

LONE STAR VOLLEYBALL REGION ONLINE RENEWAL PROCEDURES 2011-12 SEASON

You will need to retrieve your Login information (your Username and Password) from your records or from your Membership Confirmation email from the previous season.

1) **LOG INTO YOUR RECORD**

Go the Lone Star Region website: www.LSVOLLEYBALL.ORG. Choose **Registration** from the top menu prompts and you will be taken to the **Online USAV Region Membership Registration** instructions. Scroll down to the bottom of the instructions and choose the first link: **“I have previously registered online as a Member of the Lone Star Region and I want to register for the 2010-11 season.** This will take you to the **USA Volleyball - Website Login** where you will use your Login information to enter your record or you will use the **Forgot Password** option to obtain your Login information. If you are using your Login for the first time, you will be prompted by the system to **Change Your Password**. If so, simply follow the online instructions.

Once you've successfully logged into your record, you will be taken to the **Member's Only Area** of your record. The **Member's Area** on the left side of the screen offers choices for you to monitor and make changes to your record. If you wish to change your Login information, do this prior to renewal of your record by choosing **Change Username or Password**.

2) **RENEW YOUR RECORD**

Choose **Renew Online** from the Member's Area or click from the top of the page **TO APPLY FOR YOUR MEMBERSHIP ONLINE CLICK HERE**.

Screen #1 - Membership Information

Check your personal information for accuracy and fill in any empty fields. Fields marked with an * are required fields.

- Junior Participants will need to choose their **Current Grade** each season from the drop down menu at the bottom right side of the page.
- Adult Participants will need to choose their **Level Of Play** each season from the drop down menu at the bottom right side of the page.
- Both Junior and Adult Participants will need to select an option from the **Race/Ethnicity** drop down menu at the bottom left side of the page.

Once all updating has been accomplished, click **Continue** to proceed to the next screen.

Screen #2 - Membership Information – Membership Options

- Junior Participants

A club affiliation must be chosen from the Club drop down menu on the left side of the screen.

Bypassing this field will prohibit your club from finalizing your Membership with the Region Office and participation in practices and/or tournaments will be prohibited. Complete Screen #2 by updating the **Parent/Guardian** information and choosing **Submit** to advance to Screen #3.

- Adult Participants

Adult players may select **Undecided** as their club (unless they know they will be playing for the same one through the year). Adult coaches, club directors and chaperones should select the club they will be representing. Officials should select a club if they are coaching or should select “Officials” if they are not.

Adults must select their participation role. If you choose from the Junior Program Roles, you will be prompted to complete a background check. If you have been prompted to complete a background screen, you must enter the data required and process the application right then. If you are working with a junior club, you will also be electronically signing a Junior Club Personnel Code of Ethics. It must be signed and submitted before a member can be added to a team roster. Choose **Submit** to advance to Screen #3.

Screen #3 – Membership Information - Confirm

This is the final screen to confirm all application information. If any information was incorrectly entered, the **Edit** button may be used to make changes.

The Correspondence Information checkboxes are automatically selected, therefore, if you wish NOT to receive communications those boxes must be unchecked.

- Open and READ the **USAV Waiver & Release of Liability** prior to checking the box that confirms agreement to the terms.
- Open and READ the **Participant Code of Conduct** prior to checking the box that confirms agreement to the terms.
- Read the **Use Agreement** prior to checking the box that confirms agreement to the terms. By checking this Agreement, you understand that you've agreed to remain with your club through the entire season. For players, the season begins once they have stepped on a court in a sanctioned tournament event.

For verification purposes, you must enter a driver's license or State ID number. **PLEASE NOTE THAT THIS PROCESS MUST BE COMPLETED BY THE INDIVIDUAL WHO IS RENEWING THE MEMBERSHIP (Parent/Guardian for Junior Participant). THE DRIVER'S LICENSE NUMBER SERVES AS A DIGITAL SIGNATURE.** Once all information is correct, go to the bottom of the page and click the **Confirm** button. The system will ask you, "Are you sure you wish to submit your application?" - Choose OK.

USAV will confirm your application via email.

Screen #4 – Membership Application Confirmation

- Screen print this final Screen for your records as it contains a record of your Login information.
- Print the Code of Conduct to keep with your records.
- Print any other documents the system prompts for and give to your Club Director.

Junior Participants

Your club director will finalize your renewal by mailing payment into the Commissioner's office.

Adult Participants (*not affiliated with a Junior program*)

You must mail in a copy of your Membership Application Confirmation along with applicable fees to the Commissioner's office to complete your registration process.

Adult Participants (*affiliated with a Junior program*)

Your club director will finalize your renewal by mailing payment into the Commissioner's office.