

2020-21 GOVERNING SEASON CLUB ADMIN CHECKLIST PHASE 9

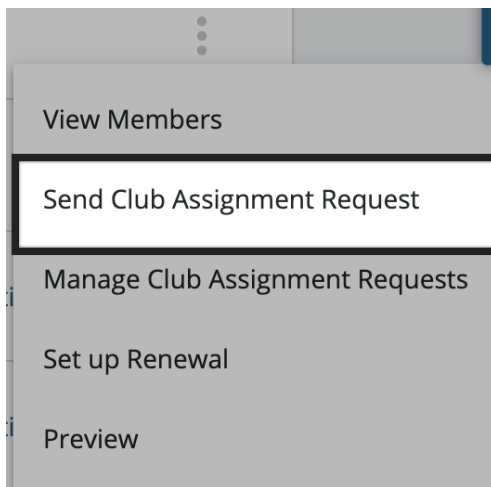
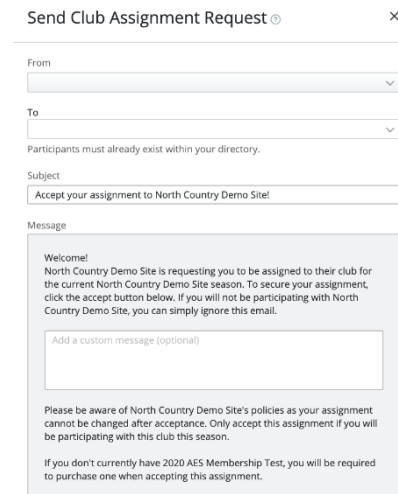
Tryout Preparation

Recording names and pertinent information of your tryout participants. North Country Region recommends to utilize the attached template to import players into your club's member directory. The attached document name *Template – Import Participants Into Club Member Directory.*

Inviting Participants to Affiliate with your Club in HQ also known as “How to Send Club Assignment Requests”

When a membership is purchased, an individual member will not have the option of associating themselves with a club. The club must send a club assignment request to the individual who must accept.

1. Navigate to "SportsEngine HQ"
2. Pre-determine who will be receiving an assignment request and confirm they are in your club's Member Directory.
 - If not, import into your member directory before continuing.
3. Click **USA Volleyball > Memberships**
4. To the right of the member needed, click the **3 dots** icon

Send Club Assignment Request ⓘ ×

From:

To:

Participants must already exist within your directory.

Subject:

Message

Welcome!
North Country Demo Site is requesting you to be assigned to their club for the current North Country Demo Site season. To secure your assignment, click the accept button below. If you will not be participating with North Country Demo Site, you can simply ignore this email.

Add a custom message (optional)

Please be aware of North Country Demo Site's policies as your assignment cannot be changed after acceptance. Only accept this assignment if you will be participating with this club this season.

If you don't currently have 2020 AES Membership Test, you will be required to purchase one when accepting this assignment.

5. Click **Send Club Assignment Request.**
6. Search for people within your directory by typing their name(s).
7. Customize your message and click **Send.**
8. Member will receive an "Accept your Assignment Request from *your club's name*," they can then click **Accept Assignment.**
 - If the individual does not already have a membership purchased, they will be directed to purchase a membership before the association is complete.