



USAV Player/Staff Guide

MANAGE ACCOUNTS AND COMPLETE ELIGIBILITY REQUIREMENTS
TO PARTICIPATE AS A USAV PLAYER OR STAFF MEMBER.





Club Administrator Guide



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Players & Staff Guide



Commonly Used Terms

- **My SportsEngine** - The administrative area where players and parents can view information about their memberships, registrations, teams, etc.
- **Memberships** - What a member must purchase in order to participate with USA Volleyball. A membership is made up of a Region price and a USAV price.
- **Eligibility** - Requirements that need to be completed once a member purchases a membership. Eligibility requirements vary depending on membership level.
- **Waivers** - An eligibility requirement that is needed at the USAV and Region level.
- **Division Rules** - USAV established rules that segment governing divisions. Rules include: age, gender, skill, membership level, roster sizes, etc.
- **Digital Cards** - A scannable digital player or staff card that allows for quick membership validation.
- **Background Screen** - An eligibility requirement certification that is needed to fulfill before staff can participate.
- **SportsEngine Household** - refers to how your SportsEngine Account and profiles will be set up. A Household encompasses both the "Account Owner" and the "Player Sub Profiles" that are under the owner of the account.
- **SafeSport Certification** - An eligibility requirement certification that is needed to fulfill before staff can participate.
- **Need Help Tab** - From here, you will be able to access additional help documentation that will help with your SportsEngine Account as well as additional information surrounding USA Volleyball's partnership with SportsEngine.

Introduction

This guide will help users understand what steps need to be taken in order to successfully claim your SportsEngine Account and fulfill all of your eligibility requirements laid out by USA Volleyball. Users can only complete eligibility requirements once a membership has been purchased for your staff or players.

SportsEngine Households & Accounts

A “Household” refers to how your SportsEngine Account and profiles will be set up. A “Household” encompasses both the “Account Owner” and the “Player Sub Profiles” that are under the owner of the account.

- **Account Owner:** The owner has access to sign in to the account, edit account information, and manage other sub-profiles.

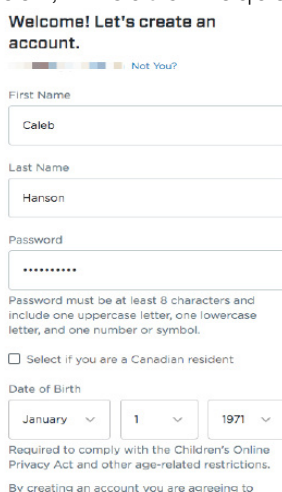
Important: The owner **must be over the age of 13**, and is considered the Parent/Guardian of the athlete sub-profiles.

- **Sub Profiles:** The sub-profiles are the athletes that live under the owner of the account. These profiles are tied to registrations and roster spots.

NOTE: Click [HERE](#) (right-click and choose **Open Link in New Tab**) to learn more about the difference between the two.

HOW TO CREATE A SPORTSENGINE ACCOUNT

1. Under the welcome screen, fill out all requested information



Welcome! Let's create an account.

☐ Not You?

First Name
Caleb

Last Name
Hanson

Password

Password must be at least 8 characters and include one uppercase letter, one lowercase letter, and one number or symbol.

☐ Select if you are a Canadian resident

Date of Birth
January 1 1971

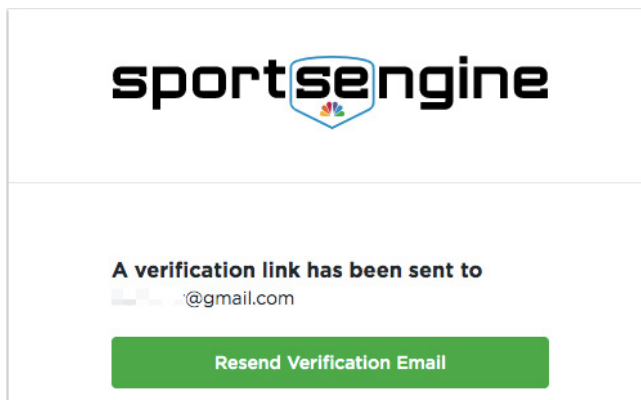
Required to comply with the Children's Online Privacy Act and other age-related restrictions.

By creating an account you are agreeing to

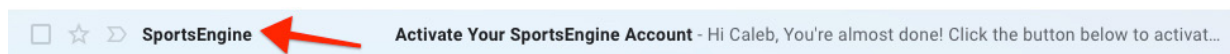
NOTE: Ensure the information entered belongs to the Parent/Guardian (outlined above).

