

NEW Junior Players ONLY
Step By Step Instructions
(Not a member in 2004-2011 seasons)

1. **PRINT, READ AND FOLLOW ALL DIRECTIONS.**
2. If you were a member of a region **other** than the Carolina Region during the above seasons please contact the Carolina Region Office to transfer your membership PRIOR to going online to register. **Send your name, date of birth and address to office@CarolinaRegionVB.org with a request to transfer your membership in the USAV online database.** STOP HERE and review/print out the instructions for “Renewing Junior Players Instructions” (after we transfer record you’ll be able to proceed).
3. Go to the web address below or press on the link:
https://webpoint.usavolleyball.org/wp/memberships/join.asp?mbr_ChapterID=9321
4. Membership Information page will come up. Fill out all fields on this page, **fields marked with an *** are required fields. NOTE: Please only use the “Preferred Name” field if you go by a different first name/nickname than is in the First Name field. Hit the “Continue” button when completed.
5. The Membership Option page will come up. Choose **UNDECIDED** as a club name and then hit the “Tab” key. Once you have been selected for a club you will be able to log back into the system and update your record with your chosen club or the Region will add you to that club when we receive the team registration form from the club. Once you are added to a specific club, you may not change that affiliation (only the Region can make that change if approved).
6. You will then need to choose a membership type. Your options include: **Full Junior Membership, Youth Membership (11 and under only-not eligible to play National events), Boys membership (boys under 18 only), 8-and-under membership (NEW-not eligible to play National events), One-Event, One-day membership (enter date the membership is effective), One-Event, multi-day membership (i.e. Asheville Jr Hi Neighbor) or Summer membership (only available after April 1, 2012).**
7. Next fill out the “Parent/Guardian Information” (this is required including email as a confirmation email will also go to this email at the end of the process-only put an email in if it is different than the email entered for the member’s information). Then hit “Submit” at the bottom of the page.
8. You are now on the Confirmation Screen. Check all the personal information to make sure it is correct (if not, go back to correct). Applicants may enter a credit card on this screen to pay for their membership. If you choose to pay with a credit card (not required-see 20/21 below, then enter all the credit card information requested and then proceed to the waiver acceptance area. A parent/guardian can acknowledge electronically the waiver and liability and Participant Code of Conduct. (1) Click link to open the USAV Waiver and Release of Liability – check the box that you have read it; (2) Click link to open the USAV Participant Code of Conduct – check the box that you have read it; (3) Check the “Use Agreement” box; and (4) Enter Parent/Guardian’s Driver’s license number or State ID number (this is personal identifier required by insurance companies to prove you have acknowledged the required policies). Hit “confirm” when you have checked all three boxes and entered your Driver’s license or State ID. You will be asked “Are you sure you want to submit your application?” If you want to submit your information, respond by hitting “OK”.

9. The next page will state “Your Membership APPLICATION has been successfully submitted” (If you submitted a payment during the process, you will receive a membership confirmation notice instead). An email confirming your application will be sent to the member’s email (first screen) and the Parent/Guardian’s email entered in the second screen (so they can/should be different). Press “OK” to continue.
10. At the bottom of the page there will be a Notice that we still need the “Player Medical Release” Form. This is INCORRECT (some Region’s require it and other’s don’t so no way for the National USAV database to differentiate it at this time). Print the medical release form but ONLY send/give it to your CLUB for their records (coaches need it at all sanctioned events in case of player’s injury). To repeat, the Carolina Region DOES NOT need the Medical Release form mailed in (only exception is players on our High Performance teams and we will request them directly from those players).
11. Once you have submitted your application online, you will ONLY need to submit your member dues to the Region to complete your application if you did not enter a credit card during the final screen (no waivers to print, sign and mail!).
12. There are TWO ways to submit a payment after you have applied online (this is only applicable if you did not enter credit card information during the application process). (a) Send a check for your membership fee with your member name and birthdate in the memo field to: **Carolina Region, PO Box 1757, Clemmons NC 27012-1757**. The Player Medical History Form must be completed, signed and **submitted to the Junior Club Director/Coach (it does not go to the Region!)**. **NOTE:** To qualify for the Early Bird Registration fee you must apply online and submit your payment so that we RECEIVE both by November 1, 2011 (add \$15 if we RECEIVE after November 1, 2011 regardless of what the system indicated on print out).
13. OR (b) You may submit your membership dues online through PayPal (which accepts credit cards and you do not need to register with PayPal to use). Go here to select the applicable membership category and submit a PayPal payment for your dues - <http://www.carolinaregionvb.org/onlinepayments>
NOTE: PayPal is not synchronized with the online registration system. We will still have to receive notice from PayPal of payment and update your record. Please allow up to 3 business days for us to process.
14. With this process, you will be a member, hopefully, before the tryout period begins and you will be able to take proof of your membership to the club tryouts. The clubs will not have to do anything else to get you registered for the new season. Clubs will just need to register their teams in order to get ready for the 2012 season!
15. If you did not enter a credit card during the application process, the member and the parent/guardian (if email’s were different) will receive via email an “Application Confirmation” stating the following:

Membership Type: Junior Membership
Status: Unpaid
Membership Dates: 9/1/2011 – 10/31/2012
Region: Carolina Region

16. Once the Region Office receives your payment for your membership dues, we will process your payment in the online system. You will receive another email “Membership Confirmation” and it will also include your membership number for the 2011/2012 season (ends in “12”).

Membership Type: Junior Membership

Level of Play: J6

Status: Paid

Membership Dates: 9/1/2011 – 10/31/2012

Region: Carolina Region

17. During the season, if you need to update any of your personal information all you need to do is Log In at;

<https://webpoint.usavolleyball.org/wp15/IntraLock/Login.asp>

Then “My Information” and change your information.

If you are having problems and need assistance with the online system contact the Carolina Region Office ([email preferred] office@CarolinaRegionVB.org or 336.766.3581)