

2010 REGISTRATION PROCESS/WEBPOINT FAQ'S

1. Establish/renew your personal membership on Webpoint. Directions are found on the Forms page of the website. USAV will be sending an e-mail to all of last year's members that contains their Webpoint usernames and passwords. **If you don't know your username and/or password, you can also contact the office.**
2. Notify the region office (april@evergreenregion.org) that you will be running a club this season and that you have renewed/registered on Webpoint. Even if your club was in existence last season, the following information is still necessary to update our records and establish your Club Management access on Webpoint:
 - a. **Club name**
 - b. **Club director name** (and anyone else that you would like to have access to the club management portion of your Webpoint club account) ****THIS IS THE MAIN POINT OF CONTACT AND IS THE PERSON RESPONSIBLE FOR ALL ASPECTS OF THE CLUB'S REQUIRED DUTIES AS PART OF THE REGION****
 - c. **Club address** (this is where any correspondence from the region will be mailed)
 - d. **Club phone number** (this is posted on the region website as the contact information for anyone seeking information about your club)
 - e. **Club e-mail** (this is posted on the website for anyone seeking information about your club AND is used as the region's main contact mechanism (i.e. distribution list) for disseminating information throughout the season)

****Until the above information is received, your club management access will not be activated for the current season!****
3. Once your personal membership has been renewed and you have notified the office so that we can grant you access, go to the "Club Management" section of your account (on the left tool bar) and click on "My Club" and make sure all information is up-to-date on the "Main Info" tab.

Cutting Edge VBC (Club ID: 119130)

Main Info Club Members Teams

Maintain the club address, phone number, fax number, email and website here. This information will be used as the primary contact information for the club and may be posted on the region website. The text box fields can be updated at any time. All other fields are READ ONLY and can only be changed by a Region Administrator.

Region ID/Code:	25956 / EV	* Club Status:	Active
* Club ID:	119130	* Club Director:	April Stark
* Club Code:	CEDGE	Reg. Club Tracking Code:	
* Club Name:	Cutting Edge VBC	Phone:	<input type="text" value="509-993-3482"/>
* Address:	<input type="text" value="609 Irene Pl"/>	Fax:	<input type="text"/>
Address 2:	<input type="text"/>	* Email:	<input type="text" value="april@evergreenregion.org"/>
* City:	<input type="text" value="Cheney"/>	Web Address:	<input type="text"/>
* State:	Washington	Club Type(s):	<input checked="" type="checkbox"/> Junior - Girls <input type="checkbox"/> Adult - Co-Ed <input type="checkbox"/> Adult - Men
* Zip:	<input type="text" value="99004"/> - <input type="text" value="2331"/>	Club Designation(s):	<input checked="" type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
* Country:	United States		

Update Organization

4. As your members start renewing/establishing their memberships, you will be able to click on the “Club Members” tab and view which members have completed the process. There are 4 tabs under the “Club Management” section – **Current Members** (ones that have registered AND paid), **Lapsed Members** (ones that were in your club last season and have not renewed), ***UNPAID MEMBERSHIPS*** (ones that have registered during this season and for which you will be sending payment--**this is the section you will print the screens from and mail to the office**), and **Pending Members** (members with issues—Webpoint still is having problems with this section, so there is usually nothing listed here. Sometimes, coaches that are still missing ref/score certification, IMPACT certification, or background clearance show up here).
5. If you do NOT see members that should be listed in your **UNPAID MEMBERSHIPS** tab, it means that that have not yet completed the process, they chose the wrong club when they registered, OR they still have not switched their club affiliation from “UNDECIDED” to **your** club after they committed to play with you. Remind them that IF they pre-registered and chose UNDECIDED as their club, they need to log back in to Webpoint and **switch their club to yours**—once they choose a club besides UNDECIDED, they cannot change it. If this happens, or if they’re still “lost” somewhere, just let me know and I’ll look for them. We had a few girls last year who actually signed up for different regions!
6. When you are ready to send in payment for your club, the following items are needed:
 - i. **Webpoint printout showing WHICH MEMBERS are being paid for at this time (UNPAID MEMBERSHIP SCREEN(S))**
 - ii. **Team Registration Form (ONE FOR EACH TEAM IN YOUR CLUB)**
 - iii. **ONE CHECK PER TEAM for registration fees**

Cutting Edge VBC (Club ID: 119130)

Main Info		Club Members	Teams	
Club:	Cutting Edge VBC		Club Director:	April Stark
Address:	609 Irene Pl Cheney, WA 99004-2331 United States		Phone:	509-993-3482
			Fax:	
			Web Address:	

Current Members Lapsed Members **Unpaid Memberships** Pending Members

View information about current, unpaid and pending club members. Only Current club members may be added to a team roster. By clicking on the member's name the administrator can view personal information in the member's record. The export buttons can be used to export standard member information to either a text or Excel file. The group email button can be used to send a mass email to those members listed here.

