New Junior Girl Member

(never previously registered in USAV)

2014/2015 Online Registration Instructions

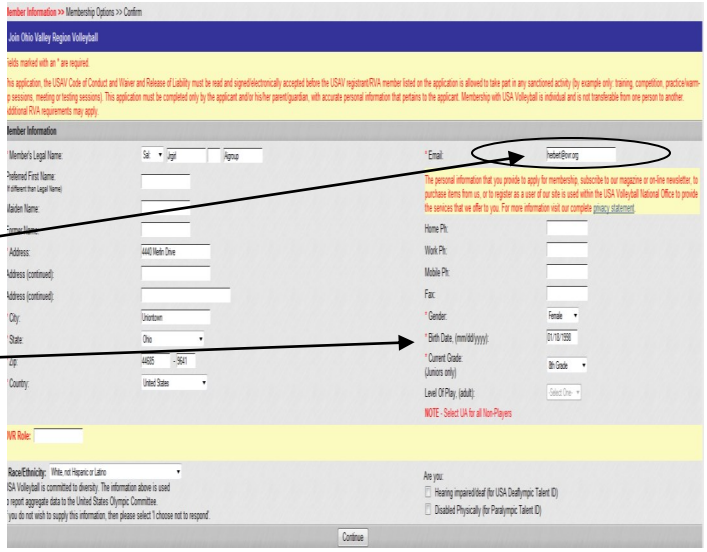
Parents/Guardians must register their Junior's Membership, NOT CLUB DIRECTORS or COACHES

PRINT these instructions so you have a reference to the steps and screens you will be seeing.

Step #1 - To start the registration process return to our Region website **WWW.OVR.ORG** and position your cursor over "**Joining**", then click on "**Register**". Click: "**Female Junior Player ".** Towards the bottom, click on: "**Webpoint New Member**".

NOTE: The registration must be completed by a parent/guardian of any athlete who is under the legal age of 18.

Step #2 – Registration Screen #1 Fill in the form, noting that you must give the information for all of the fields that have a * to the left of the field. **REMEMER-you are filling this out with your son's/daughter's information. PLEASE ENTER the CHILD'S LEGAL FIRST NAME and not a shortened version.**



Be sure to use a valid, working email address. All correspondence will be sent to that email address along with confirmation information.

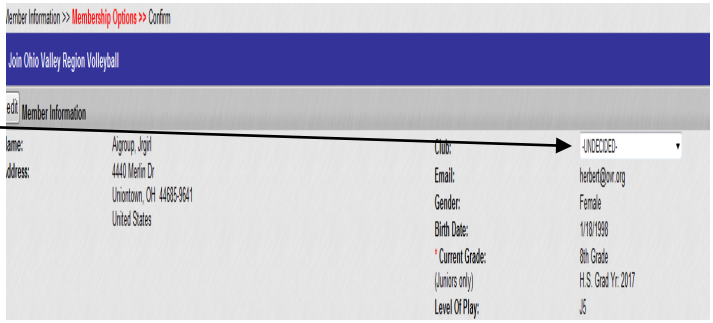
Make sure your son's/daughter's birth date is correct and that you select their current grade in school.

Note: the division your son/daughter is eligible to compete in is based upon their date of birth. Age waivers for a younger age division are granted on an individual basis. There are certain restrictions involved with age waivers– contact your club director for more information.

Click **Continue**

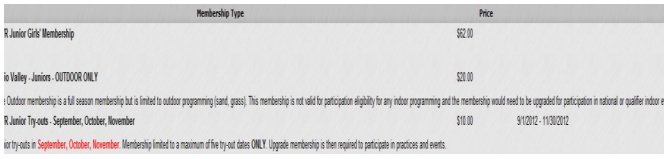
Step #3 - Registration Screen #2

Check the information for accuracy. Click the **Edit** button if you need to correct your **child's** membership information.



