

## ENTERING AN EVENT THROUGH ADVANCED EVENT SYSTEMS

Follow these easy step-by-step instructions to accurately ENTER your team into the Junior Olympic Volleyball Championships. If you have problems or questions, contact the USA Volleyball Events Department at 719-228-6800.

### ADD TEAMS (Follow this step only if you have not built your default rosters.)

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.

Select "**Create Default Roster**" and identify the Head Coach and Assistant Coach (if applicable). You will be able to add additional staff to the Event roster (i.e. Chaperones, Team Representative, etc.) after you have entered the event successfully. On the screen where you are given the option to print your Entry Form, click on "**Roster**" for the team you would like to make staff changes and additions.

Then add players to this team by checking the box in the "**Add**" column in the "**Eligible Players**" area for each player who will be part of this team.

Click "**Update All**". The selected players and staff will now appear on the default roster of your team. Follow this process for each team in your club.

### ENTER TEAM INTO EVENT

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**".

The next screen will show you if your teams are eligible or ineligible. If any of your teams are ineligible, the reasons will be noted on this screen. Correct any errors on the roster by clicking "**Edit Roster**". After fixing any/all problems click "**Save Roster**" and then you will be redirected back to the eligible/ineligible teams page.

All of your teams should be under Eligible Teams. Click "**Continue**".

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**".

**YOU MUST NOW PRINT** the Official Entry Form which you will mail directly to USA Volleyball with your entry fee payable to "USA Volleyball". Select the check box in the "**Entry Form**" column for each team and then click "**Print Entry Form**".

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## 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 and click "**Update**".

Then add or delete players and click "**Update Players**".

NOTE: If you make any changes to your Default Roster these changes will not apply to any of your Event Rosters. Event Roster changes must be made through the above process.