Club Members, (1)



All | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |

Name/Address	Birthdate	Membership	Amt. Due
Olivia K Mikkelsen 9606 W Old Charles Rd Nine Mile Falls, WA 99026	8/16/2001	Other Membership (Junior) Unpaid 1/17/2009 - 10/31/2009	\$15.00

(* = Waiver form has not been received.)

(! = Membership has been transferred)

This is a picture of the “Unpaid Memberships” screen. This shows all the members who have currently registered for the current season and who DID NOT pay by credit card. Make SURE to go through your list and double-check that all of your members signed up for the CORRECT membership type. In the example above, Olivia is signed up for a U12 Youth membership. The cost is \$15. This is CORRECT, and I would need to include \$15 for her registration fee. For example, if you are sending in payment and you do not offer a U12 Youth program and notice that two of your members have membership prices of \$15, this is INCORRECT. For payment’s sake, you would need to CROSS OFF the \$15 price, and write in “\$50” on your hard copy (see below for printing directions), and include the correct amount in your payment. In addition, you need to e-mail with the names of those who signed up for the wrong membership type as only the NATIONAL OFFICE can fix this and sometimes it takes them a while. The sooner you notice this, the better!!

The “Unpaid Memberships” screen(s) is what you need to print off and include with your payment. You just print the screen and this is what needs to be sent in. ***IF YOUR CLUB’S MEMBERSHIP IS LARGE, THERE MAY BE MORE THAN ONE PAGE OF MEMBERS—MAKE SURE YOU GO TO EACH SCREEN AND PRINT IT!****

Please make note (highlight, circle, cross out) of which members for whom you are paying. This is how we know WHO you are including payment for at this time. These members will be marked paid when we receive the registration items, and will then show up when you click on the “Current Members” tab. It is also VERY HELPFUL to us in the office if you indicate which TEAM each member is affiliated with in your club. In the past, some club directors have written the team (i.e. 16 White) next to the member, or used color-coded highlighters. Many girls play up in age-divisions and if your printout matches your Team Registration Form, it is easier down the road to cross-reference payments if there are questions.

7. The **2010 Team Registration Form** must be included for EACH team in your club. This is filed for each team and serves as a tool to confirm payment status for each member.
 - a. CLUB: your club name
 - b. TEAM NAME: specific team name, i.e. 16 Pink, 13-1, Commanche
 - c. AGE DIVISION: which age group in which this team will compete
 - d. TEAM FEE: all teams have a \$45 team fee except U12Y teams, and one-event teams
 - e. ADULTS: each adult membership, other than chaperones (coaches, club directors, managers) are \$50
 - f. OTHER: this is for chaperones—they are \$15
 - g. JUNIORS: all players except the U12Y kids
 - h. U12 YOUTH: this is for clubs who offer the U12 Youth program—the developmental teams that DO NOT participate in tournaments, but rather scrimmage other U12 Youth teams during their normal practice times. The membership fee is \$15.
 - i. BACKGROUND SCREENING: this is required every 2 years—cost is \$20
 - **If you want to include payments for Open House, IMPACT clinics, etc., just use the “notes” section of the Team Registration Form to indicate this, and include it in the check.



2010 team registration form

CLUB: _____

Team Name: _____

Age Division: (please circle) U12Y U12 U13 U14 U15 U16 U17 U18

	Cost	Quantity	Amount Due
Team Fee no team fee for U12Y	\$45		\$ _____
Adult (Coach) Membership	\$50	x _____	\$ _____
Other (Chaperone) Membership	\$15	x _____	\$ _____
Junior Membership	\$50	x _____	\$ _____
U12 Youth Membership scrimmage only	\$15	x _____	\$ _____
Background Screening Fee required for adults every 2 years	\$20	x _____	\$ _____
		TOTAL DUE:	\$ _____

notes: _____

8. This year we are requiring ONE CHECK per team for payment. Using the **Team Registration Form**, add up your total amount due (include anything you've put in the "Notes" section) and include a check in that amount. Please write the **NAME OF THE TEAM** on the check.
PLEASE DO NOT SEND UNACCOUNTED-FOR FUNDS TO THE OFFICE!!
9. Once you have the Webpoint printout (this can be for your whole club), the Team Registration Form(s), and the check(s), send them all together to the office. You can check the status of your members/teams by logging into Webpoint and looking under the Current Members tab.