At this time, choose **UNDECIDED** in the Club drop down box unless you have signed a contract with a particular club. Once your child has been officially contracted with a club you may login in again (later) and change this area to the correct club affiliation . This is available only one time when **UNDECIDED** is selected. After that you will have to contact the Region Office to make any changes to the club affiliation.

You will have a few different choices to choose from. Make sure you select the correct type of membership for your needs.



We will be offering an **OVR Junior Try-out Membership.** This will cover the athlete for Club Tryouts **ONLY!** Once your child has made a club you will have to upgrade to the full Junior membership in order to be activated with the club. **This membership type must be paid using a credit card in the next section.**

Those choosing the OVR Junior Try-out Membership will only be able to print up a membership card for September through November. Presenting a copy of your confirmation page at tryouts can take the place of the actual membership card.

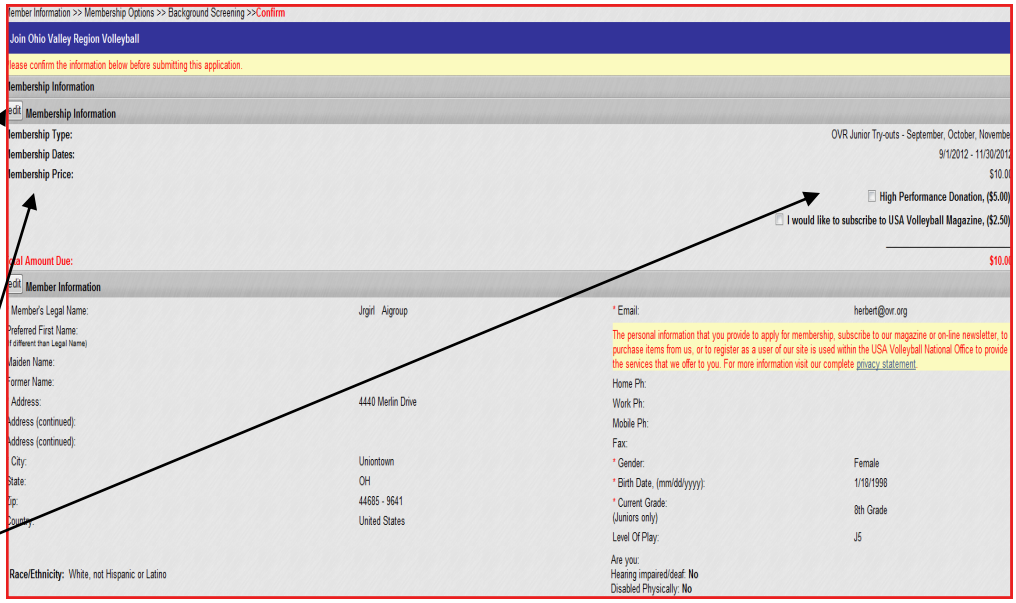
Fill in the Parent information and click **Submit**

Step #4–Registration Screen #3

Check this screen for accuracy one more time and make any changes to the membership information for the **Junior** Member. Click the **Edit** button if corrections must be made. Remember you are filling this out with you son's/daughter's information.

This gives you a summary of your membership choices as well as your total fees.

You may also choose to make a donation to the National High Performance program by checking the box. Your dues will be adjusted accordingly if you choose to make a donation.

