

USAV DATA IMPORT & ENTRY INSTRUCTIONS

Follow these easy step-by-step instructions to accurately enter your team into the 2010 Northeastern Boys' Bid Tournament using the USAV Data Import function. If you have problems or questions, do not hesitate to contact the USA Volleyball Events Department at 719-228-6800 or bbid@usav.org.

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

If you are in a Region that uses **Webpoint**, the national registration system, you will use your Webpoint log-in and password to conduct the Import in AES.

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

If you're not sure, contact your Region or USA Volleyball.

Note: 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 can not register separately.

LOG-IN to AES

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

The Club Administrator log-in must be used to conduct the roster verification via the USAV Import function.

CONDUCT USAV IMPORT

Click on "**USAV Data Import**" from the blue menu bar on the left-hand side of the screen. Next, enter your Username and Password (see Request Import Log-in if you do not have this). Click the blue "**Login**" bar. The Import is instantaneous. A message will appear on the same log-in screen noting how many records were imported.

Note: if this is not the first time you have conducted the Import, the message may read that "0" records were imported. This means that no new records were found to import, but and new information for existing records in AES may have been updated (to include USAV numbers, background screenings, etc.).

All registered members of your Club should now appear under the "**Staff**" and "**Players**" links in the left-hand column.

ADD TEAMS

Click on "**Teams**" from the blue menu bar on the left-hand side of the screen. Next, click on "**Add Team**" to set up your team(s) for the event.

The information you must complete will be:

- Team Name (not to exceed 21 characters which includes spaces)
- Select Gender (Female / Male)
- Select Age Division
- Rank of this team within your club (if more than one team participates within this division)

Click **“Update”**. You will be taken to a screen showing the team information you just entered including the team code.

ENTER TEAM INTO EVENT & BUILDING EVENT ROSTERS

To enter a team into a tournament, click on **“Enter Event”** from the menu on the left side of the page. Select the **“location”** of the tournament that you want to enter.

Under **“Current Events”**, click the appropriate tournament below **“Name”**.

A general information screen will appear with all of the information on the event.

Click the blue bar **“Register Teams”** on top of the page.

Your team name(s) should appear under **“Eligible Teams”**. Select the correct classification under **“Eligible Divisions”** you wish to enter for each team in your list. Click **“Update”**.

On the next screen, click **“Build Roster”**. The following screen you will assign your staff positions and players to the roster for this event only.

*Note: If you have already used AES this season to enter another event you may click **“Previous Event Roster”** pull down menu at the top and select another event’s roster to copy. You will then click **“Copy Roster”** after which you may make any adjustments to the roster as needed for the event.*

After you’ve assigned your staff (using the pull down menus to select the individual and their position) and your players (selecting the **“Add”** box next to their names), click **“Update Roster”**. Be sure that each player has a jersey number showing otherwise they will not be added to the roster.

When you have finished creating your event roster, click **“Continue”** at the bottom of the page. If a box pops up after you have clicked “Continue” then there is required information, staff or players missing from the roster and you must correct this before proceeding with your event registration. If there is staff information missing (i.e. any required contact information) then you must click on **“Staff”** from the menu on the left and update each individual’s file as required. If any player information is missing (i.e. contact information, heights, positions, etc. as required by that tournament) then you can just click on the player’s last name and make the corrections directly there.

Note: All errors must be corrected before continuing. If there is missing information for either a staff member or a player that information must be inputted. This information is required by the tournament and considered part of completing registration.

The next page after you have successfully built your roster will show which teams you have finished event rosters for and which still need one built. Continue to build all of your team rosters until complete. Click **“Continue”** at the bottom of the page when you have finished building all of your teams’ event rosters for this event.

The next page will be your Confirmation page. It will show you the teams you’ve entered into the tournament and those rosters along with any notes from the Event Director (bottom of the page). This confirmation will be emailed to the Club Director.

Click **“Continue”** at the bottom of the page.

YOU MUST NOW PRINT the Official Entry Form which you will mail directly to USA Volleyball with your entry fee payable to “USA Volleyball” (one check per team please). Select the check box in the **“Entry Form”** column for each team and then click **“Print Entry Form”**. A PDF will open from which you can print the Entry Form.

MAKING CHANGES TO EVENT ROSTER

Click **“My Events”** from the menu on the left side of the page.

Then click **“My Teams”** for the event which you wish to make roster changes.

Click **“Roster”** for the team whose roster you wish to make changes to.

Identify or change staff members as necessary. Add or delete players as necessary. Then click **“Update Roster”** at the bottom of the page.

VERIFYING 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 blue menu bar on the left-hand side of the screen. 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 **4th** 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 **6th** column of the roster, titled **Coach Cert.**, for coaching staff only, the word **“IMPACT”** must be present, followed by the letters **“USAV”** in the **8th** 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 **7th** 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: You may see the letters **“RC”** in the verification columns from time to time. **“RC”** stands for Region Commissioner and means that your Region has verified the information in the corresponding column. This will be accepted by USAV at check-in; however it will only be on a case by case basis. A roster that has been completely verified by the Region will NOT be accepted. ALL rosters must be 90% 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 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 the **“USAV Data Import”** link in the blue menu bar on the left-hand side 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 verify 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 blue menu bar on the left-hand side of the screen (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 previous entries and replace them with current information. 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.

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 “**My Teams**” from the blue menu bar on the left-hand side of the screen. Next click on the team whose roster you want to view/print. 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. Print and sign the roster and bring it with you to turn in at check-in. Be sure that the roster meets all tournament requirements including verification of all players and staff (see Verifying Your Event Roster above).