

Club Directors:

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

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SportsEngine:

I have said previously that the process for getting players, coaches and your staff associated with your SportsEngine club is totally different from Webpoint. With Webpoint, you waited until they picked your club in their Webpoint account and they magically appeared in your Club account.

With SportsEngine, it is a multiple step process primarily based with the club.

Step 1 - Sending a Directory Invitation:

Invite them to be in your club's Directory (Contact List). Read pages 4 & 5:

<https://sportsengine-docs.s3.amazonaws.com/USAV/Club/USAV+Club+Administrator+Guide.pdf>

You can either add them individually or as a computer file using the SportsEngine template.

That just adds them to your Directory. This allows you to more easily send individuals or groups email messages.

I recommend starting with your coaches and administrators now. Get them out of the way.

If you offered Early Signing Contracts to some players, also do them at this time.

As for prospective players, wait until tryouts are over and you have decided who you want to offer contracts to. Add them to your Directory and send to them the Directory Invitation. **Add the player's name, gender and birthdate into your Directory but enter the parent/guardian's email address.**

CRITICAL: The email address you enter into your Directory will be the only access you will have to them via the Directory. Make sure you enter a valid address. Also, it must be a parent/guardian's address. It cannot be the player's address. If they purchased a Tryout Membership, you must enter the email address that they used on that account. Otherwise SportsEngine will not know they already have an account and have paid the \$10.

The email address will receive an message with the Invitation. When they click to Accept, they will be taken to SportsEngine Login. If they already have a SportsEngine account under that email address (maybe they have another child that plays with a baseball team that uses SportsEngine), they will be able to log in. Otherwise they will be prompted to enter the parent/guardian's information including birthdate and create an account.

An adult must be the primary account for the Household. Because there are a variety of waivers that are required to be electronically signed, SE checks the birthdate on the primary account to make sure it is an adult.

If the family makes a mistake and enters the child's information as the primary account, they can go back in and Edit (there is a pencil icon) the account information to be the adult. Then they can "Add a Child" for the player.

Once they accept your Invitation to be in your Directory, you can proceed.

Step 2 - Sending a Club Assignment Request:

For this, you have to read the bottom of page 8 and all of page 9 to actually, send them a Club Assignment Request. That is what connects them to your club for this season. Acceptance of a Club Assignment Request is also required before they can be added to a team roster if you chose to do that in SE. You will still create your team rosters in the OVR system as you did in the past.

Again, I recommend you complete this step with your coaches and staff now. If you have a person who is both an Assistant Director and a Coach. Send the "20-21 OVR Adult - Coach • \$42.00" membership link. It has the IMPACT certification requirement. For anyone who is not a coach, send the membership type: "20-21 OVR Adult w/Safety Requirements • \$42.00".

Adults can Accept Club Assignment Requests with more than one club. For instance, they may coach teams in two different clubs. Players cannot.

You cannot do this with your players that signed an Early Contract until Nov. 1st. That is the earliest they can purchase a Full Junior Membership for the 20-21 Season.

Note, you will send one of two membership links to your players. If they are 18 or will be turning 18 during the season (any time before August 31, 2021), you will send the link:

20-21 OVR Junior - Player 18s • \$42.00

This membership requires the SafeSport certification to be completed.

If they are 17 or younger for the whole season, you will send:

20-21 OVR Junior - Player • \$42.00

This does not require SafeSport certification.

They will receive an email message asking them to Accept the Club Assignment Request. It will have them log into SportsEngine and pay for the membership. If they do not already have a SportsEngine account, they will create it at this time. When they complete the membership registration, they will be associated with your club for the 2020-2021 season.

If they jump the gun and purchase a full membership before you send them the Club Assignment Request, no problem. You still send to them the Request. After they log into SportsEngine, it will know they already have a full membership for that child and not ask them to pay a second

time.

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SportsEngine Roles:

If you want to assign an Administrative Role to your coaches and/or Assistant Directors, please read page 7 for the types of roles.

Actually, read the whole Club Administrator Guide.

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SportsEngine Rosters:

The same company owns both SportsEngine and AES (tournament scheduling system). Both companies now use the same database. If you build your team rosters in SportsEngine, you will be able to Integrate your AES and SportsEngine clubs. See page 16.

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Also, please review the materials on the Club Directors SportsEngine Resources page:

[https://www.ovr.org/juniors/club\\_dir\\_resources.php](https://www.ovr.org/juniors/club_dir_resources.php)

This can be found on the OVR menu through:  
JUNIORS/Club Directors

This is a lot to absorb at one time.

Good luck with your season.

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