All registration must be complete and forms/fees received **AT LEAST 10 WORKING DAYS** prior to participation by the member(s).



GENERAL WEBPOINT INFORMATION

- a. **How do I find out if my adult members need background checks?** – In your club management section (*My Club – Club Members*), you can go under your **Lapsed Members** tab (or **Unpaid Memberships** if they have registered for the new season) and find them. Click on their name and this will bring up the **"Other Info"** tab. Under **Current Certifications/BG Screening**, it will show both the status and the Expiration Date of their background screening.
- b. **How do I establish teams and rosters in Webpoint?** – In your club management section (**My Teams-Teams**) you can see which teams are already in existence from past seasons. If you need to **edit** these teams, you must E-MAIL THE OFFICE with the changes. If you have MORE teams than are listed from past seasons, or are a new club starting from scratch, you will use the **"New Team"** button. Click this button, to ADD A NEW TEAM.

Add a new Team

Update contact information specific to the team. A team contact must be affiliated with the club in order to be included in the drop down list.

Club ID/Code:	<input type="text" value="119130"/>	* Team Rep:	<input type="text" value="Select One"/>
Team Code:	<input type="text"/>	Email:	<input type="text"/>
* Team Name:	<input type="text"/>	Division:	<input type="text" value="-Select One-"/>
* Team Type:	<input type="text" value="-Select One-"/>	* Team Rank:	<input type="text" value="- Please select a Team Level and Gender -"/>
* Gender:	<input type="text" value="Select One"/>	<input type="checkbox"/>	Team Fee Paid
* Level of Play:	<input type="text" value="Select One"/>		
Second Level of Play:	<input type="text"/>		

Add Team

- **Team Name:**(Club, Age Division, (Descriptor if applicable) – i.e. Cutting Edge 16 Blue
- **Team Type:** select Junior
- **Gender:** select Female
- **Level of Play:** select J__ (the blank is the second number in the team’s age category – U16 = J6)
- **Team Rep:** only current members will show up as an option—this is the team’s main contact
- **Division:** select FJ__ (choose the number that corresponds with the team’s age category – U16=16)
- **Team Rank:** select “1” unless you have more than one team in this age group, if you have more than one, you must rank them according to strength. **Then click, Add Team.**

To add members to a team, click on the team name, and click the current season’s tab. In the **Players tab, click on **Add Club Member to Team**. Select members from the pull-down menu and choose their role. **If you cannot add an adult, it means that their bg screening hasn’t cleared, they haven’t submitted their coaches’ code of ethics, they aren’t IMPACT certified, or they don’t have their ref/score requirement met. If you think there is a problem, please CONTACT THE OFFICE AS SOON AS POSSIBLE!!!*

- c. **How do I send my team’s roster to the tournaments in which we are entered?** – Right now, the Webpoint roster is the **ERVA’s OFFICIAL ROSTER** as it contains ALL required information about players and staff. Send your roster via e-mail using the following directions:
1. Log in to your Webpoint account.
 2. Go to the **Club Management section-My Teams-Teams**.
 3. Click on the team for which you wish to get the roster.
 4. Click on the **Team Roster** button (upper left) of the **Main Info** tab.
 5. Copy the URL in the address bar.
 6. Paste that URL in an e-mail and send it to the tournament directors who are hosting the tournaments in which your team is entered. They will be able to click on that URL, log in with THEIR Webpoint login information, and print your roster. **THIS WILL BE THE OFFICIAL ROSTER FOR THE TOURNAMENT.**

IF YOU HAVE ANY OTHER QUESTIONS CONCERNING WEBPOINT, REGISTRATION, OR ANYTHING ELSE, PLEASE E-MAIL/CALL THE REGION OFFICE AS SOON AS YOU ARE HAVING PROBLEMS!! DO NOT WAIT AND KEEP TRYING THINGS. USUALLY, WE CAN FIX THINGS PRETTY QUICKLY!