2. Once complete, click **Sign Up**.

- A new screen will appear asking to verify your email address.
- Click **Resend Verification Email** if you do not receive it.

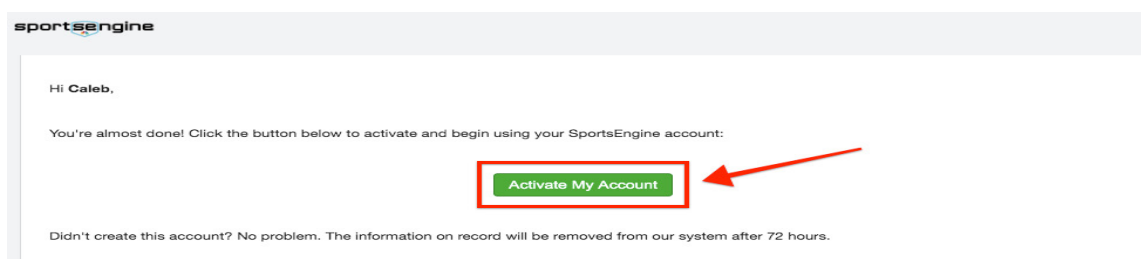


3. Navigate to your email inbox.
4. Open the “Activate Your SportsEngine Account” email.



NOTE: If you do not receive this email within 5 minutes, be sure to check your junk/spam folder.

5. Click **Activate My Account**.



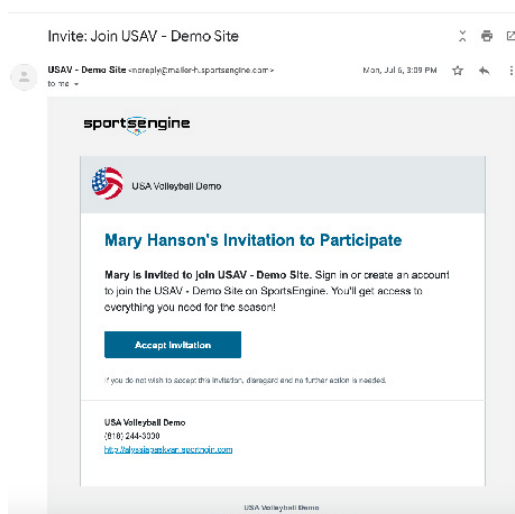
Accepting Email Invitations

When a volleyball club invites members to join and play for their Club, members will receive two emails.

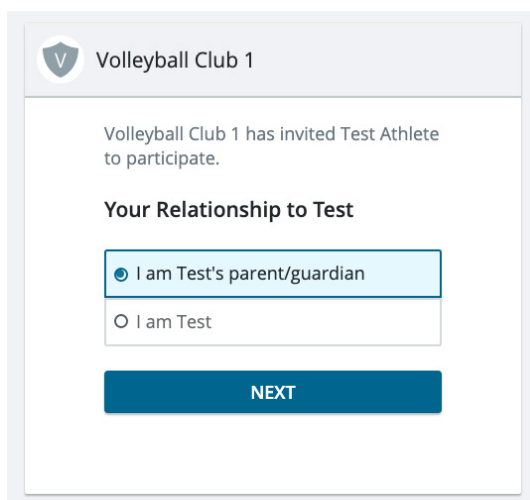
The first is an invitation to join a Club's directory, and the second is an official USA Volleyball club assignment.

HOW TO ACCEPT AN INVITATION TO JOIN A CLUB'S DIRECTORY

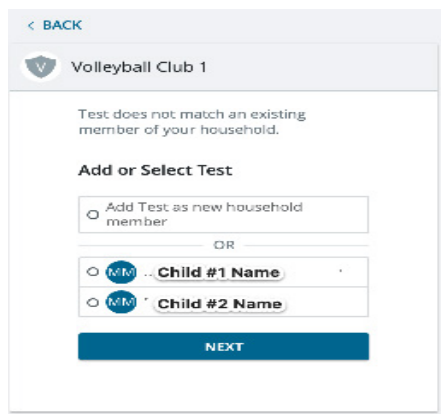
1. Confirm you, the Parent/Guardian, have a [SportsEngine Account](#).
2. A Club will send your player an invitation to join their club to your (parent/guardian) email.
 - This is not an official invitation to play but is required to add your player's information to your [household](#).
3. Navigate to your email and open the "Invite: Join Volleyball Club Name Site."