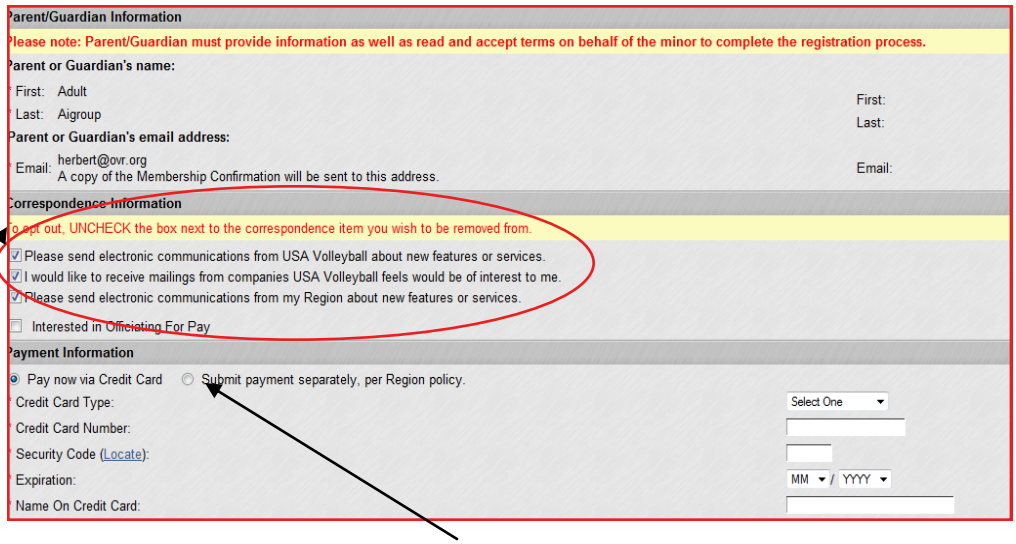


Note: If the membership type does not include the USAV magazine, an additional option will show giving you the opportunity to purchase it for $2.50. Do Not choose that option with just the Tryout Membership-most upgrades later will include the magazine.

Step #5

Once again double check the parent/guardian information that you filled out for accuracy.

The next area allows you to opt out of certain correspondence available from the National Office. The default for this is always checked. **UNCHECK** any boxes you prefer **NOT** receiving.



Payment Area

Fees should be paid by credit card at the time the application is filled out. Enter your credit card information and follow all of the steps for payment. If you do not have a credit card you may choose the 2nd option **"Submit payment separately per Region Policy"** This will allow the membership to go through as UNPAID. You then must send a check made out to: Ohio Valley Region and mail to:

Ohio Valley Region
5401 Rochelle Dr
Stow, OH 44224-5512

If paying by check make sure that the name and date of birth are included in the memo area of the check so it can be credited to the correct individual. The membership is **NOT VALID** until payment is received and the account updated. You also will not be able to print out a membership card until payment is received. Payment must be received within 7 days. You will be notified via an email when the membership is paid.
Contact Al Herbert at **330-354-5332 or herbert @ovr.org if you have any questions.**

The credit card area is a trusted secure credit card website and carries the secure verification logo- No one has access to your credit card number.

VeriSign Trusted
VERIFY

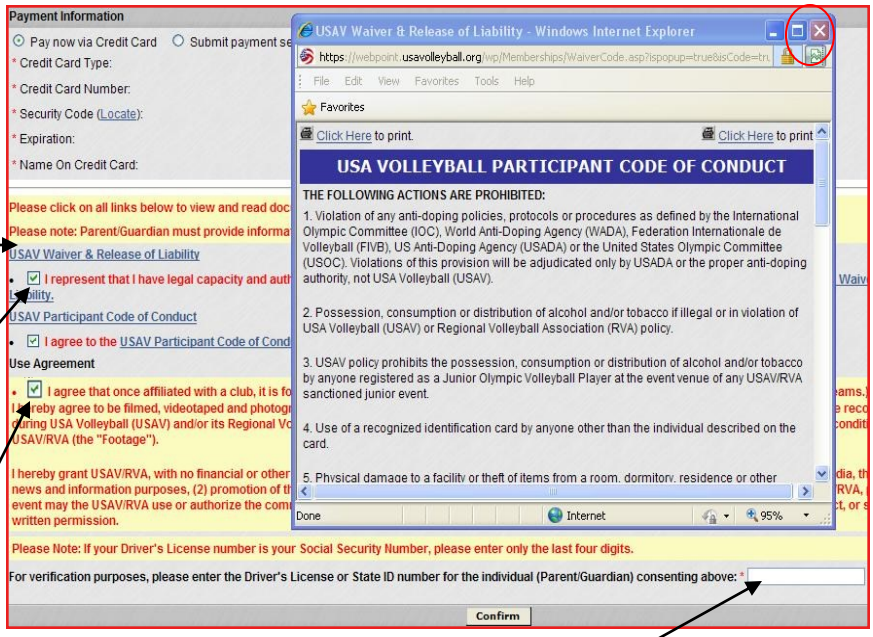
Step #6- The next part of this page is a very important part of the registration process and it is the most overlooked. A parent or guardian will be accepting the terms of membership on behalf of their child or legal ward. **YOU MUST OPEN** the files in order to continue on in the process.

