

OKRVA REGISTRATION CHECKLIST

updated: 23 Sep 2009

1. Submit Club Application Form

- If someone other than the Club Director will be handling the online registration process and roster building, please be sure to indicate him/her as Designee on the form.

2. Register your staff

- Have each staff member complete his or her OWN online application
- Keep a copy of their Membership Application Confirmation page on file
- Send a copy of the Membership Application Confirmation (optional)
- Send Early Staff Registration form with payment

- Keep Coaches Code of Conduct form on file

3. Tryout documentation

- Issue tryout receipt if it is individual's first tryout
- Collect Junior Tryout Application, noting tryout receipt location
- Keep a copy of Junior Tryout Application on file (optional)
- Send Junior Tryout Application with Tryout Supplement Form and payment

4. Register your players and teams

- Have each family complete their OWN player's online application(s)
- Keep a copy of their confirmation page on file
- Send a copy of the Membership Application Confirmation (optional)
- Send Team Registration form for each team in your club
- Send bulk payment for EACH TEAM in your club

- Keep Medical Release form on file

5. Register your chaperones

- Have each chaperone complete his or her OWN online application
- Keep a copy of their Membership Application Confirmation page on file
- Send a copy of the Membership Application Confirmation (optional)
- Send payment (bulk check preferable)

- Keep Chaperone Responsibilities form on file

6. Build online rosters

- After you have submitted all paperwork/fees and your members have been processed:
- Have CD or designee logon to the member database at:
<https://webpoint.usavolleyball.org/wp15/IntraLock/Login.asp>

Under "Club Admin Area" in the menu on the left hand side of the screen, select "Club Mgmt" and then "Teams". You should see a list of all of the teams in your club. Click on the team name for which you wish to add players. A new screen pops up with the general team information and if you select "Players" you can add players and staff to the team roster. Once you've added everyone you need, select the "Main Info" tab again and then the button "Team Roster" just below the tab header. This roster is available to you on demand.

- Please DO NOT ADD TEAMS, rather let the Registrar know of any changes necessary
- Use a leading zero for single-digit jersey numbers

7. Still have questions? Contact the Registrar at: registrar@okrva.com