



**NATIONAL REGISTRATION SYSTEM
FOR VOLLEYBALL IN CANADA**

How to Register:

NRS Registration for NEW Individuals Added to a Club



Version 2016.1
September 2016

How to Register: NRS Registration for INDIVIDUALS



NATIONAL REGISTRATION SYSTEM FOR VOLLEYBALL IN CANADA

This **How to Register** manual was designed to assist NEW Individuals to NRS (i.e. players, coaches, team contacts, etc.), who have been added to a club online in NRS. Please follow the step by step instructions as outlined to ensure easy and successful registration with OVA for the 2016-2017 season.

Please direct any questions regarding OVA membership and online registration to OVA's Membership Services Coordinator Kaitlin Arscott at karscott@ontariovolleyball.org | 416.426.7132.

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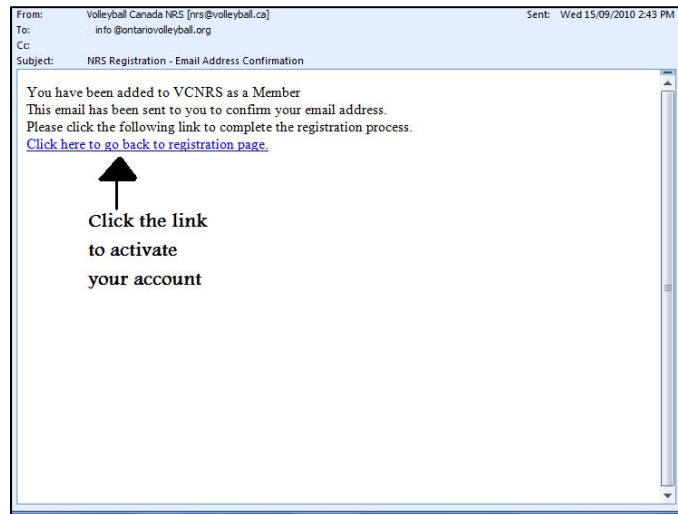
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How to Register: NRS Registration for INDIVIDUALS

Step 1

When a Club Contact or Team Contact adds an individual to a team in NRS, the individual will receive a confirmation email titled "NRS Registration – Email Address Confirmation". The individual has to open the email and click on the link provided (blue text) to validate their account in NRS. If you do not receive an email when added to a Club, please check your junk mail folder, as it may have gone there in error.



Step 2

- Complete the information fields as required on the Profile Information page. The Username must be between 6 to 20 characters and Password must have a minimum of 6 characters.

The screenshot shows the "Registration - Profile Information" page. At the top, there is a red banner with the logo and text: "NATIONAL REGISTRATION SYSTEM FOR VOLLEYBALL IN CANADA". Below the banner are navigation links: "Home", "Event Calendar", "Help", "Contact Us", and "[Login / Register] [Français]".

The main content area is titled "Registration - Profile Information" and includes a "Create New Account" button. The form is divided into several sections:

- User Information:** Fields for First Name (Ontario), Last Name (Volleyball), Email (info@ontariovolleyball.org), Gender (Male selected), and Date of Birth (DD/MM/YYYY).
- Account Information:** Fields for Desired Username, Desired Password, Re-Enter Password, Security Question, and Security Answer.
- Contact Information:** Fields for Daytime Phone, Evening Phone, Address 1, and Address 2.

Fields marked with an asterisk (*) are required. A note states: "At least one phone number is required. Format: 555-555-1234".

How to Register: NRS Registration for INDIVIDUALS

- b) Please be sure to select the correct Region from the drop-down menu. Once the form is completed, don't forget to review the "Terms and Conditions" and "OVA Privacy Policy" and "Agree" to the terms. **Please record your Username, Password, Security Question and Security Answer for your records**; then click "Register".

Contact Information

Daytime Phone * Ext.
At least one phone number is required. Format: 555-555-1234

Evening Phone Ext.

Address 1 *

Address 2

City *

Province *

Provincial/Territorial Association *

Region -- Select a PTA -- *

Postal Code *

Emergency Information

Name *

Phone Number * Ext.

Contact Email *

Terms and Conditions

[Click here for Terms & Conditions](#)

I agree to abide by terms and conditions included in the National Registration User Agreement and Privacy Policy. *

Register

Check Box

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Please Note: If you are prompted to select a role and make a membership fee payment after completing your profile, **Do Not Proceed**. The club contact of team contact would have already paid your fees when adding you to the team. Please contact Kaitlin Arcscott at 416.426.7132 or karscott@ontariovolleyball.org. The only exception is for Team Contacts, as the Club Contact may have opted to have the team contact pay their own membership fee upon logging in.

Step 3

Your account is now activated in NRS. To view your team information, click on your Team Name on the "My Organizations" page.

NATIONAL REGISTRATION SYSTEM FOR VOLLEYBALL IN CANADA

Home Event Calendar Admin Help Contact Us Welcome **OVA**Volleyball! [Logout] [Français]

Quick Links

- > Home
- > Leagues
- > Upgrade Membership

Welcome to National Registration for Volleyball in Canada.

My Organizations

Organization	Role(s)
Ontario Volleyball Association	Indoor Player-14U
OVA OVA 14U	Indoor Player-14U

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CONGRATULATIONS!! You have now successfully activated your account for the 2016-2017 season!



Don't forget to keep your profile information up-to-date and register your role upgrades with OVA. To change information in your profile and register a role upgrade, follow the quick and easy Steps on the following pages.

How to Change Profile Information

Step 1

Login to NRS using your Username and Password as created in your profile in **Step 2**. Once logged in, select 'Admin' from the menu at the top of the page. Select "Change Profile" to access your personal information page.

