



# 2020-2021 USAV/CHRVA MEMBER MANAGEMENT SYSTEM

## CHESAPEAKE REGION

### OVERVIEW

On September 1st of 2020, USA Volleyball (USAV) and the Chesapeake Region (CHRVA) will transition to a new Membership Management System (MMS) administered by SportsEngine. The tool for managing the registrations is referred to as SportsEngine HQ. This system is referred to as the USA Volleyball Member Management System (USAV MMS) and will be used future seasons beginning on September 1st, 2020.

All clubs will have access to, and must use, SportsEngine HQ to manage their clubs for future Chesapeake Region and USA Volleyball seasons. There is a FREE version and a PREMIUM version of SportsEngine HQ. The FREE version is all that is necessary – clubs do not have to purchase the PREMIUM version. Webpoint will no longer be in use starting 9/1/2020 although “view” access in Webpoint is still available through October.

All clubs receive access to the FREE SportsEngine HQ version.

**CLUB DIRECTORS - Although the PREMIUM version has more features, it is not required to perform the functions necessary manage registrations. This FREE version is available and sufficient to manage club and USAV/CHRVA registrations.**

### MEMBER ACCOUNT CREATION & MEMBERSHIP PURCHASE

Individuals need to purchase a membership from the Region website. To begin the purchase process, he/she needs to create a free SportsEngine account or login to their existing SportsEngine account (they may have one through other sports organizations or previous clubs that use SportsEngine). [Click here](#) for an overview of this process.

SportsEngine allows for family accounts so the account holder must be an adult. Children may each have their own profile in the family account. This means one login per family!

Clubs are also able to purchase membership on behalf of their staff and coaches within the system.

**Please do not begin to register as a member until Sept 1 as this new MMS will not accept registrations until then.**



## **MEMBERSHIP PURCHASES**

The process of purchasing memberships will look a little different. To start, go to Chesapeake Region website and click on the MEMBERSHIP link at the top of the home page. There you will be presented with membership options for purchase. When you get to the checkout page, you will see two “transactions” that equal the total membership price. One transaction represents the fees going to the Chesapeake Region, and the other represents the fees going to USA Volleyball. This is different than in the past. Don't be confused. You will still be charged the appropriate amount for the season and you will see an itemized breakdown of the transaction. Additionally, you will also see two separate charges (totaling the amount of your membership) on your credit card statement.

After a membership is purchased, you will receive an email outlining any additional steps necessary to become eligible to participate. This may include a background screening, SafeSport certification, etc. Your MMS account will also show these steps.

**Please do not begin to register as a member until Sept 1 as this new MMS will not accept registrations until then.**

## **CLUB SELECTION**

When a membership is purchased, an individual member will not have the option of associating themselves with a club. Instead, the club must send an invitation to the individual who must accept. The individual must be listed within the club's member directory for a club to send a club invitation. The club must follow all region policies and guidelines.

An individual must have a membership before accepting this invitation. If a club sends an invitation to someone without a current membership, the individual will be directed to purchase a membership before the association is complete.



## **BACKGROUND SCREENING**

Background screenings are a separate purchase that is completed after a membership purchase. By hitting the link “COMPLETE SCREENING” from the confirmation email or the MMS account, the member will be directed to complete the background screening process. Background screening fees are \$30 for two years which includes a supplemental screening prior to the second season. Please note this cost is not paid to the Chesapeake Region and our Region does not collect any money from background screen fees.

## **SAFESPORT TRAINING**

Similar to completing the background screening process, by hitting the link, “COMPLETE SAFESPORT” from the confirmation email or MMS account, the member will be directed to complete SafeSport training. The system automatically loads the correct course (either the SafeSport Core Course or. Refresher Course)

Juniors who are 18, or who will turn 18 during the season, will be able to select a membership with SafeSport training as a requirement. They will receive the link to complete SafeSport in their confirmation email or access the link from their MMS account.

## **USAV ACADEMY (LMS)**

USA Volleyball will be utilizing a new Learning Management System (LMS). Users will access the LMS through their SportsEngine account to complete necessary coursework (ex: junior officials or scorekeeper training). The registration process for completing this coursework is streamlined for ease of use. More on this is forthcoming.

