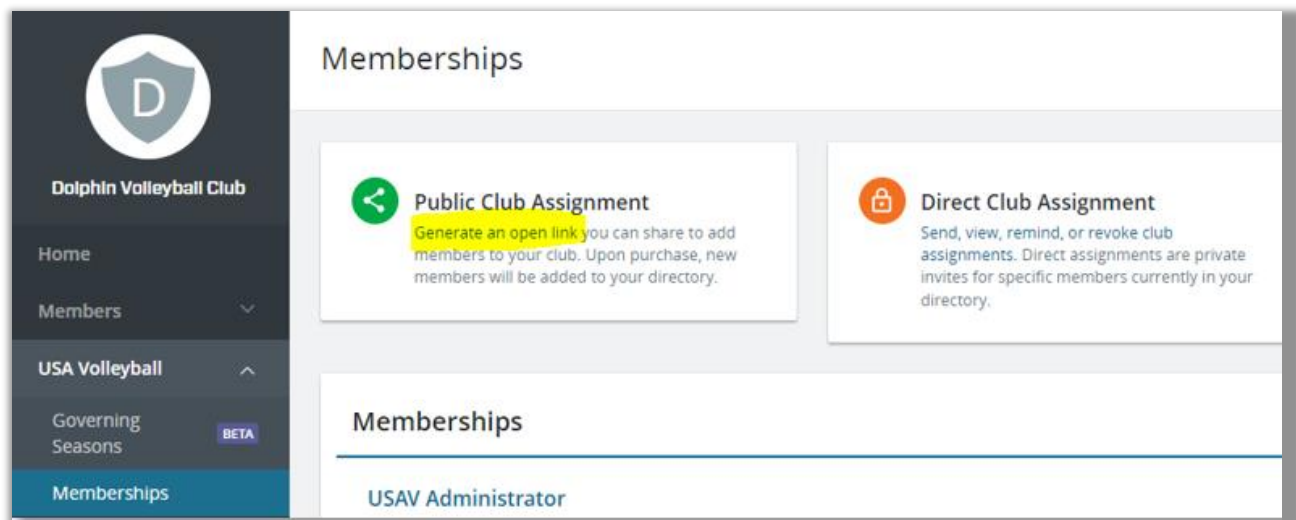# Membership Purchase & Club Assignment

Tryout and membership assignment policies differ by Region, please be familiar with your Region's policies and procedures before taking any of the steps below.

Athletes and staff need a valid Region membership affiliated with your club in order to be rostered and participate. Once you know which staff and athletes will be participating with your club this season and your Region has opened its memberships for purchase, send the public club assignment link to those participants. This will allow your participants to purchase a membership in your Region and be assigned to your club in a single process.

Send Your Club Assignment Link

1. From the left navigation menu of your SportsEngine HQ, click **USA Volleyball > Memberships.**
2. On the Memberships page, click "*generate an open link*" under **Public Club Assignment.**

3. A link is generated that can be copied and shared to your participants through email or your messaging tool.
4. The system determines the appropriate Region membership based on their profile and the data provided.

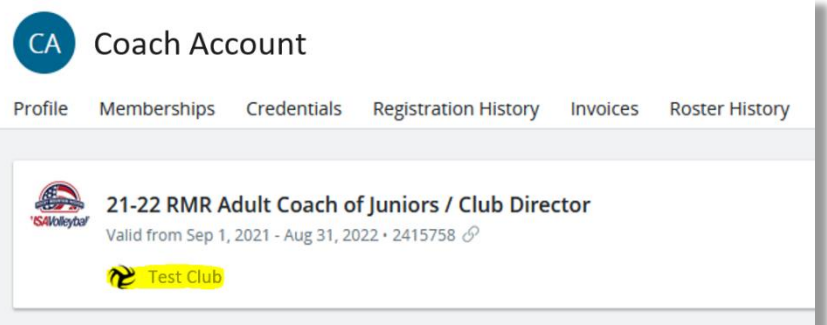**Club Assignments Resources**

Resources For Club Directors:
[How to Send Club Assignment Requests](#)

Resources For Members:
[Accepting Invitations, Club Assignments & Purchasing Memberships](#)
[Printing Membership Cards](#)
[How to Add Digital Membership Cards to a Phone Wallet](#)

