / Address		Membership
Test Aigroup	3105 Eagle Mountain Dr Wylie, TX 75098	Adult Membership Current 8/9/2006 - 10/31/2006
Metest Aigroup	12345 Testing Testing, CO 234222	Adult Membership Current 8/28/2006 - 10/31/2006
Metest Aigroup	Asdf Asdf, FL 234222	Adult Membership Current 8/28/2006 - 10/31/2006

This screen shows all members of the club. The list is broken out by current, lapsed and unpaid/pending members. Export and email buttons are available on this screen. Uses may include a Club Directory export, All current members/eligible players, etc. ONLY those listed on the current tab can be assigned to teams. Those listed on the unpaid tab are waiting to be processed by the region, once processed, they will move to the current tab. Remember, use the Assign teams screen for team placement.

TEAM DEFINITION & MAINTENANCE – CLUB ADMIN

The screenshot shows a web browser window displaying the 'Aigroup Club (Org. ID: 68031)' page. The page has a navigation menu on the left with options like 'Member's Area', 'My Information', 'Change Login Information', 'Renew Online', 'Submit Background Application', 'Logout', 'Officials Certifications', 'Club Admin Area', and 'Club Mgmt'. The main content area is titled 'Teams' and includes a 'New Team' button. Below the button is a yellow warning box: 'View or administer teams within a club here, depending on the rules of your Region. Use the 'New Team' button to build a new team in this club. The 'New Team' button will only appear for those regions who allow Club Administrators to create new teams within their club. Once a team is created, only contact information can be edited. To request changes please contact your Region directly.' Below this is a table with columns: Name, Team Code, Team Rep, and Active. One team is listed: 'aigroup_team' with Team Code 'FJ7AIGR01GP' and Active status 'Yes'.

Name	Team Code	Team Rep	Active
aigroup_team	FJ7AIGR01GP		✓ Yes

This is a quick reference list of teams. Use this list to access the teams, create a new teams etc.

ADDING A NEW TEAM:

This screen is only available if the your region allows Club Admin users to create new teams within their club.

The screenshot shows a web browser window titled 'http://volleyball.ai-group.com - Add Teams - Microsoft Internet Explorer'. The page is titled 'Add New Team' and has a yellow warning box: '* Fill in all required information.' The form contains the following fields: Club ID/Code (25716 /), Team Code, Team Name (text input), Team Type (dropdown menu), Gender (dropdown menu), Level of Play (dropdown menu), Team Rep (dropdown menu), Email (text input), Division (dropdown menu), and Team Rank (text input with instruction '- Please select a Team Level and Gender -'). An 'Add Team' button is located at the bottom of the form. The page footer says 'Powered by Webpoint'.

Once a new team is created, only the team rep and email address can be changed on the Club Admin level. All other changes must be made through the Region Administrator.

PLAYER MAINTENANCE – CLUB ADMIN

These options are only available if the your region allows Club Admin users to create new teams within their club and/or player movement.

Player Assignment (not available in all regions, availability based on regions' discretion)

Assign Members to Teams (3)

The following are members needing Team assignment., (2005/2006)

Below is a list of unassigned members in your Club. Use the check boxes to the right of the Member ID to select members to be assigned to a Team. Select the appropriate Team and Position for each member. Enter a jersey number for each player USING A LEADING ZERO for single digit numbers to allow for proper sorting on the final Roster. Click the Assign Teams button below to process your assignments. Once an assignment has been submitted, modifications can only be made by a Region Administrator.

Member ID	Name	Player Level	Team	Position	Jersey #
<input type="checkbox"/> GP152566MR06	Metest Aigroup 4218 Vernal Cir Colorado Springs, CO 80916	UA	-Select One-	-Select One-	<input type="text"/>
<input type="checkbox"/> GP1525667MR06	Metest Aigroup 4222 Vernal Cir Colorado Springs, CO 80916	UA	-Select One-	-Select One-	<input type="text"/>
<input type="checkbox"/> GP1527977FJ06	Summer Aigroup 715 S Circle Dr Colorado Springs, CO 80910	J6	-Select One-	-Select One-	<input type="text"/>

Use the Team Assignment (Club Mgmt – Team Assignment) screen to select the players and staff you wish to assign to the multiple teams in your club ALL AT ONCE!!! **Remember to enter single digit jersey #s with a LEADING ZERO.**

https://webpoint.usavolleyball.org - aigroup junior team - Microsoft Internet Explorer

aigroup junior team (Org. ID: 84467)

Team: aigroup junior team Team Director: Test Aigroup
Address: United States Phone:
Fax:
Web Address:

2004/2005 **2005/2006** 2006/2007 [Add Club Member To Team](#)

Rosters

The players tab displays the club members for this team. Click the edit button next to the member's name to view their status on the team. Click the member's name to view the membership record and edit the Player tab information only. NOTE: Once a player has been added to the team, they can only be removed with a written request to the Region.

Name	Position	Status
Edit - Aubree Aigroup	Player	Active
Edit - Alice Aigroup	Player	Active
Edit - Summer Aigroup	Player	Active

The Players tab under the team displays the players for this team. Click the Add Club Member to Team button to add a player without using the Team assignment screen.



Use this box to add new club members to a team. Use the drop down menus to choose the club member and position. Be sure to enter a jersey number using a LEADING ZERO for single digit numbers.

Player Movement (not available in all regions, availability based on regions' discretion)

To reassign a junior player to another team, go the player tab on the team and click "Edit" next to the name of the player. Click on Delete Roster Member and confirm. Once the player is removed they can be assigned to another team. (see Player Assignment)



Jersey Number Modification (not available in all regions, availability based on regions' discretion)

If you need to modify someone's jersey/player number, go to the player tab on the team and click Edit next to the name. Make modifications to the player number field and click Update Roster Member.

