

## ROSTER VERIFICATION INSTRUCTIONS

Follow these easy step-by-step instructions to accurately verify your roster for the 2010 Northeastern Boys' Bid Tournament. If you have problems or questions, do not hesitate to contact the USA Volleyball Events Department at 719-228-6800 or [bbid@usav.org](mailto:bbid@usav.org).

### REQUEST IMPORT LOG-IN

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.

### 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. *Note: You do not need to bring this roster in for check-in—it is not required. Rosters will be provided by USAV.*

In the **4<sup>th</sup>** 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 **6<sup>th</sup>** column of the roster, titled **Coach Cert.**, for coaching staff only, the word "**IMPACT**" must be present, followed by the letters "**USAV**" in the **8<sup>th</sup>** 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.





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## RE-CHECK EVENT ROSTER

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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 in Webpoint.

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## TROUBLESHOOTING

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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.

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## PRINTING YOUR OFFICIAL EVENT ROSTER

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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).