

2020-21 GOVERNING SEASON CLUB ADMIN CHECKLIST PHASE 6

☐ **Video – Adding/Importing People to Your Club’s HQ Member Directory**

Whether adding one person, a few people, or last year’s club participant, this video will walk your club administrator through the process.

Important Notes:

- Phase 5 went through the step of exporting a club’s participants from the 2019-2020 season. Recommendation to import the information into your club’s HQ member directory.
- COUNTRY REQUIRED – if adding a participant’s physical address as of 9/16/2020. Use **US** for United States
- Adding Participants to a club’s HQ member directory is a **Required Step** – before a club participant can be invited to be affiliated with your club
- To view video - [CLICK HERE.](#)

☐ **Video – Assign Club Administrative Roles –**

"Roles" are named permission sets that can be assigned to your club’s staff members Clubs can designate administrators within HQ to help manage memberships and rosters (similar to the "Club Admin" functionality in Webpoint). Before granting a user an admin role they **MUST**:

- Hold a valid USAV Membership
- Have a passed Background Screen
- Be SafeSport Certified
- USAV and your Region will be monitoring compliance with this policy.

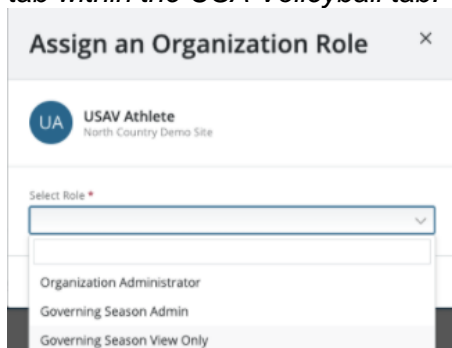
Assign Roles - [CLICK HERE](#) to view video

- [Sign in](#) to "SportsEngine HQ."
- Click on the **Members** tab then choose **Directory**.
- Search for the person that you want to assign a role to and click into their profile.
- Choose the **Roles** sub-tab.
- Under Organizations Roles, click **Assign Role**.
- In the middle of the screen, under Assign an Organization Role, click the down arrow next to Select Role.
- Choose a role.

Organization Role: Has access to all tools located in SportsEngine HQ.

Governing Season Admin: Only has access to the Governing Seasons sub-tab within the USA Volleyball tab.

Governing Season View Only: Only has access to view the Governing Season sub-tab within the USA Volleyball tab.



- Click **SAVE**