4. Click **Accept Invitation**.
5. Click **Get Started**.
6. Select **"I am Player's Parent/Guardian"** and click **Next**.



7. Select “**Add Player’s Name as a new household member**” and click **Next**.
 - This will create the sub-profile for the player within your household.
 - If you see your player’s name already listed, select their name.



8. Confirm/Enter all of your Player’s Information and click **Accept Invitation**.

HOW TO ACCEPT A USAV ASSIGNMENT OR PURCHASE A MEMBERSHIP DIRECTLY

If a club wants a player to play for their Club, the player will receive a second message, in the form of a club assignment.

NOTE: Players can only accept an assignment from ONE club. If a player receives multiple offers, do not click “Accept Assignment” unless it is the club they wish to play for. Whichever club you click **Accept Assignment** for, you will officially become part of that club.

1. Navigate to your email inbox.
2. Find and open the email inviting you to accept your assignment to your club.
 - To find a membership from the Region website, navigate to your USAV Region’s website. Locate and click the **Membership** link.
3. Tap **Accept Assignment**.
4. Read the prompt, and click **Get Membership**.
5. Confirm and fill out your information. Click **Next**.
6. You will now be prompted to purchase your membership.
7. *Smart Memberships* will give you multiple membership options, including a recommended membership. Choose the desired membership, and click **Next**.
8. Enter the “month”, “day” and “year” of your start date, and fill out any additional information, and click **Next**.
9. Review the information, and click **Next**. Review the waiver, check the box, and click **Accept**.
10. Submit the payment within the cart to complete the membership purchase.

Eligibility Requirements

Eligibility requirements need to be completed before a player or coach is able to participate with USA Volleyball.

Requirements vary depending on the membership that was purchased. USA Volleyball and Regions have separate requirements.

NOTE: Click [HERE](#) to view an in-depth list of what those requirements are.

HOW CAN I ACCESS MY ELIGIBILITY REQUIREMENTS FROM MYSPORTSENGINE

1. Sign in and go to “SportsEngine HQ”
2. In the top right-hand corner click the **profile photo** (or **initials** icon if there is no photo).
3. Choose **My SportsEngine**.
4. Click the **Household** tab on the left-hand navigation menu.
5. Click the desired Profile to view.

NOTE: If there are duplicate profiles of the same person, merge them [here](#).

6. Find the desired membership, and click **View Details**.
7. Click the “Membership Name” again to open the drop-down information and view the eligibility requirements.
8. Complete the requirement(s).

▼ Jr Competitive Awesome Membership **INELIGIBLE**
North Country Demo Site • Lifetime

Incomplete Requirements
Standard Waiver REQUIRED COMPLETE WAIVER

Completed Requirements
Jr Competitive Awesome Membership Completed Nov 26, 2019

Sale FQPX80368

Membership ID 4000004

Membership Description
test

Player Eligibility Requirements

HOW TO ELECTRONICALLY SIGN OFF ON MY USA VOLLEYBALL WAIVER

You will first need a USA Volleyball Membership under your SportsEngine account. If waivers have not already been signed during the membership purchase process follow these steps to complete required waivers.

1. [Sign in](#) to your SportsEngine Account and click the [Household](#) tab.
2. Click on the Profile that needs to sign the Waiver.
3. On the right side of the page, under your *USA Volleyball Membership*, click **View Details**.
4. Click on the name of the membership.
5. Next to the desired waiver, click **Complete Waiver**.

NOTE: Once your Eligibility Requirements are completed they will appear in MySE:

✓ Region Test Membership **ELIGIBLE**
VB Region Demo 3 • Jan 16, 2020 - Jan 16, 2021

Completed Requirements

Region Test Membership
Valid from Jan 17, 2020 - Jan 16, 2021

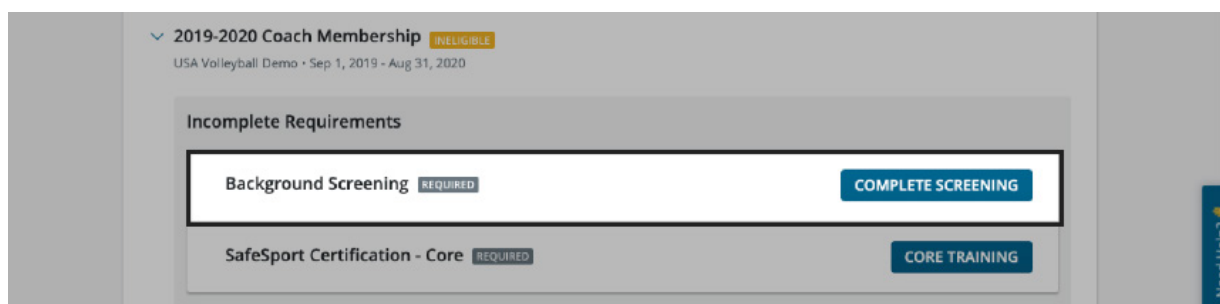
Volleyball Region 1 Waiver
Completed Jan 17, 2020

