



Procedure for Retrieving a Clinic Roll-Call (Reservation) report

<https://lsvolleyball.org/clinician>, “Clinic Roll-Call Report Retrieval Procedure”



1

Login to your Sports Engine account – My.SportsEngine.com

CL
Charlene Longostino

- Home
- Household
- Schedule
- Teams

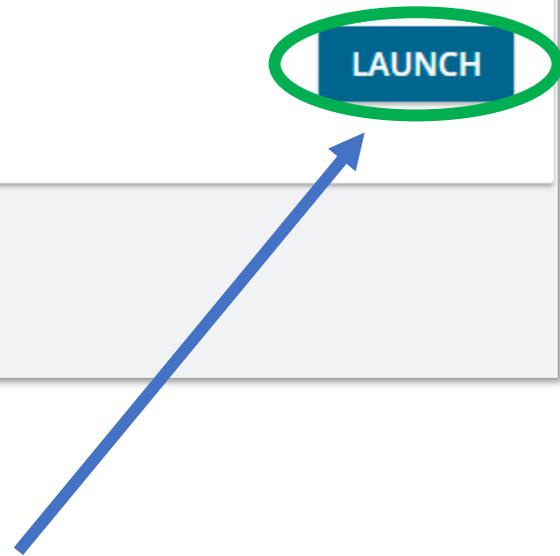
Home

 USA Volleyball Academy

LAUNCH

2

Select "LAUNCH" from the USA Volleyball Academy link in the top center.





3



USA Volleyball Academy ×

[Need Help?](#)

The USA Volleyball Academy is a Learning Management System where you can complete necessary coursework (ex: junior officials or scorer training). We will be sure to sync any credentials from the USA Volleyball Academy to your SportsEngine profile.

Select Profile:

Charlene Longostino

CANCEL **LAUNCH**

Select your Profile, then click on "LAUNCH."

4

In the left menu, select "Instructor."

- Home
- Content Library
- Achievements
- Live Sessions
- Messages
- Instructor**
- Collapse Menu



5

Look for your clinic and select [View details](#).

Instructor Sessions Time Off Filter

Future Sessions

Course Name	Module Name	Name	Days	Session Start Date	Instructor	
LS25_S101 In-Person Junior Scorer Clinic	LS25_ 1-Person Scorer Clinic Registration	● Scorer Clinic - Houston	Single	10/02/25 . 12:00 PM (Central Standard Time)	Gordon Morrison	View details
LS25_S101 IP FOR ADMIN USE ONLY	LS25_ 1-Person Scorer Clinic	● Scorer Clinic - Houston	Single	10/02/25 . 12:00 PM (Central Standard Time)	Gordon Morrison	View details
LS25_S201 In-Person Provisional Scorer Clinic	LS25_ 1-Person Scorer Clinic Registration	● Scorer Clinic - Houston	Single	10/02/25 . 12:00 PM (Central Standard Time)	Gordon Morrison	View details

Do not do anything with the “FOR ADMIN USE ONLY” ENTRIES!





6

Select Download Roster (Roll Call).

Scorer Clinic - Houston

Register Instructor roll call

Select All

User	02	Score	Mark complete
<input type="checkbox"/> Addison Chadwick SE-production-62779638	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="INCOMPLETE"/>
<input type="checkbox"/> Amber Craig SE-production-62779705	<input type="checkbox"/> ABSENT	<input type="text" value="0"/>	<input type="button" value="INCOMPLETE"/>
<input type="checkbox"/> Avery Craig SE-production-62779760	<input type="checkbox"/> ABSENT	<input type="text" value="0"/>	<input type="button" value="INCOMPLETE"/>

Upload Roster

Please select an action

Do not do anything with this area,
Resist the temptation!





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You will receive a CSV file that will provide all members who have made a reservation. This file may be opened in Excel, Sheets, or whatever spreadsheet you use.

	A	B	C	D	E	F	G	H
1	User Name	First Name	Last Name	Email	Company	10/02/25 12:00	Score	Completed
2	SE-production-62779638	Addison	Chaddock	skc@chubbycheekdesigns.com		No	0	No
3	SE-production-62779705	Amber	Craig	bethannecraig@yahoo.com		No	0	No
4	SE-production-62779760	Avery	Craig	bethannecraig@yahoo.com		No	0	No

You may print this out or, if you have an extra computer, edit it on site to check people in.*

Columns F, G and H are the ones you will update after/during the clinic:

F = If they attend the complete clinic, change to Yes.

G = Exam Score.

H = Did they pay for the clinic, change to:

#=Check number, C=Cash, PP=Paid Previously.

	F	G	H
	10/02/25 12:00	Score	Completed
Yes		84	1856
Yes		92	C
Yes		88	PP

Do NOT change the titles in row 1 for columns A-H. You may add additional columns to the right for notes.

*If you have attendees that are not on the list, and there is room for them in the venue, have them complete a paper Official's Application, then you may add rows to the bottom, complete their **Names** in columns B and C and enter their **DOB** in column E.





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You will need to retrieve the files for each level for that date/time.

Future Sessions

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LS25_S101 IP - FOR ADMIN USE ONLY	LS25_In-Person Scorer Clinic	● Scorer Clinic - Houston	Single	10/02/2021 12:00 PM (Central Standard Time)	Gordon Morrison	View details
2 → LS25_S201 In-Person Provisional Scorer Clinic	LS25_In-Person Scorer Clinic Registration	● Scorer Clinic - Houston	Single	10/02/25 12:00 PM (Central Standard Time)	Gordon Morrison	View details

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For Scorer clinics the possibilities will be: Junior Scorer, Provisional Scorer and Regional Scorer.

For Referee they will be: Junior R2, Junior R1, Adult R2, Provisional Referee, Regional Referee.

For ease of use, you may combine all the level files into one after retrieving them.





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Once you have completed the clinic and updated the file(s), save in an Excel format (.xlsx) and email with the Financial report to:

Joe Campbell (Scorer) LSRScorechair@gmail.com

Joe Lizama (Referee) LSRrefereechair@gmail.com

Please use this file name format:

Roster/Roll Call: **Date_City_Type_Clinician.xlsx = 110324_Houston_Score_Campbell.xlsx**

Financial: **Date_City_Type_Clinician_FR.xlsx = 110324_Houston_Score_Campbell_FR.xlsx**

Within 5 days, follow up by sending a copy of the **Financial Report**, paper **Applications**, and **Checks** via the postal service.

