ROSTER VERIFICATION INSTRUCTIONS

Follow these easy step-by-step instructions to accurately verify your roster for the Girls' Junior National Championships. If you have problems or questions, do not hesitate to contact the USA Volleyball Events Department at 719-228-6800 or gjnc@usav.org (please indicate which event).

WHAT IS THE USAV DATA IMPORT?

The USAV Data Import holds two functions within AES. The first one is to import your club's member information from the National member registration system Webpoint. By electing to run the import before you start any event registration process, you save yourself time by not having to manually enter each individual in your club into AES.

The second function is to verify the imported data. Verifying the data will determine if those members have current memberships, cleared background screenings and which coaching certifications they hold. To enter any USAV event, a member must be verified by the Import. Their membership must be current, their background screening (if a staff member) must be current and cleared, and their coaching certification must be current (if being listed as a coach). In other words, *your roster must be 100% verified to be entered into the event*.

Please read on to learn how to run the import and enter the event; also, how to read your event rosters to make sure all verifications are in order.

REQUEST IMPORT LOG-IN (Club Director or Club Administrator Only)

All USAV Regions, with the exception of Southern California, Southern and North Country, use the Webpoint registration system. If you are in a **Region that uses Webpoint**, the individual in your club who was assigned as the club administrator in Webpoint (this can be more than one person) will use their Webpoint log-in and password to conduct the USAV Import in AES. If you get an error message when you try to run the import, such as "Webpoint user not found" then you must contact your Region to assign someone as the club administrator and then use their login and password to run the Import.

If you are in a **Region that does not use Webpoint**, you must contact your Region and request a log-in and password for the USAV Import function.

Note for Clubs in non-Webpoint regions: Only the Club Administrator can request a log-in and password (for some clubs this is the Club Director, some it may actually be an administrator in the club). Only one log-in can be used for each Club in AES. Teams cannot register separately.

LOG-IN to AES

Go to: http://www.advancedeventsystems.com/

VERIFIYING YOUR EVENT ROSTER

Teams are responsible for making sure their event rosters meet all USAV requirements including every person listed on the roster is marked as verified by USAV through the use of the USAV Data Import.

We recommend that you view your event roster first to see who and what still need to be verified. Examples of an eligible, completely verified roster and an ineligible roster are below.

To view your event roster, click on "*My Teams*" from the Quick Links on top of the page. Next click on the team whose roster you want to view. At the bottom of the following screen, there should be a list of all of the events that that team is registered for.

Click on "*Print*" next to the event roster you would like to view. The next page will show you a printable version of your event roster—the roster that is used at check-in by the tournament staff.