## **AES INTEGRATION**

The USAV MMS is integrated with AES. Rosters that are created in the USAV MMS can be imported into AES as a default roster. You can then use that default roster to register for USAV events.



## COMPLETING ELIGIBILITY REQUIREMENTS

All individuals have an eligibility status. An individual who have met all requirements appears as ELIGIBLE. Once a membership is purchased, that individual will receive an eligibility email outlining all requirements they still need to meet and will clearly see in their account that there are remaining requirements to be met and a link to where they can complete those obligations. See the following example of how it may look:

### Welcome to Badger Region Volleyball

It's great to have you on the court and thank you for being a part of Badger Region Volleyball.

Whether you are just learning to bump or mastering your skills, enjoy creating memories with your friends that will last a lifetime!

Best wishes for a tremendous volleyball season!

<firstname lastname>'s ID is: 0123456

<firstname>'s <membership name> is valid from <date> to <date>.

### You need to complete 2 requirements

Badger Region requires that <firstname> completes all of their eligibility requirements before participating. Requirements can be completed or resumed at anytime.

Background Screening **REQUIRED**

[Complete Screening >](#)

Sideline Sports Certification **REQUIRED**

[Complete Certification >](#)

[View My Membership](#)



## **CLUB ADMINISTRATION PREPARATION**

The new system will not be officially active until September 1st, but there are some simple on-boarding steps clubs need to complete prior to that date. Clubs will receive instructions on how to begin the setup process and transition to the new system. The instructions will ask clubs to "claim" their SportsEngine HQ, which will allow them to access the system.

If you want to get an early start you can follow these steps:

- Please try logging [here](#). If the top left of your SportsEngine control panel shows "SPORTSENGINE HQ" you're all set.
- If the SportsEngine control panel does not have the "HQ" designation next to the word SportsEngine, search for your organization and claim it [here](#).
- For additional help setting up your account, contact [office@chravvb.org](mailto:office@chravvb.org). They will assist in helping make sure your SportsEngine HQ is properly set up for the season.

If you receive a communication from SportsEngine or USAV, and you are not sure if it's a legitimate message, please forward it to our office and we can advise you further.

## **LEARNING THE NEW SYSTEM – Club Administrators**

Once you claim your SportsEngine HQ, you will have access to step by step articles and videos on the functionality of the system. You will need to login to your SportsEngine account in order to view articles and videos.

## **CONNECTING YOUR CLUB TO CHRVA – Club Administrators**

Clubs will have the ability to designate administrators within their SportsEngine HQ account to help manage memberships and rosters (similar to the "Club Admin" functionality in Webpoint). All administrators in the USAV MMS must be USAV members, background screened, and SafeSport certified. USAV and the Chesapeake Region will be monitoring compliance with this policy.

Clubs are required to give the CHRVA Region access to the USAV membership portion of their club's SportsEngine HQ. This is done by setting a permission on the club's administrators account. Instructions to do this can be found by [clicking here](#).



## ***CLUB'S MEMBER DIRECTORY – Club Administrators***

The member directory is a free tool clubs have access to within SportsEngine HQ. Although the name is tricky, this area is not just for individuals with a purchased membership. This area is more like a phone book of individuals that have interacted with a club. If you use any of SportsEngine's other tools, you may have individuals already in your directory (ex: you use SportsEngine registration tools or a SportsEngine website).

Individuals can be added to a club's member directory manually by entering an individual's information or through a file upload. Individuals will need to be in a club's directory before the club can complete other tasks like club association.

Clubs can also use the directory to create groups of people and easily message them from the system!

## ***DATA MIGRATION***

Pertinent data from the Webpoint system will be migrated to the new MMS. When purchasing a membership, the system searches Webpoint for a match on the **Name, DOB, and Zip Code** and if a match is found, data migration will happen automatically.

Please encourage your athletes, coaches, and staff to use the same Name, DOB and Zip Code when purchasing a membership in the new system. This is especially important for adults who have current credentials (background screens, SafeSport, IMPACT, etc.). This will ensure those items are migrated into the new system.