



## INSTRUCTIONS FOR **ADULTS** WHO ARE **RENEWING** THEIR MEMBERSHIPS

**\*\*PRIOR TO BEGINNING THIS PROCESS, PLEASE CHECK WITH YOUR CLUB DIRECTOR CONCERNING THE PAYMENT PROCESS—determine whether or not you will pay online or if the club will send payment for you!\*\***

Go to this web address:

<https://webpoint.usavolleyball.org/wp15/IntraLock/Login.asp>

1. Log in with your username and password. **\*\*If you have forgotten your username and/or password, follow the directions on this screen pertaining to you. **\*\*IF THE WEBPOINT SYSTEM DOES NOT E-MAIL YOU YOUR USERNAME AND PASSWORD WITHIN 10 MINUTES, PLEASE CONTACT THE OFFICE @ [april@evergreenregion.org](mailto:april@evergreenregion.org).****
  2. Click “**Renew Online**” on the left side of the screen.
  3. The “**Membership Information**” page will come up. Confirm that all fields on this page are correct (fields marked with an \* are required fields). PLEASE INCLUDE PHONE NUMBERS SO THAT WE MAY CONTACT YOU IF NECESSARY!) Click the “**Continue**” button when completed.
  4. The “**Membership Options**” page will come up. Select your CLUB from the pull-down menu. If you are not affiliated with a club, choose “UNDECIDED” from the list. \*If you are an EVRA board or staff member, choose Evergreen Region Board/Staff. If you are an official, choose Evergreen Region Officials.\*
  5. Choose the correct membership type.
    - **COACHES, CLUB DIRECTORS, REGION BOARD MEMBERS, & OFFICIALS** – choose “**Regular Adult Membership**”
    - **CHAPERONES AND CLUB BOARD MEMBERS** – choose “**Chaperone Membership**”**\*\*Only regular members who have met ALL coaches certification criteria will be allowed to sit on the bench during competition.\*\***
  6. You are now asked to select “Roles” in which you will be participating. Choose **all** that apply under *Junior/Adult Programs and Unaffiliated Individual Roles and Interests*. \*If you are a PAVO official, please check that box.
  7. Click “**Submit**”.
- \*\*NOTE: ALL adults (with the exception of the practice league) registered in the Evergreen Region are required to submit a background screening authorization. These are good for two years and the cost is currently \$20.**

Make sure to fill in all fields correctly. Incorrect SSN's and DOB's delay the screening process. Make sure to answer BOTH questions as well.

8. Read the background screening release, and click the box confirming you have read it.
9. Click ["Continue & Process Background"](#) if the background screen pops up.
10. The ["Confirm"](#) page will then ask if the information is correct. If something needs to be corrected click the ["Edit"](#) button next to the section, and fix the incorrect information. Check or uncheck the boxes concerning communication. PLEASE CHECK THE BOX THAT SAYS, ["Please send electronic communication from my Region about new features or services."](#) This will allow the region office to communicate with you and keep you up to date on region business. 😊
11. Check the box for High Performance Donation if you would like to donate to our national teams, high performance programs, and regional development.
12. Choose your payment method. Please remember that unless you are paying online, you will choose *Submit Payment w/Application*. **Most clubs pay for their coaches, board members, and chaperones, so make sure you check with your club director if you are part of a club.** Once the club pays for you, the region will make that update in your account.
13. Scroll down to the [USAV Waiver & Release of Liability](#). Click to open and READ it. (It must actually be opened in order to be able to check the box.) Check the box that confirms agreement to the terms.
14. Open the [USAV Junior Club Personnel Code of Ethics](#) and READ it (again, this must be opened prior to checking the box). Close the document and check the box that confirms agreement to the terms.
15. Open the [USAV Participation Code of Conduct](#) and READ it (again, this must be opened prior to checking the box). Close the document and check the box that confirms agreement to the terms.
16. Next, read the ["Use Agreement"](#) and check that box that confirms that you agree to the terms.
17. For verification purposes, you must enter your driver's license or State ID number. \*PLEASE REMEMBER THAT THIS PROCESS MUST BE COMPLETED BY THE INDIVIDUAL WHO IS RENEWING THE MEMBERSHIP. THE DRIVER'S LICENSE NUMBER SERVES AS A DIGITAL SIGNATURE.
  - Once all information is correct, go to the bottom of the page and click the ["Confirm"](#) button.
  - It will then ask you, "Are you sure you wish to submit your application?" –Click OK.
18. You are now entered into the system for the 2009-2010 season. Make sure you write down your login name and password so you can log back in to the system as this login information remains the same each year.

19. You should receive via e-mail an “**Application Confirmation.**” This e-mail should list your status as “CURRENT” if you paid via credit card, or “UNPAID” if you chose “Submit Payment w/Application.”
20. **IF YOU ARE AN OFFICIAL AND NOT AFFILIATED WITH A JUNIOR CLUB, GO TO #23! IF YOU ARE A REGION BOARD MEMBER, GO TO #24.**
21. **IF YOU ARE A COACH, CLUB DIRECTOR, OR CHAPERONE, CONTINUE TO #22.**
22. Once you have completed these instructions, please refer to your specific club’s registration process. Outlined below is what the office requires from you, but each club may have different requirements, so make sure to find out what other steps you may need to take in order to fulfill your club’s criteria for membership into their club.
  - **ALL coaches** will need to **view the Concussion Video, review the Concussion Fact Sheet for Coaches**, and submit the **COACHES’ CODE OF ETHICS** to your club director. This is required for all coaches! \*These are all available on the Forms page of the website.
  - **ALL chaperones** will need to submit the **CHAPERONE RESPONSIBILITIES FORM** to your club director. This is a required form for all chaperones! \*These are all available on the Forms page of the website.
  - **Go to #25.**
23. **OFFICIALS:** If you did not pay online, please send p. 1 of your confirmation e-mail, along with your membership fee (and background fee if applicable), to the region office (P.O. Box 159, Cheney, WA 99004).
24. **REGION BOARD MEMBERS:** Please e-mail the office once you have completed your registration.
25. If you need to update any of your personal information all you need to do is login at <https://webpoint.usavolleyball.org>
26. Enter your user name and password then click “Log In.” On the second time you log in, the system will prompt you to change your password. Enter all the information.
27. The “Main Info” page should open. If it doesn’t, click “My Information” from the left column, and correct your information.

IF YOU NEED ASSISTANCE OR DO NOT RECEIVE YOUR USERNAME & PASSWORD,  
PLEASE E-MAIL THE REGION OFFICE AT [april@evergreenregion.org](mailto:april@evergreenregion.org)  
OR CALL 509.235.6285.

**\*\*HANG ON TO YOUR USERNAME & PASSWORD...YOU WILL NEED IT TO LOG IN  
THROUGHOUT YOUR MEMBERSHIP IN USA VOLLEYBALL!\*\***