SEARCH AND EXPORT FUNCTIONS – CLUB ADMIN

Member Search

Use this screen to select a specific group of members within your club. Remember to choose all appropriate fields for your search. The results on the next screen can be used for export and/or email purposes.

Member ID: First Name: Last Name:

Has Email: All Birth Date: From: To:

Coach Status: N/A Chaperone Status: N/A

Membership Status: Current Membership Group: All

Start Date: From: To:

Exp. Date: From: To:

City:

State: (Options: CAN, INTL, AK, AL)

Zip: Gender: Either

Country: Select One

Privacy Statement Copyright

For optimal viewing, USA Volleyball recommends use of Internet Explorer 6.0 or later

The results from this search screen can be exported and are PREFILTERED for this club only.

Most used fields:

- Has Email (Yes)
- Coach/Chaperone/Membership status (Current)
- Membership Group: used to differentiate between Adults and Juniors within the club when necessary.

ROSTERS – CLUB ADMIN

The Team Rosters Tab is used to print various forms of Rosters (Jr., Adult, Jr. Entry Form).

1. Selections can be made specifically by team or using a grouping method or query.
2. To select multiple items, be sure to hold down the control key while clicking with the mouse.
3. Select the roster Form you would like to view.

Click Search Roster button.

Adult Roster – General use roster, not intended for tournament entry

#	Pos	Name	USAV #	DOB	Coach Status	Ref	Score	Mbr Stat
15	Player	Aigroup_Metest	GP1525667MR06	8/8/1922				Active
8	Player	Aigroup_Metest	GP1525666MR06	8/7/1966				Active

Total team count is: 2 (2 Players and 0 staff members.)

Roster Total: 2

Adult Tournament Entry Roster – Additional fields provided to enter tournament date & site and division entered, as well as signature line.

GREAT PLAINS - Volleyball - Adult Tournament Entry Form, (as of 9/13/2006)

Tournament Date: _____ **Tournament Site:** _____
Team Rep: Test Aigroup **Club:** [Aigroup Club](#)
Main Street: _____ **Team:** [Aigroup Adult Team Co-Ed](#)
Long Beach, CA 90845 **Team Code:** CRAIGR01GP
Region Division: _____
Email: test@co.com **Event Division Entered:** _____

#	Pos	Name	USAV #	DOB	Coach Status	Ref	Score	Mbr Stat
15	Player	Aigroup, Metest	GP1525667MR06	8/8/1922				Active
8	Player	Aigroup, Metest	GP1525666MR06	8/7/1966				Active

Total team count is: 2 (2 Players and 0 staff members.)

Print Name _____ Signature _____

Phone Number (If different from above) _____ Date _____

Roster Total: 2

Junior Roster - General use roster, not intended for tournament entry

GREAT PLAINS - Volleyball - Junior Roster, (as of 9/13/2006)

Team Rep: Test Aigroup **Club:** [Aigroup Club](#)
Main Street: _____ **Team:** [aigroup junior team](#)
Long Beach, CA 90845 **Team Code:** FJ7AIGR02GP
Region Division: _____
Email: test@co.com

#	Pos	Name	USAV #	DOB	Coach Status	Ref	Score	Mbr Stat
	Player	Aigroup, Summer	GP1527977FJ06	10/1/1989				Active
11	Player	Aigroup, Alice	GP1524420FJ06	11/2/1988				Active
2	Player	Aigroup, Aubree	GP1524410FJ06	6/2/1989				Active

Total team count is: 3 (3 Players and 0 staff members.)

Print Name _____ Signature _____

Phone Number (If different from above) _____ Date _____

Jr Roster with Tournament/Medical Release

GREAT PLAINS - Volleyball - Junior Roster with Medical Release, (as of 9/13/2006)

Team Rep: Test Aigroup **Club:** [Aigroup Club](#)
Main Street: _____ **Team:** [aigroup junior team](#)
Long Beach, CA 90845 **Team Code:** FJ7AIGR02GP
Region Division: _____
Email: test@co.com

#	Pos	Name	USAV #	DOB	Coach Status	Ref	Score	Mbr Stat
	Player	Aigroup, Summer	GP1527977FJ06	10/1/1989				Active
11	Player	Aigroup, Alice	GP1524420FJ06	11/2/1988				Active
2	Player	Aigroup, Aubree	GP1524410FJ06	6/2/1989				Active

Total team count is: 3 (3 Players and 0 staff members.)

ROSTER & USAV Medical/Emergency Release Form Verification

Coaches of the teams in this event are required to carry with them at all times completed USAV Medical/Emergency release forms.

The person signing this form verifies that:

- The above roster is correct and contains all players who will be participating in the event. All players meet age requirements.
- They will have in their immediate possession at all times during this competition a completed copy of the USAV Medical/Emergency Release Form for each player listed on the official roster.
- The team understands it is subject to any and all penalties if this roster does not match the participants attending the event, regardless of who signs this verification.

Print Name _____ Signature _____

Phone Number (If different from above) _____ Date _____

Jr Team Tournament Roster - Additional fields provided to enter tournament date & site and division entered, as well as signature line.