Staff Eligibility Requirements

HOW TO COMPLETE MY BACKGROUND SCREENING

NOTE: You will first need a USA Volleyball Membership under your SportsEngine account. If you do not have a Membership, you will *not* see this option.

1. [Sign in](#) to your SportsEngine Account and click the [Household](#) tab.
2. Click on the Profile that needs to complete the screening.
3. On the right side of the page, under your *USA Volleyball Membership*, click **View Details**.
4. Click on the name of the membership.
5. Next to *Background Screening*, click **Complete Screening**.
6. Go through and complete the USA Volleyball Background Screening.

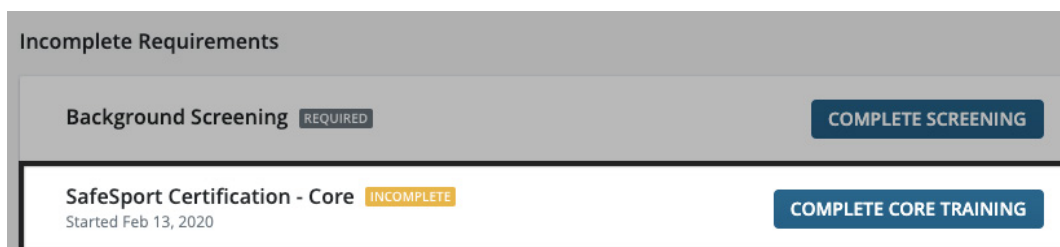


HOW TO COMPLETE MY SAFESPORT CERTIFICATION

NOTE: You will first need a USA Volleyball Staff Membership under your SportsEngine account to see this option.

1. [Sign in](#) to your SportsEngine Account and click the [Household](#) tab.
2. Find the desired profile and click on it.
3. On the right-hand side of the page, under your membership, click **View Details**.
4. Next to *SafeSport Certification*, click **Complete Core Training**.

NOTE: SafeSport certification button will read based upon the actual SafeSport credential needed (Image example: Complete Core Training)



5. Complete the needed SafeSport Certification.

PROOF OF SAFESPORT TRAINING WITH SAFESPORT LOOKUP

With SafeSport Lookup, staff can prove they have their SafeSport Training completed.

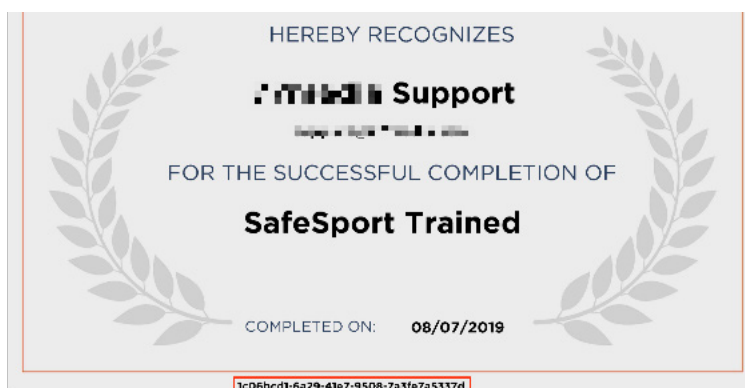
1. Locate eligibility requirements from the “Welcome Email” sent to the address linked to the membership following purchase.
2. Next to SafeSport Training, click **Complete Certification** beneath the incomplete requirements section.



NOTE: SafeSport certification button will read based upon the actual credential needed (ex. Complete Core Training). Eligibility requirements can also be located in MySE [here](#).

3. On the SafeSport landing page, select **Yes, I have completed SafeSport training**.
4. For those entering their SafeSport “Refresher course” proof, you will need to enter the 32 digit completion code that confirms you completed the original “Core” SafeSport training, before entering the refresher course code.
 - Course codes must be entered in the order they were taken.
5. Enter the 32 digit completion code that confirms your most recently completed SafeSport training. Enter the code and click **Continue**.

NOTE: Find the 32 digit completion code at the bottom of your recently completed SafeSport trained certificate, sent via email. Or, access it by signing into SafeSport.

