Officials who want to officiate Juniors tournaments and who were registered in a previous season but have never used Webpoint to register start with Step #1.

Officials who used Webpoint to register last season can skip to step #6.

PRINT these instructions so you have a reference to the steps and screens you will be seeing. NOTE: Members who were registered in a previous season but have never registered online already have accounts in the system that must be activated. Steps 1-5 walk you through activating the account unless you have already done these steps.

**Step #1** - To start the registration process from the WWW.OVR.ORG page, position your cursor over “Joining”, then click on “Register”. Click: Adult Associated with Juniors ...”. Click the “Renewing Members & Account Management” link under Step #3. This will take you to the WEBPOINT website in order to activate your account.

**Step #2** - In the menu on the left, click on: “Request A Login

**Step #3** - Enter your current information including email address and birth date and click Request Login.

Note: The system matches up the last name, first 3 letters of the first name and date of birth. First try using your LEGAL First Name instead of Bob, Sue, Tom etc. If there is no match then try the shortened version to see if you are still listed that way.

**Step #4** - When the system finds a match you will receive a screen showing your temporary Username and password. Write this information down.

Helpful Hint: The user name normally will 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 your last name, birth month and then full birth year.

Close out the Message box and then select “Click Here to Log In”.

**Step #5** - Enter the temporary username and password, click “Log In”.

**Step #6** -
Step #5 continued
You will then be asked to enter a NEW Password that you will remember as well as select and answer a security question. Once completed select the “Update Account” button.

Make sure that you write down your new password in a safe place for later use.

Step #6 - After you have logged into Webpoint, click the “Renew Membership” button on the left side of your screen. This will bring up screen #1 with your previous information already in the fields. Double check your information for accuracy and make changes where needed. In the field for “Level of Play” select UA (Unaffiliated Adult) and click Continue.

Step #7 - The 2nd screen will appear. This screen gives you a recap of your general information. If a change needs to be made there is an EDIT button in the upper left hand corner of the screen.

Below the contact and club information area you will see the membership choices. You will have a few different choices to choose from. Make sure you select the correct type of membership for your needs. ALL OFFICIALS should choose: OVR Officials’ Membership.

Check all appropriate roles pertaining to your membership. This includes roles as adult players or officials.

Click Submit
Step #8: All adults (18 or over) officiating Juniors tournaments must have a current Background Screen. If you have a screen still in force, this screen will not be displayed, and you may skip to the next step. If you are due for a new background screen the consent form will appear.

Be sure to fill in your SSN and answer all questions. (Note: once you have submitted the background screen, your SS # will not be displayed on any of the screens that anyone else has access to in order to protect your privacy.)

Click the box by the red text. This is accepted as your electronic signature to allow us to proceed with your background screen.

The process will not begin until your application for membership is complete and your fees have been paid.
Step #9
Check this screen one last time for accuracy of information and make any changes to your membership information by clicking Edit.

You may choose to make a donation to the National High Performance Program by checking the box and your dues will be adjusted.

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.

Step #10
The preferred method of payment is by credit card and should be done at the time the application is filled out (Discover, American Express, MasterCard and Visa are accepted). If you do not have a credit card or if the CLUB is paying for your membership select the 2nd option “Pay Separately Per Region Policy” the membership will not be considered current until payment is made.

If paying by check it should be made out to Ohio Valley Region for the correct amount and list the individuals name and date of birth in the memo area. Payment must be received within 7 days. Mail the check to:

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

Once payment is received you will be notified via email that the account is paid and current. Please note that the credit card area is a secure area and no one has access to your credit card number other than the credit card company. Unpaid memberships will be deleted if payment is not received within a one week time frame.

You cannot print out a membership card or be considered registered until payment has been received and cleared by the Region.

Step #11-
The next part of this page is a very important part of the registration process and it is the most overlooked. 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 this same process for the `USAV Junior Club Personnel Code of Ethics` and the `USAV Participant Code of Conduct`. Each file must be opened prior to checking the box associated with each one.
Step #11—continued
Check the 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 these documents.

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

Click Confirm at the bottom of the page to submit the membership.

Step #12
There will be a long confirmation page next with all of your information included. Read the paragraph in YELLOW for final information on your registration. For a Printer Friendly version of this information (look at the top right corner of the page).

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.

To easily access the CORRECT website containing all membership records any time during the year—go to our Region website at www.ovr.org Click on the Joining/Register link. In Step #3, choose: “Renewing Members & Account Management”. You would then select Login, and enter your username and password.

You should print a copy of your Membership Card. There is a link in the menu on the left.

At this point, STEP AWAY FROM YOUR KEYBOARD!! You cannot continue with Step #13 until after noon of tomorrow. We only download Webpoint membership data once each morning. So you will have to wait until noon tomorrow to continue with creating your OVR registration. If you are paying by check, you will have to wait until the next day after we receive and process your check.

Thanks for joining the Ohio Valley Region of USA Volleyball
If you have ANY problems with the process contact the Region Registration Office at Herbert@ovr.org or 330-354-5332
Step #13
In Step #12 you completed your USAV Webpoint registration. Now we need to complete your OVR registration. **Wait until noon of the day after you complete Step #12 before continuing.** We only download Webpoint data once each morning.

From the OVR Home Page, WWW.OVR.ORG, click on: Adult Login

Log into the OVR system with your username and password from last year. If you do not remember either, use the “Need your username and/or password” link.

Step #14
From the OVR Home Page, WWW.OVR.ORG, position your cursor over Joining. In the drop down menu, choose: “Register”. Now continue by clicking on “Adult Associated with Juniors …”.

Scroll all the way to the bottom and look for Step #5. Click on: “Ohio Valley Region Member Registration Information”.

You may get a message about website’s security. Just click: “Continue to this website (not recommended)”.

**STEP #5**

Club Directors, Administrators and Officials

The Ohio Valley Region web system needs some addition: after you register in Webpoint, please go to the following list held your tryouts and picked your players.

[Ohio Valley Region Member Registration Information]
Step #15
Click on: Professional Official.

You will now be prompted for your Webpoint ID. This looks something like: OV1381257MR19
You will find it on your USAV Membership Card.

Finally, at the bottom, Click:

That will finish your OVR registration process. Remember to use your OVR Username and Password anytime you log into the OVR web page to manage your closed dates. Most of you should only need your Webpoint Username next year to renew your membership.