Member's Area

- My Information
- Change Login Information
- Renew Online
- Submit Background Application
- Logout
- Officials Certifications
- Club Admin Area
- Club Mgmt

Junior Tournament Entry Form, (as of 9/13/2006)

Tournament Date: _____	Tournament Site: _____
Team Rep: Test Aigroup	Club: Aigroup Club
Main Street	Team: aigroup junior team
Long Beach, CA 90845	Team Code: FJ7AIGR02GP
Region Division: _____	
Event Division Entered: _____	

#	Pos	Name	USAV #	DOB	Coach Status	Ref	Score	Mbr Stat
11	Player	Aigroup, Summer	GP1527977FJ06	10/1/1989				Active
2	Player	Aigroup, Alice	GP1524420FJ06	11/2/1988				Active
	Player	Aigroup, Aubree	GP1524410FJ06	6/2/1989				Active

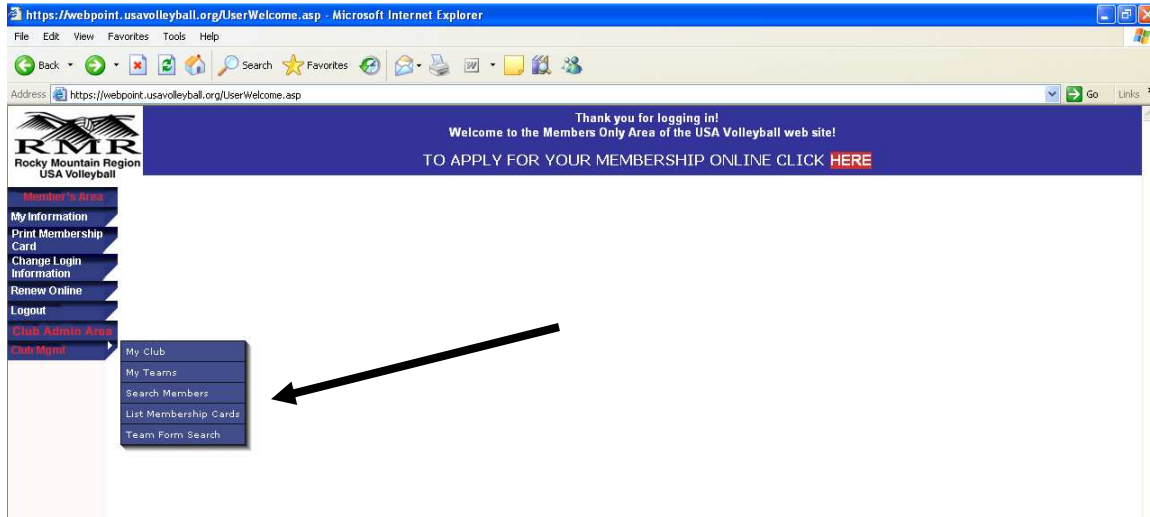
Total team count is: 3 (3 Players and 0 staff members.)

Print Name	Signature
Phone Number (if different from above)	Date

PRINT MEMBERSHIP CARDS – CLUB ADMIN

Use ‘List Membership Cards’ to print Membership Cards for a particular team within a club or for an entire club membership.

PRINT MEMBERSHIP CARDS BY TEAM:



Under the CLUB MGMT drop-down list, select ‘List Membership Cards’.



Select a team name and click on ‘Search Member Cards’ button.

List Membership Cards - Microsoft Internet Explorer

Address: https://webpoint.usavolleyball.org/wp/Memberships/ListMembershipCards.asp



Membership Card Search Interface



Region: Team: Fakeers 16-1



Please select Team name from Team list and click "Search Member Cards".



Search Member Cards

List Membership Cards (4)

  752824 Rocky Mountain Region Membership Card 2007 Season	BG Status: Current BG Exp: 10/31/2008 Coach Cert: YES Ref Cert: N/A Ref Exp: N/A Score Cert: N/A Score Exp: N/A Commissioner: Glenn Sapp
Name: Fakeadult Aigroup Member #: RM 1530079MR07 LOP: UA Member Dates: 9/26/2006 - 10/31/2007 Club Name: aigroup fakera	
- Front -	- Back -

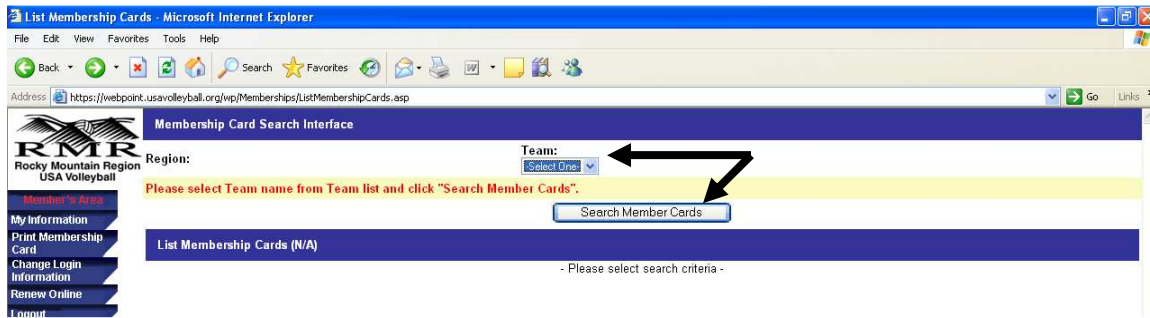
  754504 Rocky Mountain Region Membership Card 2006 Season	BG Status: N/A BG Exp: N/A Coach Cert: N/A Ref Cert: N/A Ref Exp: N/A Score Cert: N/A Score Exp: N/A Commissioner: Glenn Sapp
Name: Testkid3 Aigroup Member #: RM 1531324FJ06 LOP: J1 Member Dates: 10/6/2005 - 10/31/2006 Club Name: aigroup fakera	
- Front -	- Back -