Click on the Blue **USAV Waiver & Release of Liability** A box will open so that it can be read and printed for your records. Once read– close the pop box by clicking the **RED X** in the upper corner.

Check the box under **USAV Waiver & Release of Liability** to acknowledge agreement to the waiver.

Repeat the same steps with the **USAV Participant Code of Conduct**

Check the third box in front of the red text which is your agreement to the terms of membership and that you are the legally authorized person to sign this electronic document.



Checking the boxes is accepted as your electronic signature for the document.

The last part is to fill in the Driver's License number of the Parent or Guardian for verification of identity.
If you do not have a Drivers License you may also enter your phone number with no dashes i.e. 7737678579.

Click **Confirm** at the bottom of the page. You will get 2 additional pop up screens click OK on each one

Step #7

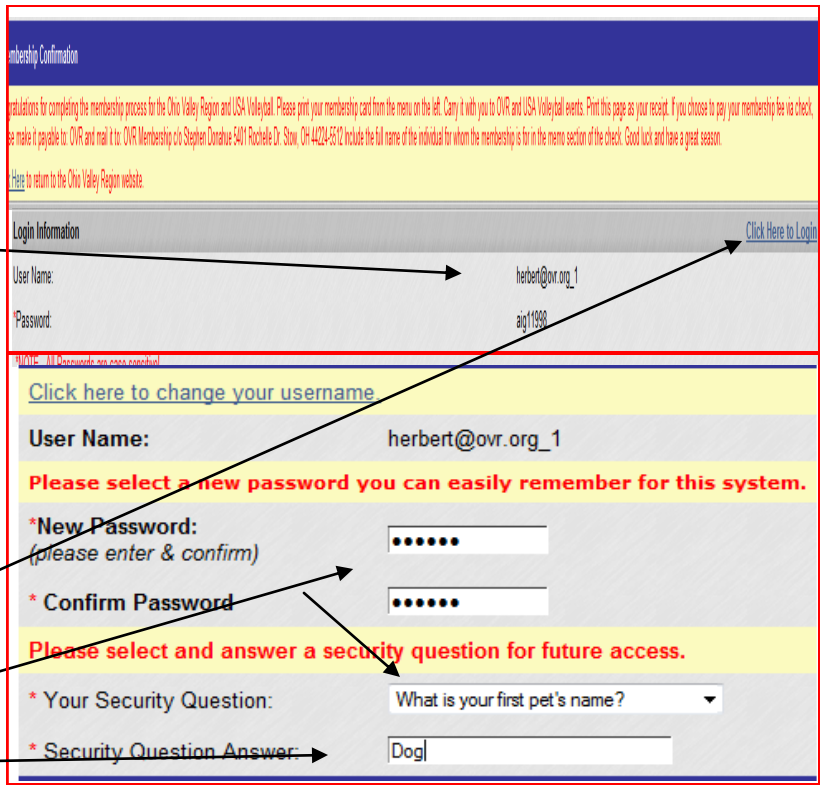
There will be a long confirmation page with all of your child's information included. Read the paragraph in YELLOW for final information on your registration.

VERY IMPORTANT:
Your user name and temporary password will also be listed– make sure you print or write down this information and save it in a safe place. **YOU NEED THIS INFORMATION to COMPLETE the REGISTRATION.**

Helpful Hint: The user name will normally be the email address you entered (or variation if the same email address is used for multiple individuals in the household) and the default password will be the first 3 letters of child's last name, child's birth month and then full birth year.

