

Rocky Mountain Region – USA Volleyball Online Commitment System (OCS) USER MANUAL



The **Online Commitment System (OCS)** shall be used to ensure the offer and acceptance by both the Club & Athlete. OCS will provide team status of athletes so that clubs can ensure they are not in violation of the Rocky Mountain Region Offer & Acceptance Policy as defined by the Girls Junior Committee.

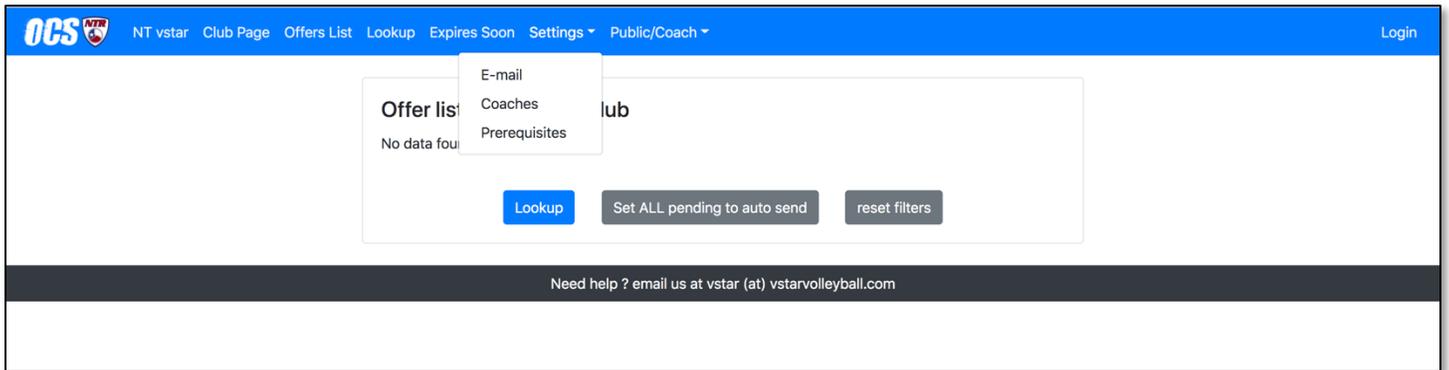
To login to OCS, go to:

<https://rmr.vstarvolleyball.com/intranet/logon.php>

On the top right, click the login button and select Club Director. Your username and password are set as your club's 5-digit club code (ALL CAPS). You can change your username and/or password once you login and click on your club's 5-digit club code on the top right.

Once you have logged in, click Admin in the top right, then OCS in the drop down. This will get you to your club's OCS where you can add teams, control your settings, manage players and offers.

Step #1: Settings



Email

In the **Settings > Email** tab, clubs can decide what automatically generated emails they want to receive from OCS. These emails are generated from a status change of an athlete to whom you have (or had) an offer out.

A screenshot of the 'OCS Settings' page. At the top, it says 'OCS Settings'. Below that is 'OCS E-mail:' followed by a text input field with the placeholder 'Enter email'. A small note below the field says 'If left empty, your primary club admin email will be used.' Underneath is the heading 'Select which status changes you want to get email for' followed by a list of checkboxes: 'Parent Accepts offer', 'Parent Declines offer', 'Parent clicked Wrong Player', 'Batch job for expired and lapsed', 'Batch job for auto send', 'Another club Confirmed a player you have offered', and 'Another club Released a player you have offered'. At the bottom are two buttons: 'Save' (blue) and 'Cancel/Back' (grey).

Coaches

In the **Settings > Coaches** tab, clubs may add as many coaches as they want to allow access to the OCS. You will provide their email and a password.

A screenshot of the 'Coaches' tab in the OCS settings. It shows a table with three columns: 'Name', 'Email', and 'Phone'. There are two rows of coaches listed. The first row is 'Coach 1' with email 'coach@email.com' and a red trash icon. The second row is 'Coach 2' with email 'coach2@email.com' and a red trash icon. Below the table are two buttons: 'Add Coach' (blue) and 'Back' (grey).

