

## Club Invite and Assignment Process

Parents and Players:

There is a lot of information in this message. Take your time and read all of it. The time you take now will save you time later.

---

If you participated last season, you may remember that during the registration process, you paid for a membership and picked the name of the club with which you had signed.

The process has changed significantly for this season. It is now a two-step process based on the club picking you and not you picking the club.

---

## Accepting Email Invitations

When a volleyball club invites members to join and play for their Club, the family will receive two emails.

The first is an invitation to *join* a Club's directory (Contact List), and the second is an official USA Volleyball club association assignment request.

### Step #1: Accept an Invitation to Join a Club's Directory:

1. Confirm you, the Parent/Guardian, have a [SportsEngine Account](#). See the bottom of the document for instructions.
2. A Club will send your player an invitation to join their club to your (parent/guardian) email.
  - This is not an official invitation to play but is required to add your player's information to your [household](#).
3. Navigate to your email and open the "Invite: Join *Volleyball Club Name Site*."

Invite: Join USAV - Demo Site



**USAV - Demo Site** <noreply@mailers-h.sportsengine.com>  
to me ▾

Mon, Jul 6, 3:09 PM



**sportsengine**



USA Volleyball Demo

## Mary Hanson's Invitation to Participate

**Mary is invited to join USAV - Demo Site.** Sign in or create an account to join the USAV - Demo Site on SportsEngine. You'll get access to everything you need for the season!

**Accept Invitation**

If you do not wish to accept this invitation, disregard and no further action is needed.

**USA Volleyball Demo**


(818) 244-3000

<http://alyssiapaskvan.sportngin.com>

USA Volleyball Demo

807 Broadway St. NE #300, Minneapolis, MN

4. Click **Accept Invitation**.
5. Click **Get Started**.
6. Select "**I am *Player's* Parent/Guardian**" and click **next**.

 Volleyball Club 1

Volleyball Club 1 has invited Test Athlete to participate.

### Your Relationship to Test

I am Test's parent/guardian

I am Test

**NEXT**

7. Select "**Add *Player's Name* as a new household member**" and click **Next**.
  - This will create the sub-profile for the player within your household.
  - If you see your player's name already listed, select their name.

< BACK



Volleyball Club 1

Test does not match an existing member of your household.

### Add or Select Test

Add Test as new household member

OR

MM .. Child #1 Name

MM ' Child #2 Name

NEXT

8. Confirm/Enter all of your Player's Information and click **Accept Invitation**.

## Step #2: Accept an Official USAV Association Club Assignment?

If a club wants your child to play for their Club, you will receive a second message.

**Important Note:** Players can only accept an assignment from ONE club.

If a player receives multiple offers, **do not click "Accept Assignment" unless it is the club they wish to play for.** Whichever club you click "Accept Assignment" for, you will officially become part of that club.

1. Navigate to your email and open the email "Accept Your Assignment from *Volleyball Club's Name!*"
2. Click **Accept Assignment.**
  - This action cannot be undone. By clicking this, you are officially accepting the invitation to play for this Club.



Minnesota Select Volleyball

### Welcome, FIRSTNAME!

CLUB NAME is requesting you to be assigned to their club for the current USA Volleyball season! To secure your assignment, click the accept button below. If you will not be participating with CLUB NAME, you can simply ignore this email.

Please be aware of <mem def owner org name>'s policies as your assignment cannot be changed after acceptance. Only accept this assignment if you will be participating with this club this season.

If you don't currently have <membership name>, you will be required to purchase one when accepting this assignment.

ACCEPT ASSIGNMENT

3. Confirm/Enter your Athlete's Information and click **Next.**

< BACK

Volleyball Club 1

Confirm Test Athlete's Information

Legal First Name

Preferred Name (optional)

Middle Name (optional)

Last Name  Suffix (optional)

Gender

Date of Birth

4. Confirm/Enter your information (parent/guardian), click **Next**.
5. Follow the prompts to complete the assignment process.
  - If you have not already purchased a membership from the Region, it will ask you to sign waivers for an 18 and under player, and buy a membership.
  - If you already have a membership, you will not be required to enter that information again.

## **Creating a SportsEngine Household Account:**

We recommend that you use Google Chrome or Microsoft Edge as your browser. **Internet Explorer is not supported.**

You will be logging into SportsEngine instead of Webpoint. The first step is to create an account (not a membership yet) on the SportsEngine system. (An exception is if your club is already using SportsEngine for their website. In that case, you may already have a SportsEngine account.) [Click here for an overview of this process.](#) You may complete this first step of creating your SportsEngine account now.

**THE PARENT/GUARDIAN OF A JUNIOR PLAYER MUST CREATE THEIR OWN ACCOUNT FIRST WITH THEIR NAME, EMAIL ADDRESS AND BIRTHDATE. YOU WILL BE ELECTRONICALLY SIGNING WAIVERS THAT ONLY AN ADULT CAN SIGN.**

**USE LEGAL NAMES WHEN REGISTERING! NO NICKNAMES IN THE FIRST NAME FIELD.**

**CAUTION: USA Volleyball is adding 300,000 new members to the SportsEngine system. You may need to try during non-prime time like early morning. It may be busy or slow during the evenings.**

To create your SportsEngine account, click on this link: <https://app.sportnjin.com/user>

You will be taken to the SportsEngine login screen and be prompted for your email address. If you are a family with a Junior Player, a parent/guardian must enter their own email address to create an account. One new feature with the SE system is the family can add multiple children under one account. That way you only need to remember one login and password instead of one for each participant. But we do recommend that you write down the email address and the password that you entered.

After you enter your email address, if SE finds your email address in its database of logins, you will be prompted for your password. If you do not remember your password for this system, click the button: Forgot?

If SE does not find your email address in its login database, you will be prompted to create an account. Enter the requested information. **Again, this should be the adult's (parent/guardian) information and not the junior player.** You will be prompted later to "Add A Child" if the actual membership will be for a child.

Later, as you register for a membership, it will look like you are signing up for two memberships. One is the USAV's (National Organization) membership and one is the Ohio Valley Region membership. You must purchase both. The prices for the total membership is the same as last year. They just broke it into pieces so you can see where your money is going. You will also see two separate charges (totaling the amount of your membership) on a credit card statement.

**NOTE: SportsEngine does not accept American Express credit cards.**

This is a lot to absorb at one time.

Good luck with your season.

Al Herbert  
herbert@ovr.org