



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 "Member 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: OV1381267MR17.



Choose one of the links below for the type of membership best suited for your needs.

- [Female Junior Player](#)
- [Male Junior Player](#)
- [Adult Associated with Juniors \(Includes Club Directors, Club Administrators, Junior](#)
- [Adult Player Only](#)

STEP #5

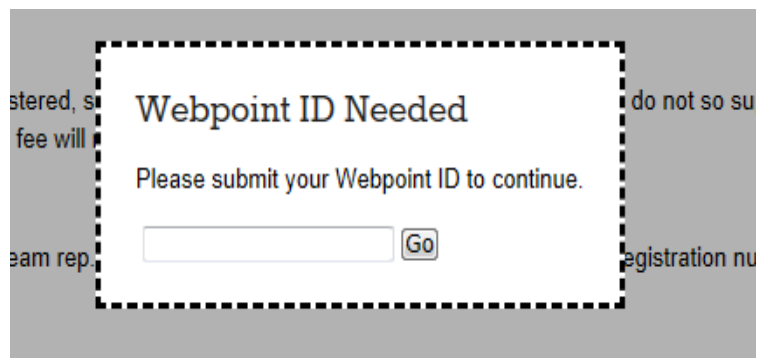
Club Directors, Administrators and Officials

The Ohio Valley Region web system needs some additional information after you register in Webpoint, please go to the following link and complete your tryouts and picked your players.

[Ohio Valley Region Member Registration Information](#)

Juniors' Clubs

Juniors' Club Staff	CI re: wil
Girls' Teams	(A
Boys' Teams	(A



Step #3— Your contact information will be populated into the first part of the form. Click on the circle.

1. YOUR CONTACT INFORMATION (FOR FOLLOWUP AND MAILING RULE

I understand that I am responsible for completing this registration on behalf of my team. I have read and agree to the USA Volleyball Juniors' Club Personnel Code of Ethics forms.

My contact information is:

First name:	<input type="text" value="Alan"/>
Last name:	<input type="text" value="Herbert"/>
E-mail address:	<input type="text" value="herbert@ovr.org"/>
Preferred phone:	<input type="text" value="330-896-3205"/>
Street:	<input type="text" value="4440 Merlin Dr"/>
City:	<input type="text" value="Uniontown"/>
State:	<input type="text" value="OH"/>
Zip:	<input type="text" value="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 a name and a 5-letter abbreviation that you'd like us to use when generating your team codes.

Club:

— 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:

Gender:

Division:

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!

1. Team Rep

Role with team:

Webpoint ID:

Registration number: New

Legal name: (USA Volleyball requires provision of legal nicknames)
first name * middle name or initial last name *

Address:
street * city * state *zip *

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.

Registration pending
Registration fee,
OVR Waiver & Release

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.

, Player OV168874MJ13 Scorekeeper
Complete