  755588 Rocky Mountain Region Membership Card 2007 Season	BG Status: N/A BG Exp: N/A Coach Cert: N/A Ref Cert: N/A Ref Exp: N/A Score Cert: N/A Score Exp: N/A Commissioner: Glenn Sapp
Name: Testkid4 Aigroup Member #: RM 1531327FJ07 LOP: J1 Member Dates: 10/11/2006 - 10/31/2007 Club Name: aigroup fakera	
- Front -	- Back -

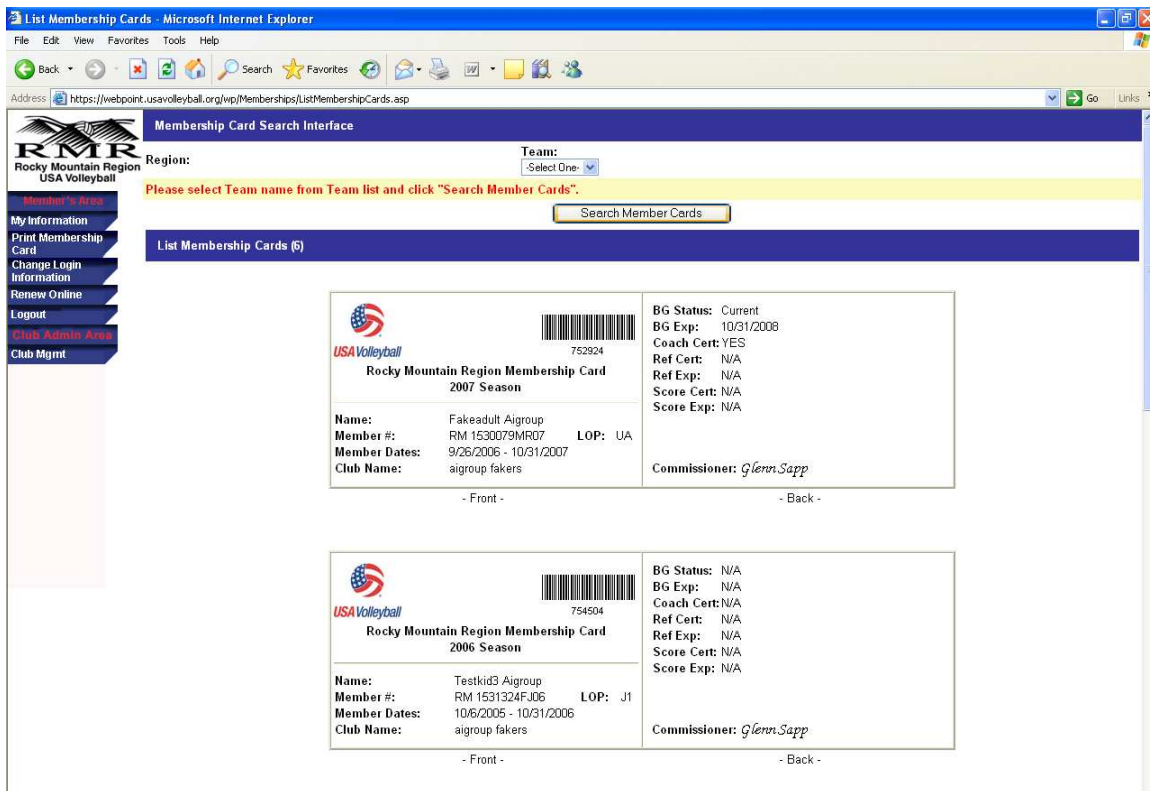
  755987 Rocky Mountain Region Membership Card 2007 Season	BG Status: N/A BG Exp: N/A Coach Cert: N/A Ref Cert: N/A Ref Exp: N/A Score Cert: N/A Score Exp: N/A Commissioner: Glenn Sapp
Name: Testkid5 Aigroup Member #: RM 1532521FJ07 LOP: J5 Member Dates: 10/12/2006 - 10/31/2007 Club Name: aigroup fakera	
- Front -	- Back -

All cards being printed will print three per page. Use 'File' and 'Print Preview' to select a specific page to print.

PRINT MEMBERSHIP CARDS BY CLUB:



To list membership cards for all club members, leave the team name as 'Select One' and click on 'Search Member Cards' button. The screen will refresh to display resulting cards.



  <small>755317</small>		BG Status: N/A BG Exp: N/A Coach Cert: N/A Ref Cert: N/A Ref Exp: N/A Score Cert: N/A Score Exp: N/A
Rocky Mountain Region Membership Card 2007 Season		
Name: Testkid1 Aigroup Member #: RM 1531315FJ07 LOP: J0 Member Dates: 10/11/2006 - 10/31/2007 Club Name: aigroup fakere	Commissioner: <i>Glenn Sapp</i>	

- Front -

- Back -

  <small>755319</small>		BG Status: N/A BG Exp: N/A Coach Cert: N/A Ref Cert: N/A Ref Exp: N/A Score Cert: N/A Score Exp: N/A
Rocky Mountain Region Membership Card 2007 Season		
Name: Testkid2 Aigroup Member #: RM 1531319FJ07 LOP: J1 Member Dates: 10/11/2006 - 10/31/2007 Club Name: aigroup fakere	Commissioner: <i>Glenn Sapp</i>	

- Front -

- Back -

  <small>755568</small>		BG Status: N/A BG Exp: N/A Coach Cert: N/A Ref Cert: N/A Ref Exp: N/A Score Cert: N/A Score Exp: N/A
Rocky Mountain Region Membership Card 2007 Season		
Name: Testkid4 Aigroup Member #: RM 1531327FJ07 LOP: J1 Member Dates: 10/11/2006 - 10/31/2007 Club Name: aigroup fakere	Commissioner: <i>Glenn Sapp</i>	

