

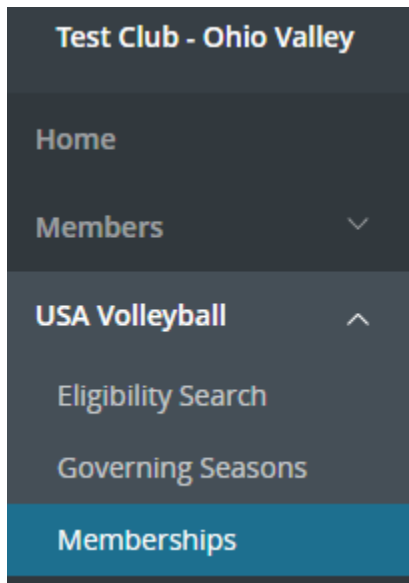
# How to Send Club Assignment Requests & Memberships

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

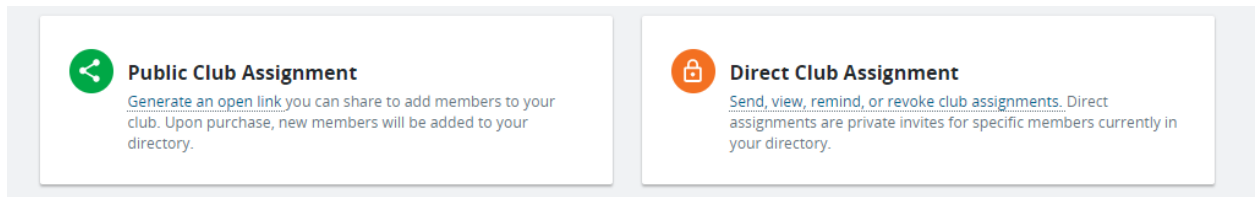
1. Navigate to "SportsEngine HQ."
2. Determine how you would like to send the request:
  - **Public** - Anyone with the link is able to purchase a membership and be assigned to your club. Participants do not need to be a member of your directory.
  - **Direct** - A member must be in your directory. This 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.
3. On the Memberships page, click **Public Club Assignment**.



- 4.

5.

- 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**.
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.