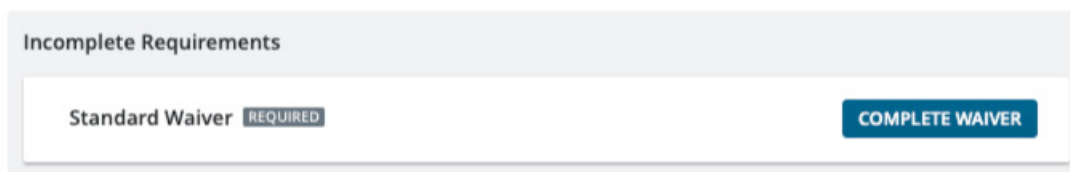


6. Once completed, you will be redirected to your SportsEngine account. Within MySE, it now shows SafeSport Training is complete, and the eligibility has been updated.

HOW CAN I COMPLETE MY WAIVER FOR USAV THROUGH MY SPORTSENGINE ACCOUNT?

NOTE: You will first need a Regional/USAV Membership. If you do not have a membership, you will not see this option.

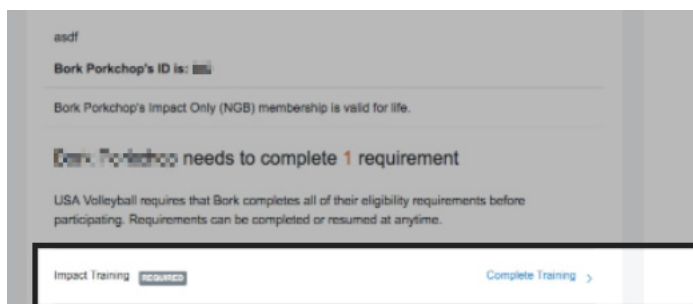
1. [Sign in](#) to your SportsEngine Account and click the **Home** tab.
2. Underneath the Home heading, to the right of the text that reads “You must complete ‘X’ requirements in order to participate in USA Volleyball.” click **Complete Requirements**.
3. Click on the title of the “USA Volleyball Membership.”
4. Complete your requirements.



HOW TO COMPLETE IMPACT TRAINING FOR USA VOLLEYBALL

After purchasing a membership, staff will receive an email with eligibility requirements, including the IMPACT Training. Following membership purchase, member data will be imported to show any active credentials earned in the past.

1. Open the Eligibility email and find IMPACT Training, click **Complete Certification**.
2. The link will redirect to “USAV Academy” where training can be completed.
3. Upon completion, the participant’s eligibility requirements will update to show completion.



Profile Information

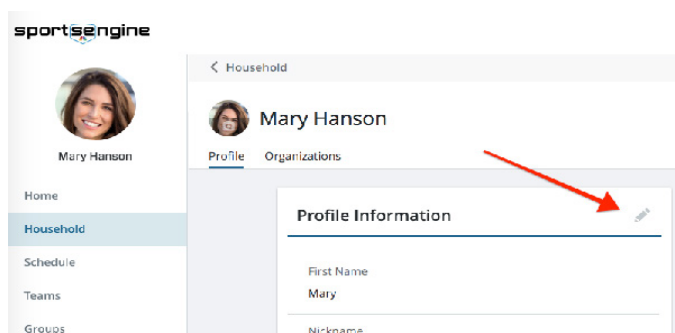
After you claim your SportsEngine Account, you will be in complete control over your profile information. There might be times where you will need to update the date of birth for a player, your home address, or add an email address to receive communications. Be sure to review so that all information is accurate and correct.

NOTE: Required Profile Information fields for USA Volleyball are First Name, Last

Name, Email, Date of Birth, Address 1, City, State/Province, Postal Code, Country.

HOW TO UPDATE PROFILE INFORMATION

1. [Sign in](#) and go to the [Household](#) tab of your user dashboard.
2. Click on the profile that you want to update.
3. To the right of Profile Information, click the **Pencil Icon** to edit.



4. In the relevant field(s), input or change all of your updated information.
5. Scroll down and click **Save**.

NOTE: Messages from teams or groups are sent to both the registered athlete's profile email address and the account owners primary email address.

Additional Help Resources

NEED HELP TAB

The blue Need Help tab is located on all SportsEngine sites. From here, you will be able to access additional help documentation that will help with your SportsEngine Account as well as additional information surrounding USA Volleyball's partnership with SportsEngine.

NOTE: You will need to be logged in to your SportsEngine Account to see the Need Help tab.