In the **4**[th] column of the roster, titled *USAV # Ver.*, you should see the letters "*USAV*" after **EVERY** person on the roster, including staff. These letters indicate that that person has been verified through Webpoint as having met all membership requirements and is therefore eligible to be on the roster.
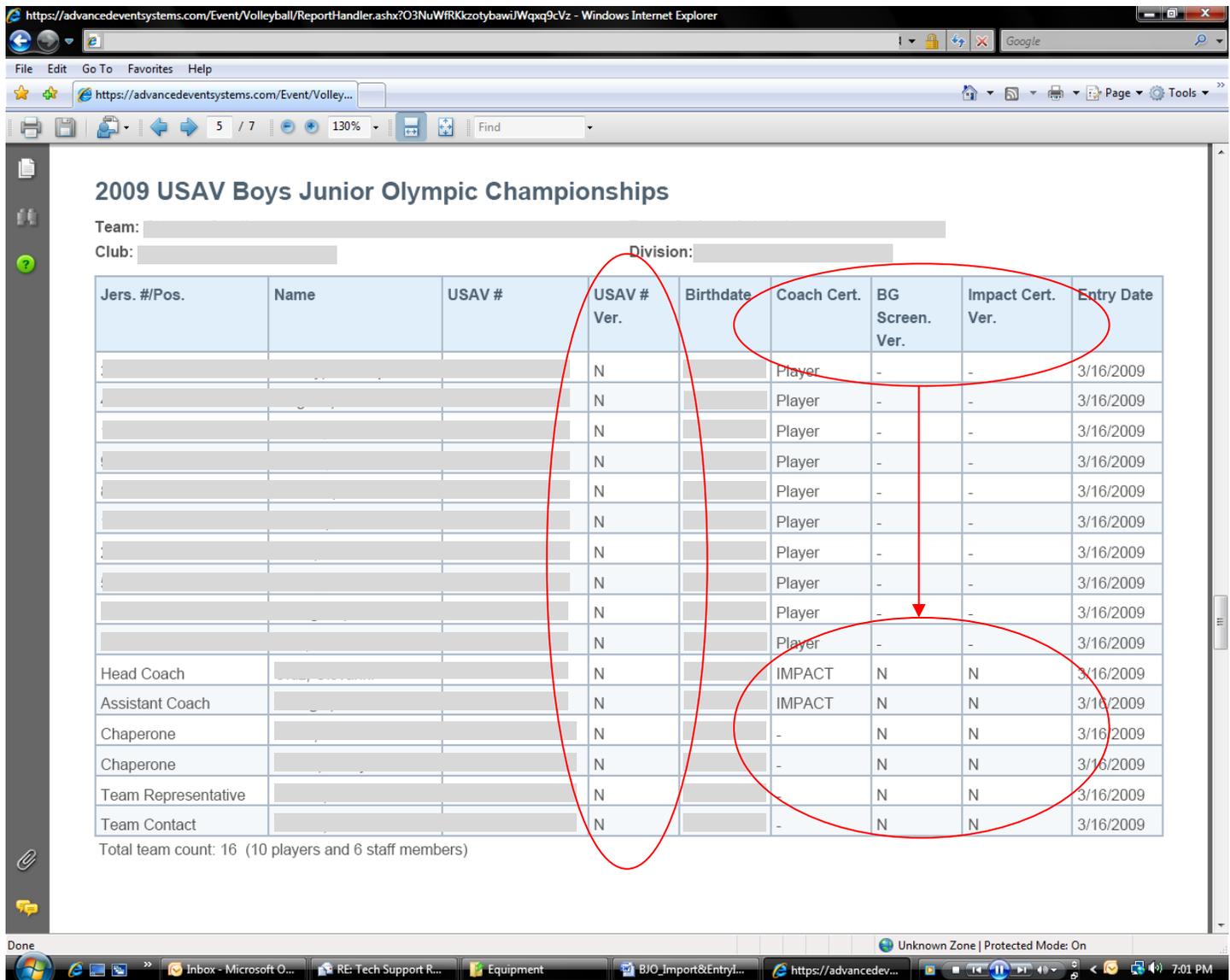
In the **6**[th] column of the roster, titled *Coach Cert.,* for coaching staff only, the word "*IMPACT*" must be present, followed by the letters "*USAV*" in the **8**[th] column titled *Impact Cert. Ver*. This shows that the coach (head or assistant) is a minimum of IMPACT certified and that it has been verified through Webpoint.

In the **7**[th] column of the roster, titled *BG Screen Ver.*, for **ALL** staff except the Team Contact, the letters "*USAV*" must be present. This shows that the background screening for each staff member is current and has been cleared as verified through Webpoint.

An eligible roster must meet all of the above column descriptions. If any individual on the roster has the letter "*N*" in columns 4, 7 or 8, you will need to conduct an Import to bring in their current information from Webpoint. If their memberships are not current or do not meet all requirements (background screenings and IMPACT certifications for adults), then those records will not import from Webpoint and that person is ineligible to be placed on the roster. Contact your Region if there are people on your roster who are not showing as verified and you have run the Import more than once.

Note: ALL rosters must be 100% verified through the use of the USAV Data Import (denoted by the "USAV" characters on the roster). If you question the legitimacy of your roster verifications, please do not hesitate to contact USAV for help.

