New User

This is the sign-in screen for the registration system.

If this is the first time entering the system, click on **NEW USER**.

Once you have created a new user id, it can be used to continually access the system.

First search to see whether the institution is listed on the system. If unavailable, it can be added to the system.

You may enter part of the school name. The system will search for partial matches.

In this example "Texas" was entered. As displayed, a variety of Texas teams are listed. Select the institution.
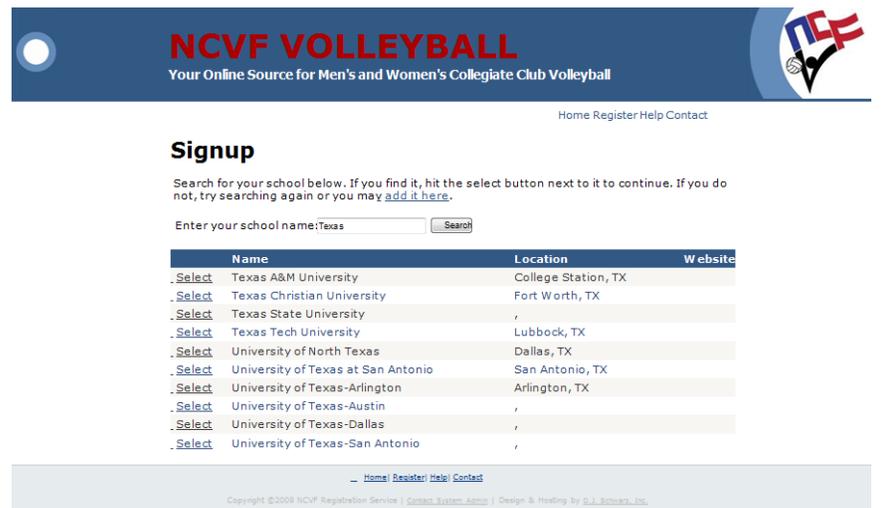
Select the team. If the team is not listed, add the team to the list. If the institution has multiple teams, select "A" for the first team, "B" for the second team, "C" for the third team, etc.

(Are we going to have –W) behind the women's team are can we identify by Gender selection).

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Signup

Search for your school below. If you find it, hit the select button next to it to continue. If you do not, try searching again or you may add it here.

Enter your school name: Bethel   [Search]

Name	Location	Website
Select	Bethel University	St Paul, MN	

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After selecting a team, it allows the user to create a User ID associated with the team. This User ID will be used continuously to change and update information for this particular team. If there are multiple teams, they can all be associated with the same User ID.

Enter the appropriate information and click **CREATE USER.**

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Create User

Sign Up for Your New Account

User Name:
Password: Passwords must be a minimum of 7 characters and at least one must be non-alphanumeric such as (#, @, !, $, %, ^, &, *)
Confirm Password:
E-mail:
Security Question:
Security Answer:

[Create User]

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Passwords must be a minimum of 7 characters and at least one must be non-alphanumeric such as (#, @, !, $, %, ^, &, *).

Required fields are marked with an asterisk (*) and error messages are provided for further input.

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Create User

Sign Up for Your New Account

User Name: *
Password: ••••••••   Passwords must be a minimum of 7 characters and at least one must be non-alphanumeric such as (#, @, !, $, %, ^, &, *)
Confirm Password: ••••••••
E-mail: jonesjj@isd.net
Security Question: Friend
Security Answer: *

[Create User]

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Once the User ID has been successfully created, this screen should appear.

Press the **CONTINUE** button.

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Create User

Your account has been successfully created. Click the Continue button.

[Continue]

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The Team Representative Menu will be the main menu used to access information for the team.

These items are listed for each team:

- Current Status

You may also:
- Update School Information
- Update Team Information
- Add, Update Team Representatives
- Add, Update & Print Rosters
- Request Player Transfer
- Add another Team
- Change Passwords

The first time in the system, add a team rep to the associated team. Multiple team representatives may be added to each team.

Click on the link to add a team rep. Either link may be clicked to add a team rep and the team rep information.

(Not sure why we have two separate links here).

Enter the information and select the type of Team rep. The choices are:

1. Coach
2. Team Rep

If the Team Rep is a player/coach, please select "Team Rep" as the choice. Select "Coach" if the team rep is only the coach for the team.

Hit the Submit button.

Phone numbers must be entered in one of the following mask:

- (999) 555-1212
- 555-555-1212

Either method will work. If not entered correctly, an error message will appear.

Once entered correctly, the name will appear on the list.

Add an additional Team Representative if desired or click on **TEAM REP MENU** to return to it.

The Team Rep information may also be updated by clicking on the edit button.

After being associated with a team, add players by returning to the **TEAM REP MENU**.

Click on **ADD, UPDATE / PRINT ROSTER**.

If players are already associated with the team, they will appear on this screen. Click on **ADD A PLAYER** to add additional players to the roster.

From the Player Information screen, enter the information necessary for each player. The items in red are required and data will not be accepted until the information is provided.

The Player Information screen requests information that is needed for all NCVF purposes, including the Club Championship. Some of the information will be printed in the programs and if it isn't provided, it will be left blank. We encourage all Team Reps to get the information so that we have it and keep the information accurate.

The information in the screen is for teams that are on the semester system. See the next screen if your team is on the quarter system or if you have players that are former NCAA Varsity Players. Additional information will be requested if the aforementioned items are necessary.

If the player is a former NCAA Varsity Player, enter the number of years that the player participated as a NCAA Varsity volleyball player.

If you institution is on the quarter system, both Winter quarter hours and Spring quarter hours are required. Players must be registered for both to be eligible to participate in NCVF league play.

The NCVF does not provide personal information to third party vendors. Players must opt in to receive third party information from USA Volleyball as well as the NCVF. Each player must decide whether receiving information from third parties is acceptable.

If players are currently USAV members, select the USAV Region and enter the membership number. It is important that we gather this information. The NCVF must pay additional fees for members that are not currently USAV members.

An Excel spreadsheet is available for Team Reps to use to gather information from individual players. A pdf copy is also available for download that may be given to each individual player.

On the **PLAYER INFORMATION** menu, enter the following information. Please not data integrity and ensure that we have the correct information to keep your players from begin ineligible.

- Legal Name – Legal First Name
- Goes By First Name – Do not enter objectionable nicknames. This field is printed on rosters for all tournaments and will also be used in the program. If a player's first name is Robert, Bob is an acceptable Goes By First Name.