



Registration Instructions – Renewing Member

Online Registration Instruction Adults Affiliated with a Club

To Complete Membership Registration and Background Have Available
Drivers License, Social Security Number, Credit Card

Step #1

- Click this [LINK](#) to Renew Membership
- USA Volleyball Login Screen will appear
- Requirements to Login: Username and Password (case sensitive)
- If Username and Password are **unknown**, then proceed to Step #2
- If Username and Password are **known**, then proceed to Step #5

Step #2 – username known, password unknown

- “Forgot Password” – left side of screen
- If Username is known, then supply username, enter validation code, and submit
- Password reset will be sent to the email associated with the username

Step #3 – username unknown or password unknown

- “Request A Login” – left side of screen
- Supply first name, last name, email address, birthdate (mm/dd/yyyy) zip code, and validation code)
- New username and password will be emailed to the email address supplied

Step #4

- Enter the requested information, then click “Request Login”
- Directions prompting the member to change the password will appear.
- Then proceed to Step #5

Step #5

- “Renew Your Membership” – left side of screen
- Complete Username & Password credentials and then click “Log In”

Step #6

- This will bring up the next screen with the member’s information already in the fields

Step #7

- Verify the information and update if necessary
- Verify that the email is current, all correspondence and confirmation will be sent to the email address in registration



- If registering as an adult player, select Level of Play
- If registering as an Adult Coach, Official, Team Representative, or Other, then select UA as Level of Play
- Click Continue

Step #8

- If unaffiliated with a club - select UNDECIDED *
- Officials will select NCR Officials as club affiliation.
- If affiliated with a club – select the appropriate club. If club not listed, club director needs to contact the Region office to [activate the club](#).
- * Club affiliation can be updated from “undecided” once the member has been officially affiliated with a club by member logging into profile and updating club affiliation
- *Once a club has been chosen, changes can not be made without North Country Region Staff assistance
- Select membership type
- Adults must select a role(s), these roles include: Coaches, Adult Players/Coaches ONLY (no junior involvement), Officials for Junior Tournaments, Juniors Tournament Directors
- Select all roles that apply to your membership with USA Volleyball – North Country Region
- Click Submit once completed

Step #9 (ADULTS ONLY-non junior players) Background Screen Information

- If the member has a current and cleared USA Volleyball approved background screen, this screen will not be displayed and the member may proceed to Step #10

Background Screening Form

- This form must be completed to be involved with Junior Program activities
- Answer all questions – **Social Security Number required**
- Read the release and then click the box by the red text. This is accepted as the electronic signature to allow the background screen to process
- The background screen process will not begin until the application for membership is complete and North Country Region has received the correct payment
- If the background screening is skipped, the membership based on Junior Affiliation will not be accepted.
- Click “Continue and Process Background Screening”

Step #10

- Verify information on this page, click “edit” to make any changes
- Donation for USA National Teams and High Performance Teams can be checked
- Officials have the option to purchase Extended Official’s Insurance by checking the box
- *The box will appear only **if PAVO selection box has not been checked**. PAVO officials already have extended insurance.
- North Country Region RECOMMENDS opting in for communications to stay up to date with USA Volleyball and Region News
- Check the box for USA Volleyball and Region News

Step #11

- Select a payment method and fill in requested information.
- North Country Region – USA Volleyball will only accept credit card payment
- Click and read the USAV Waiver & Release of Liability and check box to agree to terms*
- *Open link, checking the box is the electronic signature for this document.
- Click and read the USAV Participant Code of Conduct and check box to agree to the terms*



- *Open link, checking the box is the electronic signature for this document.
- Read the “User Agreement” portion (in red) and check the box to agree to the terms.
- Checking box is the electronic signature for this document.
- Click “Confirm” to finalize registration.

Step #12

- Accept the terms of membership with Electronic signatures
- Click on the blue “USAV Waiver & Release of Liability.” Check the box to acknowledge the agreement to the waiver. This is accepted as the electronic signature

Adults Affiliated with a Junior Program Only

- Click on the blue “USAV Junior Club Personnel Code of Ethics.” Check the box to acknowledge the agreement to the waiver. This is accepted as the electronic signature.
- Click on the blue “USAV Participant Code of Conduct.” Check the box to acknowledge the agreement to the waiver. This is accepted as the electronic signature.
- Check the box in red text, which is the agreement to the terms of membership and are the legally authorized person to sign the electronic document*
- Checking the box is accepted as the electronic signature
- **Complete Driver’s License number of the member.**
- Click “Confirm” at the bottom of the page
- Click “OK” to submit application
- Click “OK” to confirm the application has been submitted

Step #13

- A confirmation page will appear, read the yellow section near the top of the page.
- This section provides instructions on what to do next, how to print membership card, or update club affiliation.

Step #14

- A confirmation email from USAV Webpoint will contain all information pertaining to membership including monies due, login username, password, and options chosen

Step #15

- Membership is not complete until payment is received by North Country Region. A confirmation email will be sent to the member once membership is paid and activated.