- Front -

- Back -

  <small>755907</small>		BG Status: N/A BG Exp: N/A Coach Cert: N/A Ref Cert: N/A Ref Exp: N/A Score Cert: N/A Score Exp: N/A
Rocky Mountain Region Membership Card 2007 Season		
Name: Testkid5 Aigroup Member #: RM 1532521FJ07 LOP: J5 Member Dates: 10/12/2006 - 10/31/2007 Club Name: aigroup fakere	Commissioner: <i>Glenn Sapp</i>	

- Front -

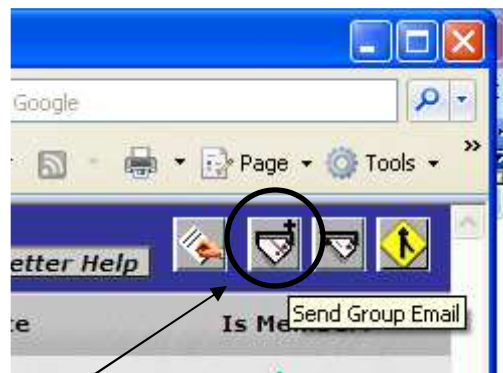
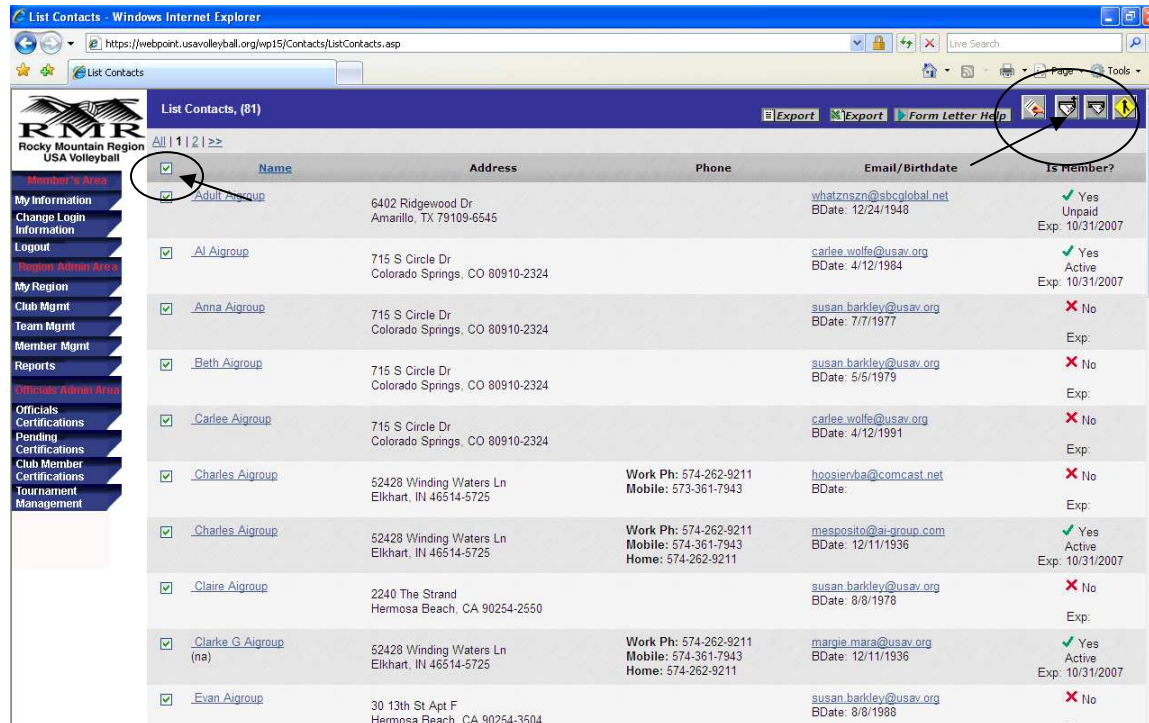
- Back -

All cards being printed will print three per page. Use 'File' and 'Print Preview' to select a specific page to print.

It's recommended to have the members print their cards as the more they use the system the better your life will be!

