



INSTRUCTIONS FOR **PLAYERS** WHO ARE **RENEWING** THEIR MEMBERSHIPS

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. Once you have acquired your username and password, log in, and start renewal process again. **IF THE WEBPOINT SYSTEM DOES NOT E-MAIL YOU YOUR USERNAME AND PASSWORD, PLEASE CONTACT THE OFFICE @ april@evergreenregion.org.**
2. Click on "Renew Online" on the left side of the screen.
3. The "Membership Information" page will come up. Fill in empty fields and make necessary updates (fields marked with an * are required fields). PLEASE INCLUDE PHONE NUMBERS SO THAT WE MAY CONTACT YOU IF NECESSARY!) Select "CURRENT GRADE." Click the "Continue" button.
4. The "Membership Options" page will come up. **THIS IS A VERY IMPORTANT STEP!** If you have already made a team, please select the club name from the pull-down menu. Make sure to double-check that you chose the correct club because you CANNOT go back and modify it. Once a club is submitted, only the office can change it. ****If you have not yet made a team, make sure to check UNDECIDED!****
5. Make sure that **Regular Junior Membership** is selected in the "Membership Type" section. ****Only those players participating in the Youth program should choose the "Youth (12 & Under)" membership type. This is ONLY for the Youth scrimmage-only program and DOES NOT apply to the regular U12 players!****
6. Make sure to read and update the "Parent/Guardian Information" section for the parent or guardian who will sign your form. **THIS IS REQUIRED FOR ALL PLAYERS UNDER 18 YEARS OF AGE.** Once you have completed this page click "Submit".
7. 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 the players and keep them up to date on region business. 😊

8. Choose your payment method. Please remember that unless you are paying online, you will choose *Submit Payment w/Application*. You can only pay ONLINE the first time you log in to your account. If you do not choose to pay via credit card, you will need to submit your payment TO YOUR CLUB!! The only time a payment via check comes directly to the region office is during the pre-registration period. **DO NOT SEND REGISTRATION FORMS/FEES TO THE OFFICE—PLEASE FOLLOW YOUR CLUB’S SPECIFIC PROCESS.**
9. Scroll down to the **USAV Waiver & Release of Liability**. Click to open. (It must actually be opened in order to be able to check the box.) Both the parent and the player MUST read ALL the information, close the document, and check the box that confirms agreement to the terms.
10. Open the **USAV Participation Code of Conduct** (again, this must be opened prior to checking the box) and both the parent and player MUST read ALL the information. Close the document and check the box that confirms agreement to the terms.
11. Next, read the **“Use Agreement”** and check that box that confirms that you agree to the terms.
12. For verification purposes, a driver’s license or State ID number must be entered. ****IF THE PLAYER IS UNDER 18 YEARS OF AGE, A PARENT’S DRIVER’S LICENSE NUMBER MUST BE ENTERED. THE DRIVER’S LICENSE NUMBER SERVES AS A DIGITAL SIGNATURE.**
13. Once all information is correct, go to the bottom of the page and click the **“Confirm”** button. You will then be asked **“Are you sure you want to submit your APPLICATION?”** If everything is correct, respond by clicking **“OK”**.
14. The next page will state **“Your Membership APPLICATION has been successfully submitted.”** Press **“OK”** to continue.
15. Scroll down the page to the **“Medical Release Form”**. You will need to print this form, fill it out, and turn it in to your **CLUB DIRECTOR**.
16. In addition to the Medical Release Form, you will need to click on **“Additional Required Documents for Juniors.”** This will bring up the **Concussion Compliance Form** required for ALL players. You will need to print this form, fill it out, and turn it in to your **CLUB DIRECTOR**.
17. You will receive via e-mail an **“Application Confirmation”** stating the following:
 - Membership Type: Junior Membership
 - Status: Unpaid or Current if you paid online
 - Membership Dates: date of online registration through 10/31/2009
 - Region: Evergreen Region
 - Club: UNDECIDED (or your club)

18. You are now entered into the system for the 2009-2010 playing season. Please save this e-mail as it will have your username and password in it as well.
19. Once you have completed these instructions, please refer to your specific club's registration process. 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** players will need to submit the **2009-2010 INDIVIDUAL MEMBERSHIP FORM, THE EVERGREEN REGION LETTER OF INTENT, and the USA YOUTH & JUNIOR OLYMPIC VOLLEYBALL PLAYER MEDICAL RELEASE FORM , and the CONCUSSION FORM FOR PLAYERS/PARENTS** to your **club director**. These are required forms for everyone!
20. If you chose UNDECIDED as your club and have then accepted and committed to play for a specific club, **you need to log back in to your account and update your information**. Go to <https://webpoint.usavolleyball.org>
 - Enter your user name and password then click "Log In."
 - The "Main Info" page should open. If it doesn't, click "My Information" from the left column.
 - On the right side near the top of the page you will see the "Club" field. Right now it says UNDECIDED. Use the drop-down arrow to change it from UNDECIDED to the club you have selected and are committed to for the 2009-2010 season. Then press the **Tab** key. (NOTE: YOU CAN ONLY CHANGE THE CLUB NAME ONCE SO MAKE SURE IT IS THE CORRECT ONE!)
21. Scroll to the bottom of the page and click "Edit Contact Info."
22. If you need to update any of your personal information all you need to do is log in at <https://webpoint.usavolleyball.org>, then "My Information" and change your information.

IF YOU NEED ASSISTANCE OR DO NOT RECEIVE YOUR USERNAME & PASSWORD,
PLEASE E-MAIL THE REGION OFFICE AT 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!****