Home Event Calendar Admin Help Contact Us Welcome ontariovolleyball! [Logout] [Francais]

Change Password
Change Profile

← Select 'Change Profile' to Edit Your Information.

My Organizations

Organization	Role(s)
Ontario Volleyball Association	Club Contact
[New Pending Club]	Club Contact

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Step 2

Make the changes to your personal information profile and select "Save" when completed.

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NATIONAL REGISTRATION SYSTEM FOR VOLLEYBALL IN CANADA

Home Event Calendar Admin Help Contact Us Welcome ontariovolleyball! [Logout] [Français]

Edit Profile

Personal Information	Membership Information
First Name: Ontario	Username: ontariovolleyball
Last Name: Volleyball	Membership Level: Full
Email: inb@ontariovolleyball.org	Membership Number: NRS-OVA0020821
Security Question: Where is your Place of Birth?	User Roles
Security Answer: toronto	Club Contact
Gender: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female *	
Date of Birth (DD/MM/YYYY): 01/01/1981	

Contact Information

Daytime Phone: 4164267312 * Ext: _____

Evening Phone: 4164267132 * Ext: _____

One phone number is required. Format: (555)555-1234

Address 1: Concorde Gate *

Address 2: Suite 304

City: Toronto *

Province: Ontario *

Provincial/Territorial Association: Ontario Volleyball Association

Region: Region 5 - Central West Ontario *

Postal Code: M3C3N7 *

Emergency Information

Parent/Guardian: Ontario Volleyball *

Phone Number: 4164267132 * Ext: _____

Contact Email: inb@ontariovolleyball.org *

Save Cancel

How to Upgrade Your Role

If you want to add another role, i.e. coach or official to your membership status, please follow the steps below.

Step 1

Login to NRS using your Username and Password as created in **Step 2**. Once logged in, Select "Upgrade Membership" in the "Quick Links" box located on the top left side of the page.

NATIONAL REGISTRATION SYSTEM FOR VOLLEYBALL IN CANADA

Home Event Calendar Admin Help Contact Us Welcome OVA Volleyball! [Logout] [Français]

Welcome to National Registration for Volleyball in Canada.

Quick Links

- Home
- Leagues
- Upgrade Membership

Select 'Upgrade Membership'

My Organizations

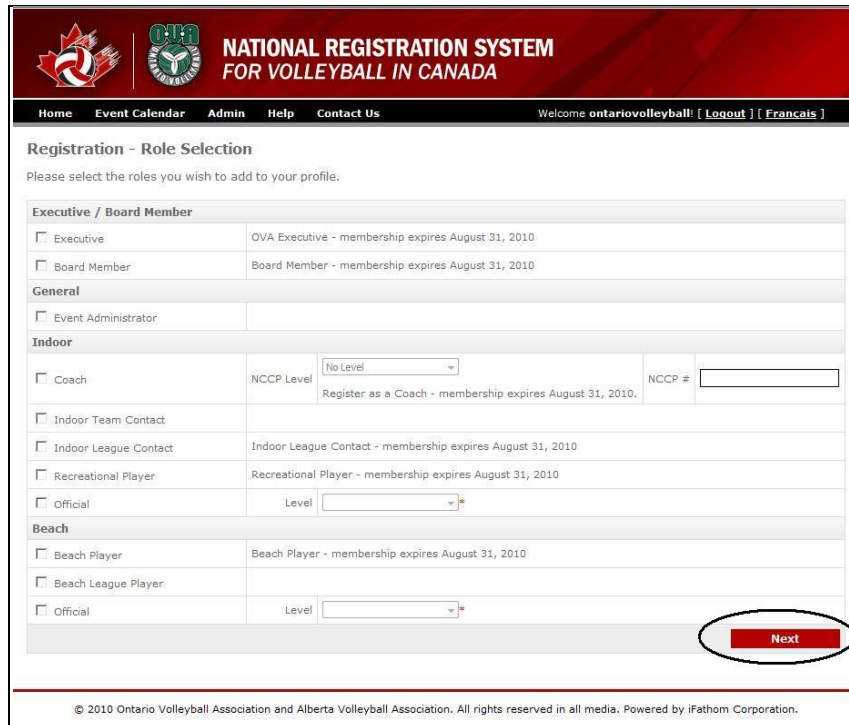
Organization	Role(s)
Ontario Volleyball Association	Indoor Player-14U
OVA OVA 14U	Indoor Player-14U

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How to Register: NRS Registration for INDIVIDUALS

Step 2

You will be redirected to the “Registration – Role Selection” page. Select the role you wish to upgrade to and click “Next”.



Registration - Role Selection

Please select the roles you wish to add to your profile.

Executive / Board Member

Executive OVA Executive - membership expires August 31, 2010

Board Member Board Member - membership expires August 31, 2010

General

Event Administrator

Indoor

Coach NCCP Level Register as a Coach - membership expires August 31, 2010. NCCP #

Indoor Team Contact

Indoor League Contact Indoor League Contact - membership expires August 31, 2010

Recreational Player Recreational Player - membership expires August 31, 2010

Official Level

Beach

Beach Player Beach Player - membership expires August 31, 2010

Beach League Player

Official Level

Next

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Review the “Order Details” page.

Please Note : A member will only be charged for a Role Upgrade fee if the new role is more expensive than the existing role (i.e. If a member registers as a coach (\$80.11) first then wishes to register as a Local official, they will pay the difference (\$35.04) when upgrading their role.).

Next, select “Place Order”.



Order Details

Item Description	Regular	Quantity	Discount	Total
Coach Role (For Ontario Volleyball)	\$47.53	1	\$47.53	\$0.00
			Sub Total	\$0.00
			Tax	\$0.00
			Grand Total	\$0.00

Back **Place Order**

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