SEND GROUP EMAIL AND SEND SELECT EMAIL OPTIONS – CLUB ADMIN

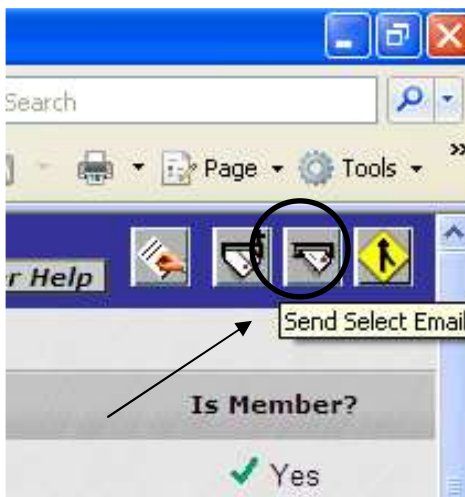
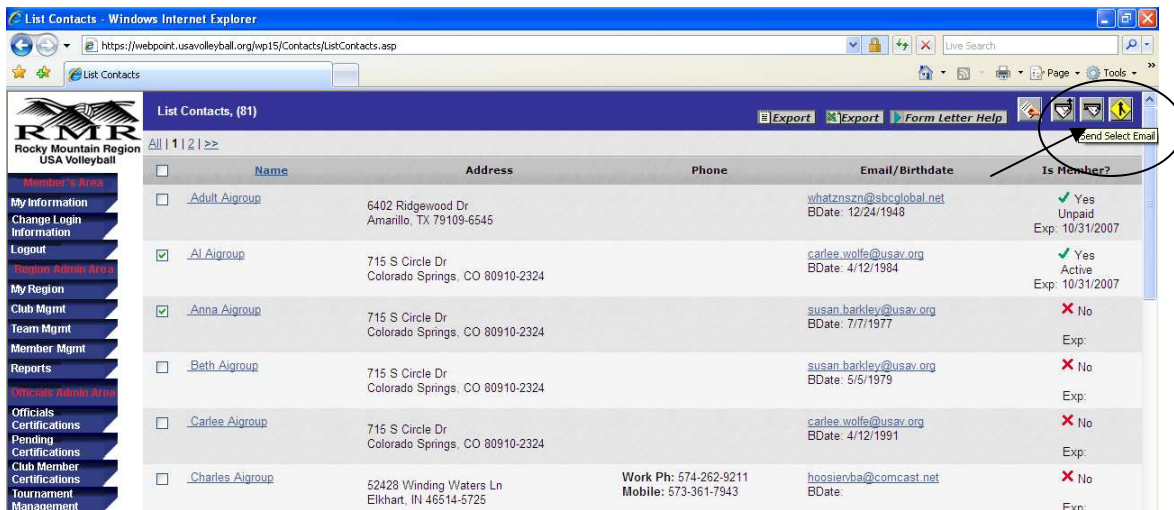
Use the ‘Send Group Email’ feature to send an email to all names displayed on the screen. Use the ‘Send Select Email’ feature to choose contacts from a search results list for the purpose of sending an email.



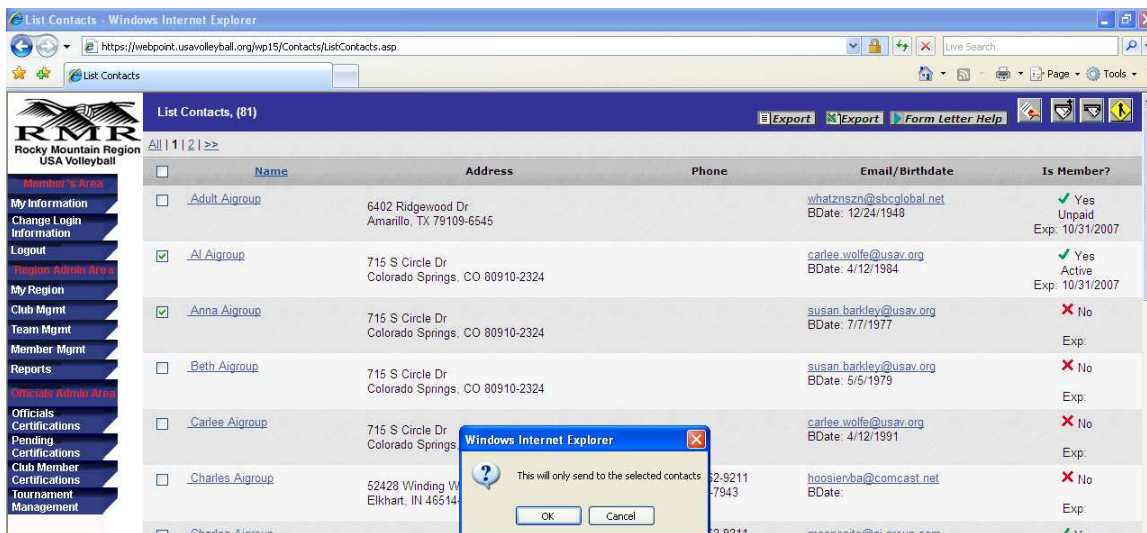
[Enlargement to illustrate ‘Send Group Email’ icon.]

Search Results screen displays list of contacts with all checkboxes checked. To send an email to all contacts displayed, leave the checkboxes checked and click on the ‘Send Group Email’ icon at the top right corner of the display (see illustration above).

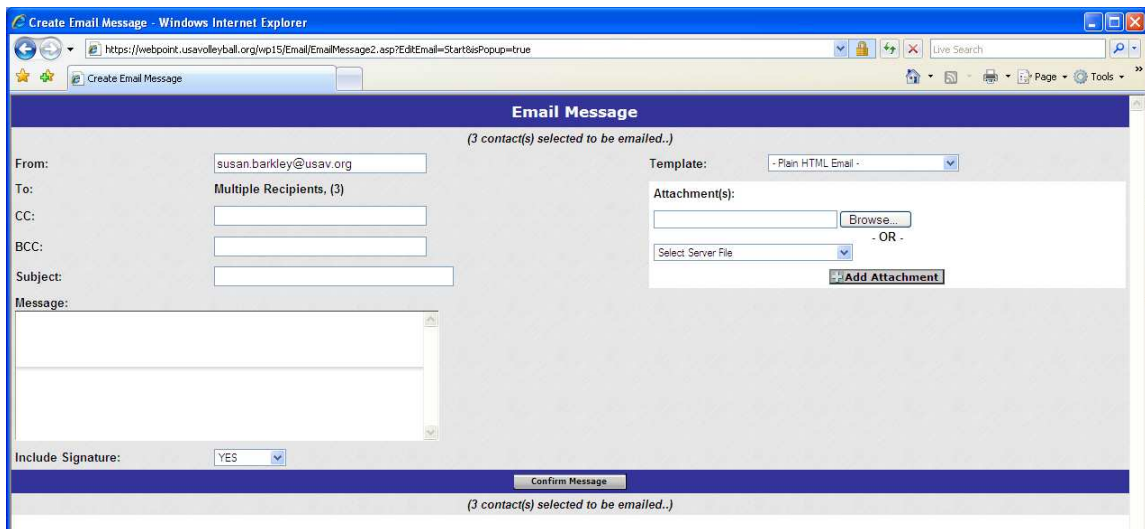
To send an email only to selected contacts, use the checkbox next to the individual name to select who will receive the email. (The checkbox at the top of the screen may be used to check or uncheck all boxes on the list.) Once the appropriate contacts are displayed, click on the ‘Send Select Email’ icon at the top right corner of the display (see illustration below).