Coaches may do the following:

- Search all athletes in OCS and view their status
- Add a player to a team with a status of 'pending' (Coaches login will NOT send offers to athletes, Club Director action required before an offer will be sent)

Prerequisites

In the **Settings > Prerequisites** tab, club directors can set up *email offer messages* to athletes. Club Directors will later choose which message to send with each offer from a dropdown.

Offer Prerequisite messages

Your Prerequisite messages should contain information (or a link) to your Terms of the Club/Athlete Agreement, Club Costs/Fees for the year, and how to Make Initial Installment Payment. The Template Message is a good start and contain links for those three pieces of information. Please view the following links that provide you with more information for each topic.

[Terms of the Club/Athlete Agreement](#)
[Club Costs/Fees](#)
[Make Initial Installment Payment](#)

No Offer pre-req message message defined yet

[Add message](#) [Add from Template](#)

Need help ? email us at vstar (at) vstarvolleyball.com

In a prerequisite email message, clubs should include all of the following (in the screenshot above the links in blue are *samples only*):

- Welcome statement
- Link to club / athlete agreement
- Link to initial payment site or instructions
- Link to Club fees / dues
- Club information you wish to provide to them

Click **Add Message** for a blank email message, click **Add from Template** for a pre-worded email message you can customize.

Add Prerequisite message

Message Title:

Text:

[Insert](#) [Cancel/Back](#)

Add message from Template

Message Title:

Text:

Congratulations on your offer as we would like to welcome you to our club. We are excited to offer you the team referenced above. Below is additional information about the club, the cost associated with this team, the Club/Player agreement, and the link to make the first initial payment.

In order to accepted this offer, you will need for follow the three (3) steps below within 48 hours per NTR-USAV Policy.

1. Click on the "Accept" button ON THE BOTTOM OF THIS PAGE (you must view the NTR Terms of Acceptance to activate the "Accept" button)
2. View & Sign the Terms of the Club/Athlete Agreement - [Link to Club/Athlete Agreement](#)

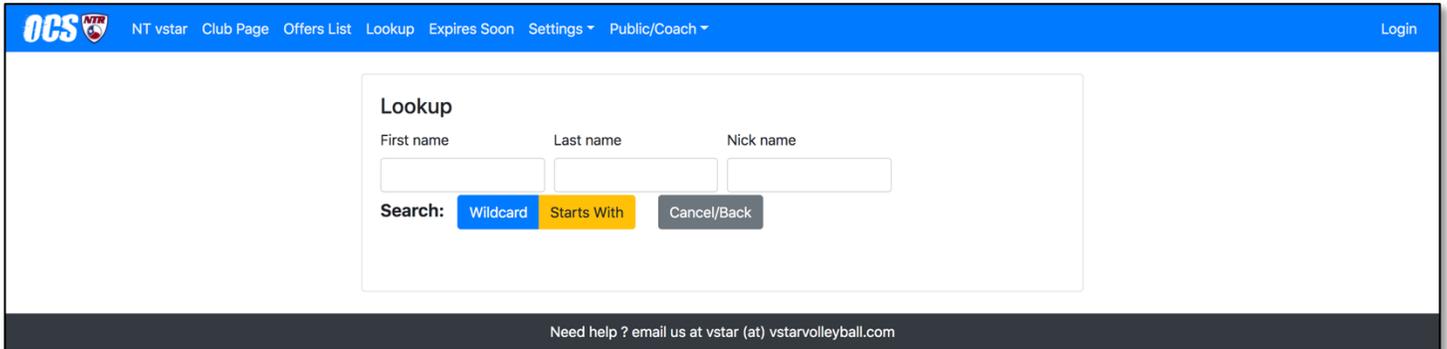
Before you insert, please make sure you have updated the links in the Sample Prerequisite message.

