Building a Juniors Team Roster

Online Registration Instructions

NOTE: There is an overnight delay from the time a person registers in Webpoint and you can add them to a roster. Wait until 9 am of the next day.

These instructions are to be used by juniors club administrators who are building their team rosters.

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

**Step #1** - Collect copies of the membership cards from all of your coaches and players. Then start the team roster building process from the WWW.OVR.ORG page.

DO NOT LOG INTO THE OVR using: “Adults Login”.

Position your cursor over “Joining” but do not click
In the dropdown menu, click on “Register”.

Near the bottom of this page, click on: Adult Associated with Juniors ...”.

Go all the way to the bottom and click on the button: “Ohio Valley Region Member Registration Information”

In the “Juniors’ Clubs” section click on the gender of the team you are building. Such as: “Girls’ Team” or “Boys’ Team”.

**Step #2** — You will see a prompt for your Webpoint ID. You will see this on your membership card. It looks something like: OV1381267MR19.
Step #3 — Your contact information will be populated into the first part of the form. Click on the circle.

My contact information is:

- **First name:** Alan
- **Last name:** Herbert
- **E-mail address:** herbert@ovr.org
- **Preferred phone:** 330-896-3205
- **Street:** 4440 Merlin Dr
- **City:** Uniontown
- **State:** OH
- **Zip:** 44685

Step #4 — Select your Club from the dropdown menu. You should not need to enter a new club name. You should have done that as you registered in the OVR already.

**CLUB**

If you're with a returning club, please select it from the drop-down list. If you're registering the first team of a new club, supply provided. Also supply a 5-letter abbreviation that you'd like us to use when generating your team codes.

- **Club:** [select club or write in newly forming club below]

  — or —

- **New club:**

  **5-character abbreviation:**
Step #5— Enter a team name like: “16 American” or “14 Smith”. Do not include the club name. For example, if your club is Exemplar Volleyball Club and the team you're registering is the Spikers, specify only Spikers, not Exemplar Volleyball Club – Spikers.

Then enter the team's “Gender” and “Division” from their respective dropdown menus.

3. SPECIFY THE NEW TEAM

This form is for new teams only. To add individuals to a team that has already been registered, register them as Add-Ons.

Team codes will be generated in the order that teams are registered. If you prefer a certain ordering, register your “1” team first, your “2” team second, etc.

Team names must be unique within each club.

Do not include the club name. For example, if your club is Exemplar Volleyball Club and the team you're registering is the Spikers, specify only Spikers, not Exemplar Volleyball Club – Spikers.

Team name: 16 Purple
Gender: Girls
Division: 16 American

Step #6— Now, starting with the Team Rep which is typically your Head Coach, choose their “Role with team” in the dropdown menu. Enter their Member # from their membership card and click on the “fill form” button. DO NOT PRESS ENTER. That will submit the form before you are ready. The rest of the form will be populated from the Webpoint membership information.

After the form has filled, please review the information carefully. Pay particular attention to the telephone number fields. The information in these fields must fit the displayed format of xxx-xxx-xxxx. Anything else will cause the form to reject the information, highlight the incorrect number and require you to enter all of the Webpoint IDs again. So be very careful!
Step #6 Continued— When you are entering the Webpoint ID#, pay attention to the characters at the end. These characters indicate the type of membership that the individual has purchased. Only the following membership types are valid for tournament teams:

Adults:
MR—Male Regular       FR—Female Regular
MOA—Male Other Adult   FOA—Female Other Adult   These are typically chaperones

Juniors:
MJ—Male Junior         FJ—Female Junior

Not Valid:
MMJ—Male Multiple Day Jr  FMJ—Female Multiple Day JR  ($10 OVR Tryout Memberships)
MOY—Male Other Youth    FOY—Female Other Youth   ($15, 12 and under developmental clinics and leagues)

Step #7— You do not need to complete “Personal 2” or “Player info” because this information is no longer sent up to Webpoint. For young coaches, delete the number in the “grade” field before you submit the form.

Step #8— Repeat with any assistant coaches, chaperones and then players. Finally, at the bottom, click on “Submit Registration”.

5. REVIEW YOUR INFORMATION THOROUGHLY BEFORE SUBMITTING YOUR REGISTRATION

Validating your data and updating the OVR database may take a minute or two. Do not reload this page or close your browser until you receive confirmation.

Submit Registration

If you need to add individual staff or players, use the “Add-on” option under the heading “Following Team Registration” on the web page on page 1.
https://www.ovr.org/register/register.php

Repeat this process for each of your teams.
When you first submit your team’s roster and then go back to the team’s web page, all of your players may be marked as needing forms signed and a fee paid. But they did all of that in Webpoint.

So there is a program that runs on the server every 15 minutes to clean up those false messages. Eventually, each player should look something like the picture on the right.

This is also true of any Add-ons you may do later. Just wait 15 minutes and then refresh the display of the page. The messages should go away.