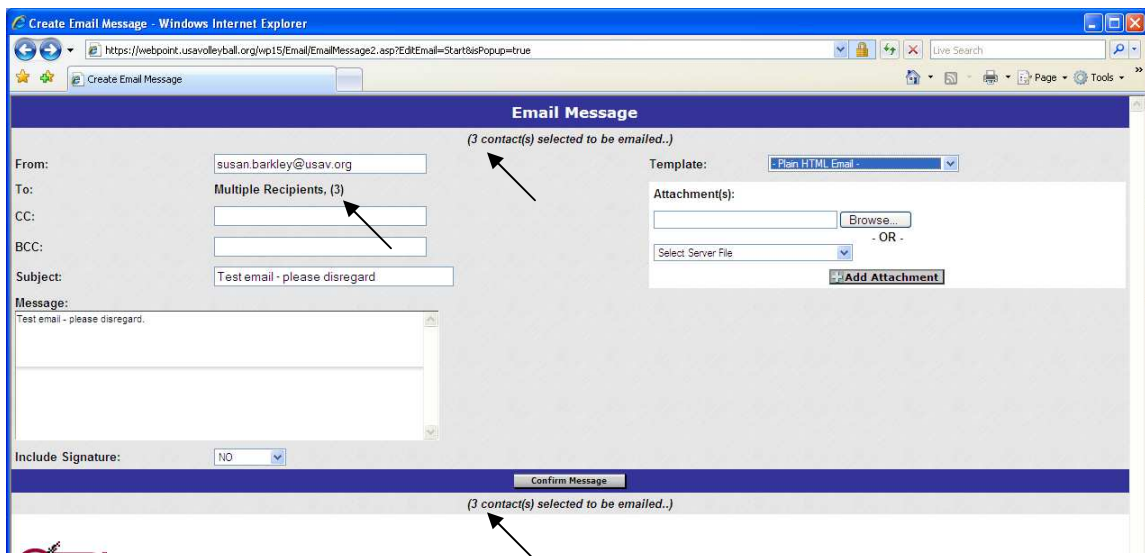
[Enlargement to illustrate 'Send Select Email' icon.]



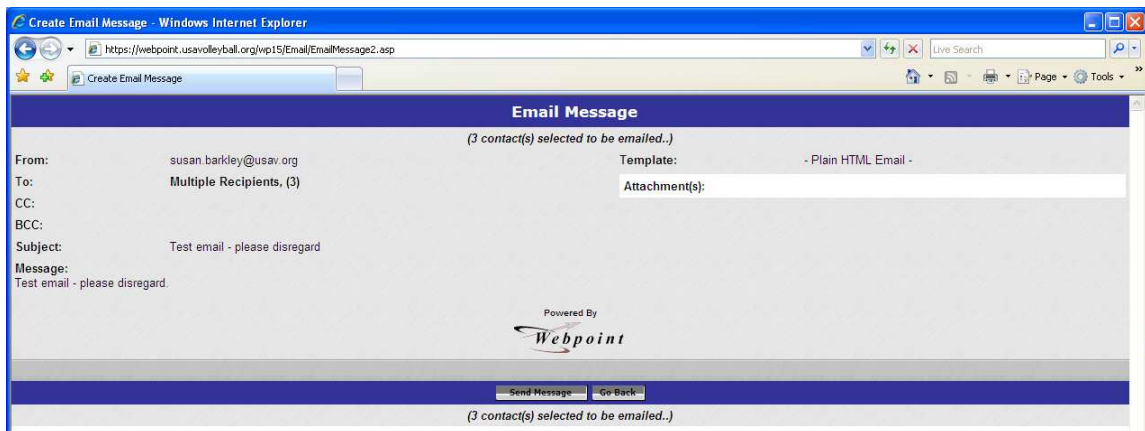
When using 'Send Select Email', a pop-up warning will appear that the email will go only to the selected contacts (not to all names displayed on the screen).



The email template displays.



Complete the fields as appropriate. Note the number of contacts selected to be emailed is displayed. Once the screen is complete, click on 'Confirm Message'.