[Insert](#) [Cancel/Back](#)

Step #2: Lookup + adding players to Offer List

(available from both the club director & coach login)

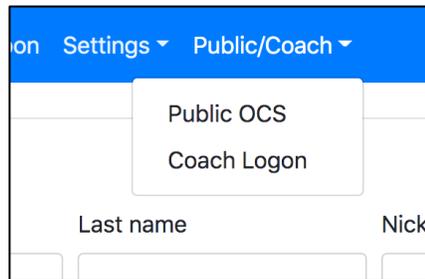
All North Texas Region - USA Volleyball players from previous years will be in Lookup. This database will allow you view if a player has accepted an offer with another club.



The screenshot shows the OCS Lookup interface. At the top, there is a blue navigation bar with the OCS logo and menu items: NT vstar, Club Page, Offers List, Lookup, Expires Soon, Settings, and Public/Coach. A Login link is in the top right corner. The main content area is titled "Lookup" and contains three input fields for "First name", "Last name", and "Nick name". Below these fields are three buttons: "Search:" (blue), "Wildcard" (yellow), "Starts With" (orange), and "Cancel/Back" (grey). At the bottom of the page, there is a footer that says "Need help ? email us at vstar (at) vstarvolleyball.com".

What if a player is not in the OCS database?

Clubs that do not find a particular player in Lookup should advise the parent / guardian of the player to add their athlete via the **Add My Player** link under **Public/Coach > Public OCS** tab or by using the direct link https://ntr.vstarvolleyball.com/ocs/add_player.php



Parents can also find the Public OCS link on the North Texas Region website.

www.ntrvolleyball.net – **More** tab in menu > **Online Commitment System (OCS)**



Once an athlete is located via Lookup, you will be able to tell whether or not that player is available or has accepted an offer from another club. If a green **Y** appears, they are available to send an offer. If a red **N** appears, they are not available to send an offer:

Lookup

First name Last name Nick name

Search: Wildcard Starts With Cancel/Back

| Player | DoB | Age | source | GradYear | City | Avail. | team |
|-------------------------|------------|-----|--------|----------|-------|--------|--|
| PLAYER North Texas | 01/02/2007 | 14 | | 2025 | Allen | Y | Sample 16 National pending |
| PLAYER North Texas | 04/13/2005 | 16 | usav | 2023 | Allen | Y | add |
| Test Player North Texas | 04/13/2005 | 16 | usav | 0000 | Allen | Y | add |

If a player is available, click the blue **add*** button next to their name. From the dropdown box select team, message, and deadline. Add the parent email and click **Submit**. This will add the player to your **Offers List** under a “pending” status.

Add Player via Lookup

Player Info

Player Name: Test Player North Texas

DoB: 04/13/2005
Age on 7/1: 16, Allowed Team age: 17

Graduation Year: 0000

Team:

Message:

Deadline:

Parent Contact Info

City: Allen

Zipcode: 75002

Parent E-mail:

Submit
Back
Offers

Team: These selections are generated from the teams you created in your Club Home Screen in VStar.

Message: These selections are generated from the messages you created in the Prerequisites.

Deadline: You can select a time frame for the parent / guardian to accept the offer.

Club Directors and Coaches can begin **adding players to the Offers List before the Acceptance Date. OCS will not allow an offer or emails to be sent to players until the appropriate date.*

Step #3: Managing the Offer List

(available from club director login only)

The **Offers List** page is the main workspace for club directors to manage their offers. Once a player is added to the Offers List their status will automatically be set to “pending”.

You can filter the list of players by team or by status by using the dropdown’s underneath the category.

