

How to Send Club Assignment Requests & Memberships

Clubs must send a club assignment request to individuals in order for a membership to be connected to their club.

1. Navigate to "SportsEngine HQ."
2. Determine how you would like to send the request:
 - **Public** - Anyone with the link is able to purchase a membership and be assigned to your club. Participants do not need to be a member of your directory.
 - **Direct** - A member must be in your directory. This allows you to have more control over who is invited and allows you to view/revoke invitations as needed.
 - Learn more about these options [here](#).

Send a Public Request

1. From the left navigation menu, click **USA Volleyball > Memberships**.
2. On the Memberships page, click **Public Club Assignment**.
 - A link is generated that can be copied and shared to participants either through email or on your website, etc.
 - The system determines the appropriate membership based on their profile and the data provided.

Send a Direct Request

Make sure that the members are in your directory. If not, you must [import members](#) before continuing.

From the left navigation menu, click **Volleyball > Membership Requests**.

1. On the *Memberships* page, click **Direct Club Assignments**.
2. The system sends assignments to the selected club members and determines the appropriate membership based on the data provided.

3. You can add additional recipients/groups by searching/selecting them from the "To" box. Customize your message and click **Send**.

Send Club Assignment Request ?



From

To

Participants must already exist within your directory.

Subject

Accept your assignment to North Country Demo Site!

Message

Welcome!

North Country Demo Site is requesting you to be assigned to their club for the current North Country Demo Site season. To secure your assignment, click the accept button below. If you will not be participating with North Country Demo Site, you can simply ignore this email.

Add a custom message (optional)

Please be aware of North Country Demo Site'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 2020 AES Membership Test, you will be required to purchase one when accepting this assignment.

CANCEL

SEND

4. Member(s) will receive an "Accept your Assignment Request from 'your club's name'," they can then click **Accept Assignment**.
 - Members can also access their assignment requests in MySE on the *Home* tab under *Club Assignment Requests*.
 - If the individual does not already have a membership purchased, they will be directed to purchase a membership before the association is complete.