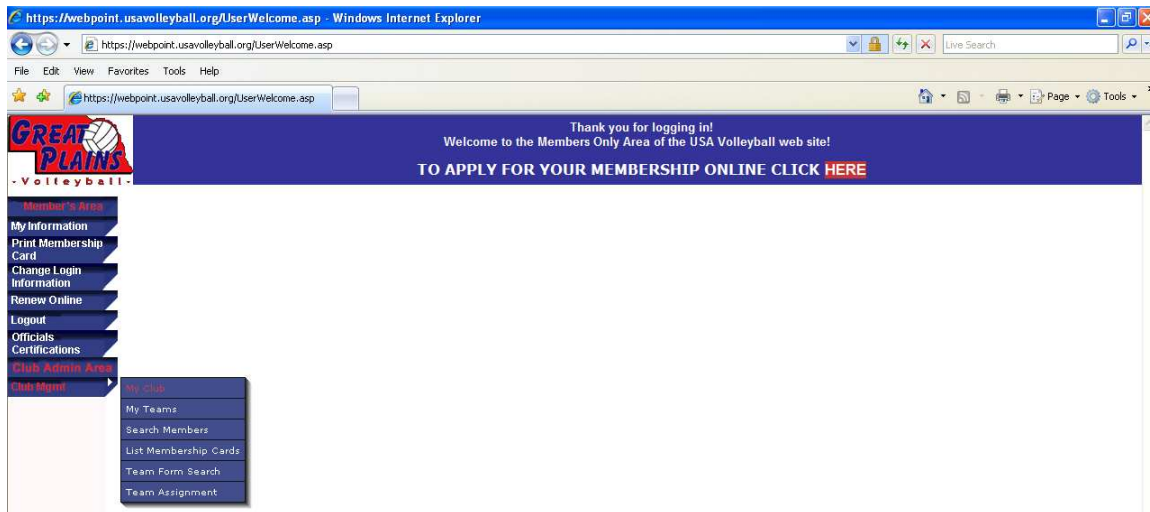
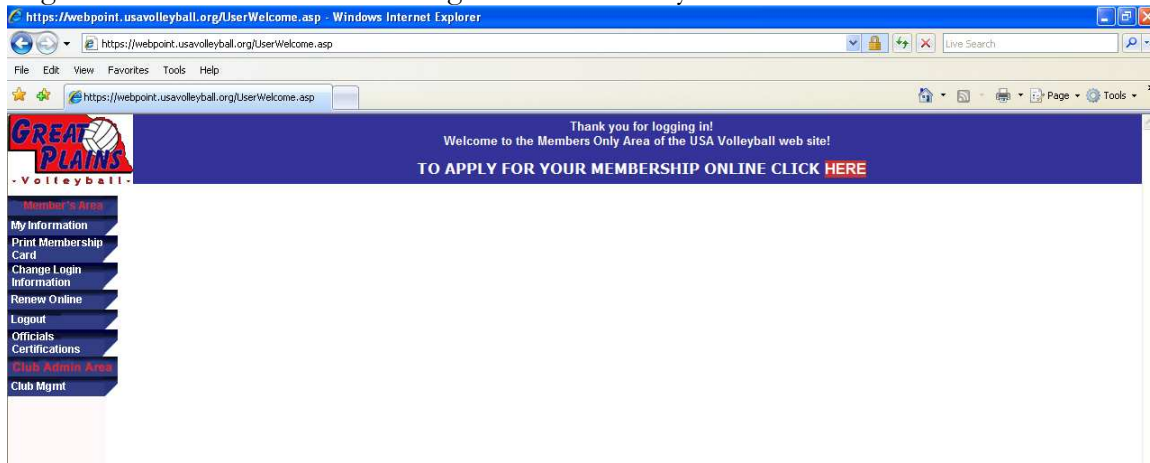
If email is ready to send, click 'Send Message'. If email needs to be revised, click 'Go Back'.

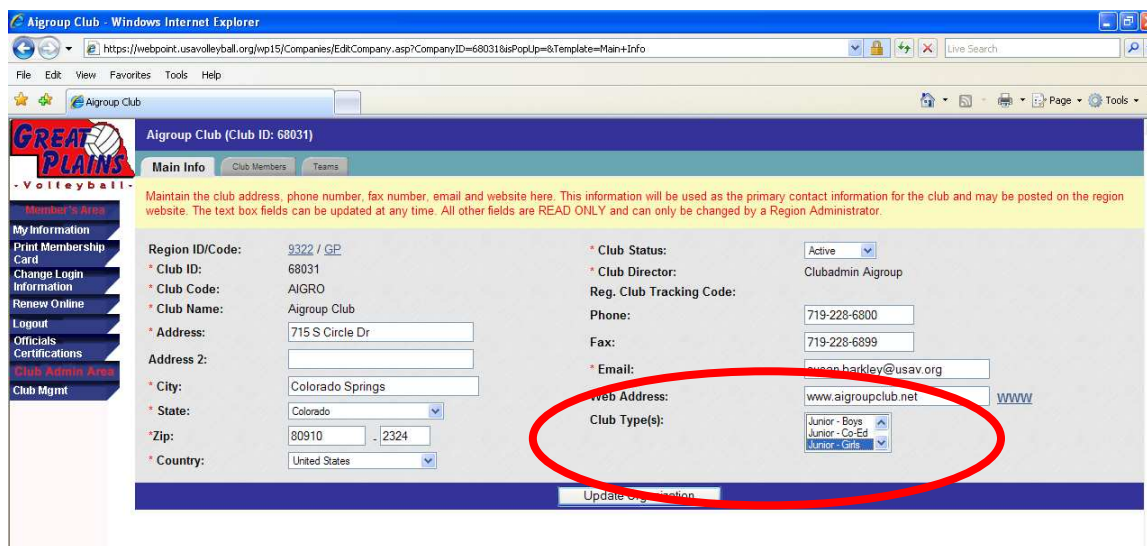
CLUB TYPE INDICATOR – CLUB ADMIN

Use the ‘Club Type’ indicator field on the Main Info tab of the club record to indicate the type of teams the club currently hosts (e.g., Junior Girls, Adult Men, etc.). The purpose of this field is to provide the region administrators with an additional tool for filtering data and to allow more accurate information distribution to club administrators.

Adding/Modifying the Club Type Indicator as a Club Administrator:

Login to record and select “Club Mgmt” and then “My Club” under “Club Admin Area”





The Club Type Indicator is on the lower right side of the screen.

If more than one type needs to be selected or if a selection needs to be undone, please hold down the CTRL key on your keyboard.

Once the selection is complete, click on “Update Organization”