Where Do I Go For More Help?
[Look For The Blue "Need Help" Tab in SportsEngine](#)
[USA Volleyball- How to Start a Conversation with Customer Success](#)

Membership Eligibility

Members must complete eligibility requirements before they can participate. These requirements depend on the membership and roster role and could include: participation waivers, SafeSport Training, background check and IMPACT Training

Once your participants purchase their membership, they may still have eligibility requirements to complete. You can REMIND your club's coaches and athletes about requirements through HQ at any time. **Eligibility requirements can be accessed through a member's SPORTSENGINE ACCOUNT**.

Eligibility Resources

Resources For Club Directors:
How to Check Player/Staff Eligibility
How to Send Eligibility Reminders
How to Filter an Individual's
Eligibility Credentials

Resources For Members:
How Can I Access My Eligibility Requirements Through My SportsEngine Account?
How to Electronically Sign off on a Waiver Through My SportsEngine Account?
How to Complete My Background Screening From My SportsEngine Account?
How to Complete My SafeSport Certification From My SportsEngine Account?
How to Complete IMPACT Certification for USA Volleyball

Where Do I Go For More Help?
Look For The Blue "Need Help" Tab in SportsEngine
USA Volleyball- How to Start a Conversation with Customer Success

Additional Requirements
Your region may have additional training that is required for coaches/athletes (examples: referee/scorekeeper/line judge training). These requirements do not affect an individual's eligibility status but may be required for a roster. These types of training are completed in the USAV Academy.

Academy Resources For Members:
How to Access the USAV Academy
I Received an Error Message When Access USAV Academy- Help!
How to View my USA Volleyball Membership and Credentials

Where Do Members Go For More Help?
USA Volleyball Academy Help Desk

Rostering

Team rosters can be built in the Governing Season area of your SportsEngine HQ to ensure they meet USA Volleyball/Region requirements.

1. **Build rosters under the [Governing Seasons](#) tab.**
   - If your club pays for other SportsEngine tools, you will use the SE Sync method.
   - If your club does not pay for premium tools you can build your rosters manually or using a CSV file upload.
   - USA Volleyball does not recommend the "copy teams" functionality unless the age group and members of the team will remain the same.
2. **Members should display as approved on the roster if:**
   - They have the correct Region membership for the roster role (coach, athlete, manager, etc)
   - Their membership is eligible and assigned to your club
   - They meet Region age requirements for the team position
   - They are assigned to only one team
3. **If all members placed on a team roster are approve for the team, the team roster status will show "done".**
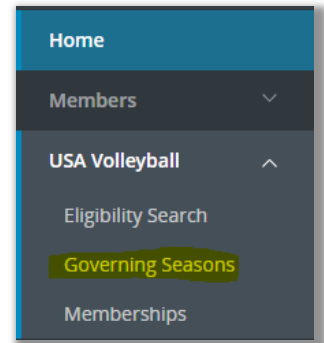
Team Name ▲	Governing Division ⇕	Team Rank	Approved Staff	Approved Active Athletes	Team Roster Status	Actions
ESVC 12 BLACK G12ESVBC1GC	Girls 12's	1	2 of 2	12 of 12	DONE	Print Roster | More ▾
ESVC 12 BLUE G12ESVBC2GC	Girls 12's	2	2 of 2	10 of 10	DONE	Print Roster | More ▾

Rostering Notes:
- Your Region may have additional requirements for staff and players on the roster (examples: officiating/scorekeeping/line judge training). Check the credentials on your printed roster to ensure compliance with Region policy.
- You may need to transfer or build your roster in other event systems to enter some USA Volleyball events (AES, TM2Sign, SportWrench, etc.)

Resources For Club Directors:
[Getting Started with Governing Season](#)
[How to View Team Roster Approvals](#)
[How to Share a Roster/Pair a Team with AES](#)

Where Do I Go For More Help?
[Look For The Blue "Need Help" Tab in SportsEngine](#)
[USA Volleyball- How to Start a Conversation with Customer Success](#)

Additional Training and Resources

Use the **Need Help? 👆** within your HQ to search and navigate to articles, videos and support channels.