

USAV/SE ORG. ADMIN ELIGIBILITY REPORT IN MICROSOFT TEAMS

How to Access & What the Information Means

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Access

1. Log into Microsoft Teams [via this link](#) (send an e-mail to brent.buzbee@usav.org if unable to access)
2. Under "Your Teams" – click the "Org Admin Eligibility Report" link
3. Click on "Files" at the top of the screen
4. Click on "Admin Org Report.xls" – which will open an Excel file on your screen. You can also hover your mouse over the file name and see a menu icon appear to the right of the file name (it will look like three dots). Click on that menu for other options, such as downloading the file to your computer (this may be easier for some).

Most Important Columns & Information

Column	Header	What It Means
B	admin_name	Name of the administrator you're checking eligibility for
C	admin_role	The role of the administrator you're checking eligibility for
E	eligible	"1" = eligible. "0" = missing requirements

Information Meaning

"Owner" refers to the individual who manages the overall HQ account. "Administrator" refers to the org. or season admin we are looking up eligibility for.

Column	Header	What It Means
A	parent_org	The region's name (the numerical code is not important)
B	admin_name	Name of the administrator you're checking eligibility for
C	admin_role	Role of the administrator you're checking eligibility for
D	org_type	Organization type of the entity ("Club" is most common)
E	eligible	"1" = eligible. "0" = missing requirements
F	membership_number_id	Administrator's USAV membership number
G	membership_definition_name	Name of membership the administrator currently has
H	membership_status	Status of the membership the administrator currently has
I	safesport_status	Safesport status for the administrator ("complete" or "expired")
J	safesport_expires_at	Expiration date of the administrator's Safesport certificate
K	background_screen_status	Status of the administrator's background screen
L	background_screen_expires_at	Expiration date of the administrator's background screen
M	suspension_status	Status of a suspension for the administrator
N	suspension_expires_at	Expiration date of a suspension for the administrator
O	admin_email	The e-mail of the administrator you're checking eligibility for
P	claimed_status	Indicates if administrator's SE profile is claimed
Q	city	City of the club's address in SportsEngine
R	state	State of the club's address in SportsEngine
S	postal_code	Zip code of the club's address in SportsEngine
T	org_admin_first_name	First name of the owner of the club's HQ account
U	org_admin_last_name	Last name of the owner of the club's HQ account
V	org_admin_email	E-mail of the owner of the club's HQ account
W	org_admin_phone	Phone of the owner of the club's HQ account

Microsoft Excel Shortcuts

Note – these shortcuts apply to Microsoft Excel 2016 on a Windows PC and may be different depending on your version of Excel or the operating system you're using.

Apply Filters to Columns

1. Highlight the entirety of row 1 by clicking on the number 1 on the left side of the screen.
2. Click on the "Sort & Filter" icon in the tools at the top of the screen
3. Click on "Filter"
4. Small pulldown arrows will now appear at the top of each column.



Filter Specific Information

1. Choose a column you wish to filter information from. For example, in Column "X" you may wish to filter down to only your region.
2. Click on the pulldown arrow of the column you wish to filter information in.
3. The first option in the checkbox list likely will say "Select All." Uncheck that box.
4. Scroll to the option that you wish to include in your filter, or use the search bar to find that option.
5. Check the box next to that option.
6. Click "OK" at the bottom of the menu.

Note – you can apply more than one filter at any given time. As an example, you can filter first by your region, then by a specific club in Column "B" using the same process as above.

Other Shortcuts

CTRL + F Find a specific piece of data quickly.

Questions on This Document

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