



## Step By Step Instructions for a Renewing Adult Regular Membership (Previous USA Volleyball Member)

### Renew Membership/Request a Login

1. **PRINT, READ, AND FOLLOW ALL DIRECTIONS.**
2. Go to the following web address or press on the link:

<https://webpoint.usavolleyball.org/>

3. Enter your username and password then hit "Log In". REMEMBER to use the FORGOT PASSWORD link to the left of the page if you can't remember your username and password. **The information will be sent to the email on file in the system.** Check your junk mail/spam mail box if you do not see the email in your inbox. **If you have changed your email since registering please email [candace@rmrvolleyball.org](mailto:candace@rmrvolleyball.org)**  
*\*\* Note: both of these fields are CASE sensitive.*
4. On the left hand column **Click RENEW MEMBERSHIP.**
5. The system will automatically bring you to "Member Information" be sure to check that all personal information is correct, once you have done this hit the prompt at the bottom of the page that says "Continue". Certain information may only be edited by the Region registrar. If these areas need to be corrected send an email with your name as in the system plus the corrections to [candace@rmrvolleyball.org](mailto:candace@rmrvolleyball.org)
6. You will then go to the next page "Membership Options". **Very important step**, Choose the Junior Club name you will be associated with as a club name. Then hit the "Tab" key. If you are **only** an official please select **ADULT OFFICAL (RMR)** for the club name.
7. You will then need to choose one of the following Membership Types:
  - ◆ Regular Adult (Non-Players, Players, Coaches, Club Directors, Chaperones, and/or Officials)
8. One-Event One-day (this is good for one tournament day during the season, and you will need to upgrade You are now asked to select "Roles" that you want to associate with. Choose **all** that apply, then hit "Submit".
  - ◆ Junior Program Roles-All roles affiliated with a Junior Club/Team require the adult to submit a background screening authorization and requires the USAV Junior Club Personnel Code of Ethics.
    - ◆ Club Director
    - ◆ Coach
    - ◆ Chaperone
    - ◆ Team Representative
  - ◆ Adult Team Roles
    - ◆ Player
    - ◆ Coach
    - ◆ Team Representative
  - ◆ Unaffiliated Individual Roles
    - ◆ I am an Unaffiliated Adult
    - ◆ I am interested in officiating Adult Tournaments
    - ◆ I am interested in officiating Junior Tournaments-**requires background screening**
    - ◆ I am interested in directing Adult Tournaments
    - ◆ I am interested in directing Junior Tournaments- **requires background screening**
    - ◆ I am a PAVO official
9. The "Confirm" page will then ask if the information is correct. If something needs to be corrected hit the "Edit" button next to the section.

10. Fill out the Payment Information section, ONLY VISA AND MASTERCARD are ACCEPTED, **YOU MUST PAY AT THE TIME OF REGISTRATION.**
11. Scroll to the bottom of the page and open the **USAV Waiver & Release Liability** and read ALL the information, close the document and check the box on the "Confirm" page. Then open then **USAV Participant Code of Ethics** and read ALL the information, close the document and check the box on the "Confirm" page. If applicable open the **USAV Junior Club Personnel Code of Ethics** and read ALL the information, close the document and check the box on the "Confirm" page.
12. Read the **Use Agreement** then check the box.
13. For verification purposes you MUST enter your driver's license.
14. Once all the information is correct, go to the bottom of the page and hit the "I agree" check box. Then hit the "Confirm" prompt, and then you will be asked "Are you sure you want to submit your application". If you want to submit your information, respond by hitting "OK".
15. The next page will state "Your Membership APPLICATION has been successfully submitted." Press "OK" to continue.
16. Once you have completed the online registration process, including the acceptance of the online signature for the Waiver & Release of Liability Statement, Print Member Confirmation Page, which has your membership card at the bottom. **THE MEMBERSHIP CARD IS PROOF YOU ARE A CURRENT MEMBER OF THE 2016-2017 SEASON.**
17. If you need to update any of your personal information all you need to do is Login at <https://webpoint.usavolleyball.org/>, then "My Information" and change your information.

**If you are having problems and need assistance with the online system contact the help desk line at (303) 264-9136 Monday thru Friday 9am-5pm**