

How to Export My Club Members

Here are screen by screen instructions for exporting your club's member's registration information from USA Volleyball's Webpoint into either into a text file or into Excel.

First, log into Webpoint. From the OVR Home Page: www.ovr.org, position your cursor over but do not click on: Joining

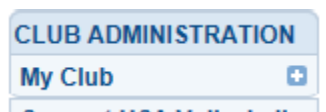


In the dropdown menu, left click on: Manage Webpoint Account

In the USAVolleyball Login Screen, log in with your Webpoint ID (typically your email address) and your password.

A screenshot of the USA Volleyball Website Login screen. The page has a blue header with the text "USA Volleyball - Website Login". Below the header, there is a white input field for "User Name" containing the text "herbert@uakron.edu". Below that is another white input field for "Password". A yellow banner with red text reads "* NOTE - Passwords are case sensitive". At the bottom, there is a blue button with the text "Log In".

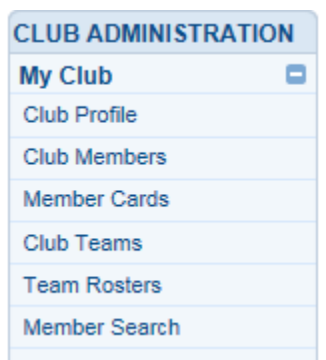
If you are the Club Admin for your club, in the menu on the left, you will see:



If you do not see this menu option, contact Al Herbert at: herbert@ovr.org with your name and club name. In the past, only one person could be a Club's Admin. Now more than one individual can be assigned this role. Also, note that only a Club Admin can use the AES, Data Import option to form teams in the AES tournament system. Some USA Volleyball Qualifiers and other large tournaments use this system to manage their event.

The OVR uses this system to run some of our events but we do NOT use the team roster building process in AES at all.

Click on the + sign to the right of "My club" and you will see:



IMPORTANT NOTE: You will NOT use this to build your team rosters. You will do that only in the OVR web system.

To see all of your members who have picked your club In Webpoint, click on: "Club Members". You will see something like:



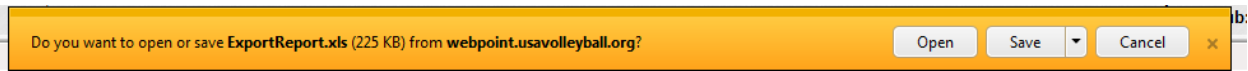
You will see your members listed in groups of 50 records. Included are the Name, Address, Phone, Email/Birthdate and Member Status. A Member Status of "Current : 10/31/2017" indicates a Full Membership.

A Member Status of 12/31/2016 indicates a Tryout Membership:

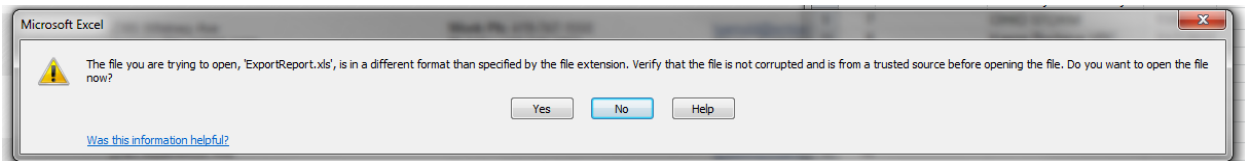
To Export your member's information, Click on either the "Export to txt" or "Export to xls" buttons on the top right of the screen:



Please note, that with the Export to xls (Excel) you will probably get a warning message:



Click on either "Open" or "Save". Then you may also see this warning:



Click on "Yes".

If you already have a copy of Microsoft Excel open at the time, you may need to click on the Excel icon in your task bar:

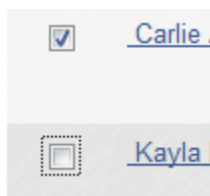


In the exported file you will see a lot of information about each member. This includes the parent information entered as they registered. You can then save this on your computer.

If instead, you want to send an email to everyone, use the email buttons:



You can select or de-select individual records from the Export by unchecking the box in front of their name:



If you have questions, just end a note to; herbert@ovr.org