You must officially re-login to the system by selecting the "**Click Here to Login ".**

This will take you to a screen requesting that you submit a new password as well as select a security question and answer. Once completed click **"Change Password".**



Step #8 When back in your account you will see towards the top of the page an area for **"Additional Information"** one link is for the **Medical Release Form** that must be printed, filled out and turned into the Club.



Once your membership is complete and you are back at your record– select the **"Print Membership Card"** option on the left and scroll down to the end of the page to print.

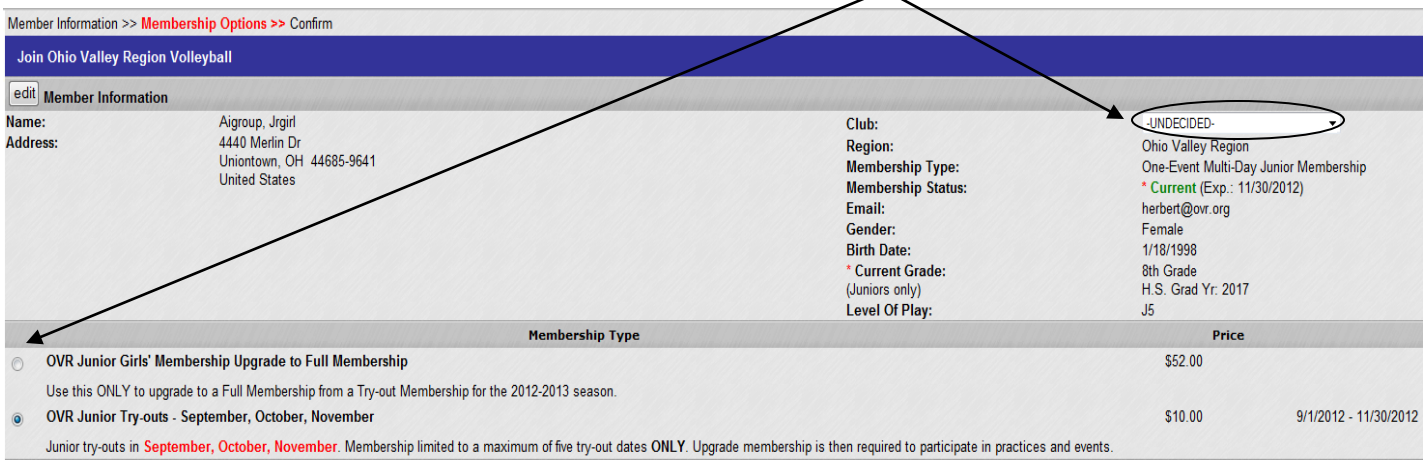


Membership cards can ONLY be printed if they are associated to a Current Paid membership.

You will also receive a confirmation email from the USAV Webpoint system which will contain all information pertaining to your membership, including money paid, and options you have chosen.
NOTE: if you used the same email address for the member as you did for the parent, you will receive 2 email confirmations. One is always sent to the individual member and another to the parent. Because of this parents often think they have been charged twice, this is NOT the case. Only one charge would have been placed on your credit card. The charge will come up on your credit card statement as Ohio Valley Region.

STEP #9 To easily access the **CORRECT** website containing all membership records any time during the year—go to our Region website at **www.ovr.org** Go to the Registration page and look at the bottom. Click on: **"Renewing Members or Managing your Webpoint Account"** You would then select Login, and enter your username and password.

Remember– if you chose the Try Out membership, it will expire at the end of the tryout period and you will have to return to your account to upgrade your membership to a full member in order to be associated with a Jr Club for the season and begin practices. You would follow click on RENEW ONLINE from the options on the screens and then follow most of the same screens you saw when first registering but make sure you SELECT a Club Affiliation on the 2nd screen of the renewal. The club does not get access to your record until you have selected the club. Also, choose: OVR Junior Girls' Membership Upgrade to Full Membership. Click on "submit" at the bottom of the page when you are done.



Thanks for joining the Ohio Valley Region of USA Volleyball

If you have ANY problems with the process contact the Region Administrator at herbert@ovr.org or 330-354-5332