Example 1 – Eligible, fully verified roster:

2009 USAV Boys Junior Olympic Championships

Team:
Club: Division:

Jers. #/Pos.	Name	USAV #	USAV # Ver.	Birthdate	Coach Cert.	BG Screen. Ver.	Impact Cert. Ver.	Entry Date
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
Head Coach			USAV		IMPACT	USAV	USAV	3/10/2009
Assistant Coach			USAV		IMPACT	USAV	USAV	3/10/2009
Chaperone			USAV		-	USAV	N	3/10/2009
Team Representative			USAV		IMPACT	USAV	USAV	3/11/2009
Team Contact			USAV		IMPACT	USAV	USAV	3/10/2009

Total team count: 14 (9 players and 5 staff members)

Example 2 – Ineligible, unverified roster:

2009 USAV Boys Junior Olympic Championships

Team:
Club: **Division:**

Jers. #/Pos.	Name	USAV #	USAV # Ver.	Birthdate	Coach Cert.	BG Screen. Ver.	Impact Cert. Ver.	Entry Date
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
Head Coach			N		IMPACT	N	N	3/16/2009
Assistant Coach			N		IMPACT	N	N	3/16/2009
Chaperone			N		-	N	N	3/16/2009
Chaperone			N		-	N	N	3/16/2009
Team Representative			N			N	N	3/16/2009
Team Contact			N		-	N	N	3/16/2009

Total team count: 16 (10 players and 6 staff members)

IMPORT

After checking your event roster (click the back button of your browser if you are still viewing the roster to return the AES site), click on "*USAV Data Import*" from the Quick Links at the top of the page.

On the next page, enter your Webpoint user name and password (see Request Log-In above if you do not have this).

Click "*Login*".

The Import is instantaneous. The same login screen will remain up during the import. You will notice a message at the top of this page notifying you if the system imported any new members for your club or none. The import will automatically replace any members of your club that had been manually entered or even previously imported. Only certain information will be updated such as contact information, USAV number, background screening and IMPACT certification. Any additional information you may have entered such as height, jersey number, etc. will remain unchanged.

RE-CHECK EVENT ROSTER

After you have completed the Import, follow the steps under the section "*Check Event Roster*" above to view your event roster again to check that it is fully verified now.

If there are individuals who are still missing verifications, first go back and click on either "*Staff*" or "*Players*" from the Quick Links (depending on which individual you want to look up). Under those menus, scroll till you find the individual in question and check if there are two records for that individual. Webpoint does not always recognize and replace previous entries due to name misspellings, incorrect birthdates, etc. You may have to remove an individual from the roster and replace them with their new record.

If there are no duplicate records showing for the individuals you are looking for, then Webpoint had no updated information for those individuals and you need to contact your Region immediately to check the status of their membership and ask them to update it in Webpoint.

TROUBLESHOOTING

- Sometimes Webpoint cannot export membership records into AES because the individuals associated with your club have not chosen your club as their member organization in Webpoint. This will need to be corrected by contacting your Region and asking them to correct the information in Webpoint or the Region will have to contact USAV to make the change.

Note: Any changes that need to be made to membership data such as USAV numbers, current membership status, or member organization affiliation must be done through your Region. USAV cannot accept requests from members directly.

- The club code entered in AES must be correct to conduct the USAV Data Import. If it is not, when the Import is conducted you will receive the message "You must verify your club code with USAV before any updates or imports can be performed." To correct the code, click on *Club Info* from the Quick Links section. "Club Code" is the second field of the Club profile. Enter the correct five (5) alphanumeric code and click *Update*. If you are unable to change the code, it has been locked and you must contact your Region to have them change the code and verify it in AES. If you do not know your club code, contact your Region.

- There is a glitch in AES that stops USAV membership numbers from importing into AES. You will know this has happened if you view your event roster and see that everyone has the "USAV" verification and all membership numbers are "In Process." If this happens to you, please just rerun the *USAV Data Import* and the problem should resolve.

- When in doubt about verifying your roster, please do not hesitate to contact the USAV Events Department. We will help you troubleshoot your situation.

PRINTING YOUR OFFICIAL EVENT ROSTER

To view and print your event roster, click on "*Teams*" from the Quick Links on top of the page. Next click on the team name whose roster you want to view/print. On the following screen, there should be a list of all of the events that the team is registered for.

Click on "*Print*" next to the event roster you would like to view. The next page will show you a printable version of your event roster—the roster that is used at check-in by the tournament staff. Print and sign this roster and bring it with you to turn in at check-in.