**“How to Guides” for Membership Registration System (MRS)**

1. **New Member Registration**

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| **“How To” Steps** | **Screenshots** |
| **Go to** [**mrs.ontariovolleyball.org**](mrs.ontariovolleyball.org) |  |
| **Select ‘New user? Sign up here.’** |  |
| **Enter the new member information (first name, last name, email address)** |  |
| **Click the reCAPTCHA box to verify the robot check** |  |
| **Click Register** |  |
| **Member should receive an email from OVA MRS – Email Address Confirmation with a link to verify the account** |  |
| **Click the link to verify the account** |  |
| **Fill out the required information needed to create the profile in the registration system (username, password, first name, last name, birthdate, gender, security question/answer, phone number, address, city, postal code, PTA, region, province, emergency contact information)** | A screenshot of a cell phone  Description automatically generated |
| **Agree to the terms and conditions, waiver and click register** |  |
| **Select the appropriate role(s) from the list by checking the box(es)**  **Select the appropriate role(s) from the list by checking the box(es)** |  |
|  |
| **Click Next** |  |
| **Fill out the required information for the Screening documents** |  |
| **Agree to the Privacy Statement and Certification and click ‘Next’** |  |
| **Enter credit card information and click ‘validate card’** |  |
| **Select ‘Place Order’** |  |
| **Review the completed order and the receipt.**  **Click ‘Continue’** |  |
| **Congratulations! You are now registered as a member of the Ontario Volleyball Association Membership Registration System.   The selected role(s) will appear on the home page under ‘My Organizations’** |  |