

Hi Region leaders,

This is a link to our first Club Administrator – SportsEngine Playbook:

<https://usavolley.sharepoint.com/:b:/s/RegionsServicesCrew/ETVUdV6HjBdPgVTcVdJtnAQBeHW5z74cnLdnmJsilVtcqw>

This document is intended to walk club directors through the basics of getting started in the Member Management System and completing important tasks in the system. While the playbook was curated for club admins, this is a tool Region staff may find helpful as well. The document contains active links, so is not intended for use in print.

This playbook includes:

- Links to instructional videos on each topic
- Directions for major club director processes in SportsEngine
- Directions to share with coaches and parents for commonly asked SportsEngine questions

We've also developed a video playlist for the Club Administrator Playbook as well: https://www.youtube.com/playlist?list=PL2Eg5BbhX2CH1pvFY_FtS41wyEynrHSPR

Feel free to share with your club admins as appropriate! If you notice any mistakes or things you think we should add, we'd love your feedback on how to improve the playbook in the future.

Good luck as you start the 2023-24 season!

Thank you,
Chrissy

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