Offer list, NT Sample Club

Lookup

Search:

| Player | Parent email | Prereq. | Team | Deadline | Status | Hist. | Action |
|--------------------|--------------------|-----------------|--------------------|----------|---------|-------|--------|
| PLAYER North Texas | sampleemail@ema... | Sample Club ... | Sample 16 National | 24 hours | pending | | |

Showing 1 to 1 of 1 entries

Previous Next

Lookup Set ALL pending to auto send reset filters

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From the Offers List page, club directors will be able to perform the following actions:

- Email Offer Now
- Set Offer to “auto send” on the Acceptance Date
- Change status to “don’t send’ or “pending”

Action Descriptions

| Icon | Description |
|------|--|
| | confirm offer |
| | set status to “pending” |
| | email offer message now |
| | set status to “auto send” |
| | set status to “don’t offer” |
| | set status to “pending” from “auto send” |
| | re-send email offer message |
| | view offer message history |

Status Descriptions

| Status | Description |
|---------------------|--|
| pending | a player has been added to Offers List but has not been sent an offer message |
| auto send | <ul style="list-style-type: none"> an offer message will be automatically be set to send to a parent / guardian if it is BEFORE the Offer and Acceptance date an offer message will automatically send to parent / guardian if the date is on or AFTER the Offer and Acceptance date |
| don't offer | player is still on Offers List, but an offer message will not be sent (this is used when an athlete has been added to the Offers List, but the club decides to offer) |
| sent | offer message sent but not viewed, offer <i>deadline that you selected</i> begins |
| viewed | offer message sent & viewed |
| wrong person | Parent / guardian clicks "wrong person" (the club director may resend offer message) |
| accepted | offer accepted, 48-hour clock for club director to "confirm" begins. If not confirmed, the status will switch to "lapsed" |
| expired | offer sent or viewed, but neither accepted nor declined |
| lapsed | offer was accepted but, the 48-hour deadline to confirm has passed (a club director can still "confirm" but other clubs will be able to send offer messages) |
| confirmed | club director has confirmed that all prerequisites have been met and clicks the "confirm" icon |
| Other Club | player accepts an offer from another club |

Clubs will NOT be allowed to change any offer message (team, message, deadline) while the offer status is **sent, viewed, accepted, or confirmed**. Clubs are able to send the same offer to a different email address in case the first email did not go through.

FAQ's

What if a Club wants to upgrade an offer from a lower team to a higher team?

The parent / guardian will need to decline the offer. Set the status of the player to “pending” in the Offers List. Click the player’s name and revise the offer message. Send the email message with the new offer.

If the parent has already accepted the offer, you’ll need to contact the North Texas Region office via email, the parent will need to be copied on the email thread. Upon confirmation from the club director and the parent via email, the region will release the player in OCS and the club director can follow the steps above.

What if the Athlete/Family does not receive the email offer?

The parent / guardian will need to visit the [Public OCS](#) site and select the **Verify E-mail** link to assure you have an email is confirmed to work with OCS. As long as the offer has not been “viewed,” you can “resend offer.” Click the resend icon and the new parent / guardian email. **Please note: the deadline clock does not reset when you resend an offer message.**

Once a player accepts their offer, club directors have 48 hours to “confirm” the offer. Why?

When a player accepts an offer, the 48 hours is to give time for the parent / guardian to sign an agreement with the club and make the club’s initial payment. If a club director confirms a player without these considerations, it is at the club’s own risk.

What can Parents do in advance to make sure they will receive their offer from the OCS?

The parent / guardian will need to visit the [Public OCS](#) site and select the **Verify E-mail** tab to assure you have an email is confirmed to work with OCS.

If the athlete played last year, they should be in the system. The parent / guardian can make sure by selecting the **Add My Player** tab and entering the information. If a player is in OCS it will appear:

If you found your player in the list below, no further action is needed, please confirm...

| Player | DoB | GradYear | City | Zipcode |
|-------------------------|------------|----------|-------|---------|
| Test Player North Texas | 04/13/2005 | 0000 | Allen | 75002 |
| PLAYER North Texas | 04/13/2005 | 2023 | Allen | 75002 |

[Found my player](#) [My player is NOT in the list](#) [Cancel/Back](#)

If a player does not show up, continue with **Add my Player:**

Add player to OCS

Player Info

First Name:

Last name: north texas

DoB: 4/13/2005

Graduation Year:

Parent Contact Info

Parent E-mail:

City:

Zipcode:

I'm not a robot 

[Submit](#) [Cancel/Back](#)