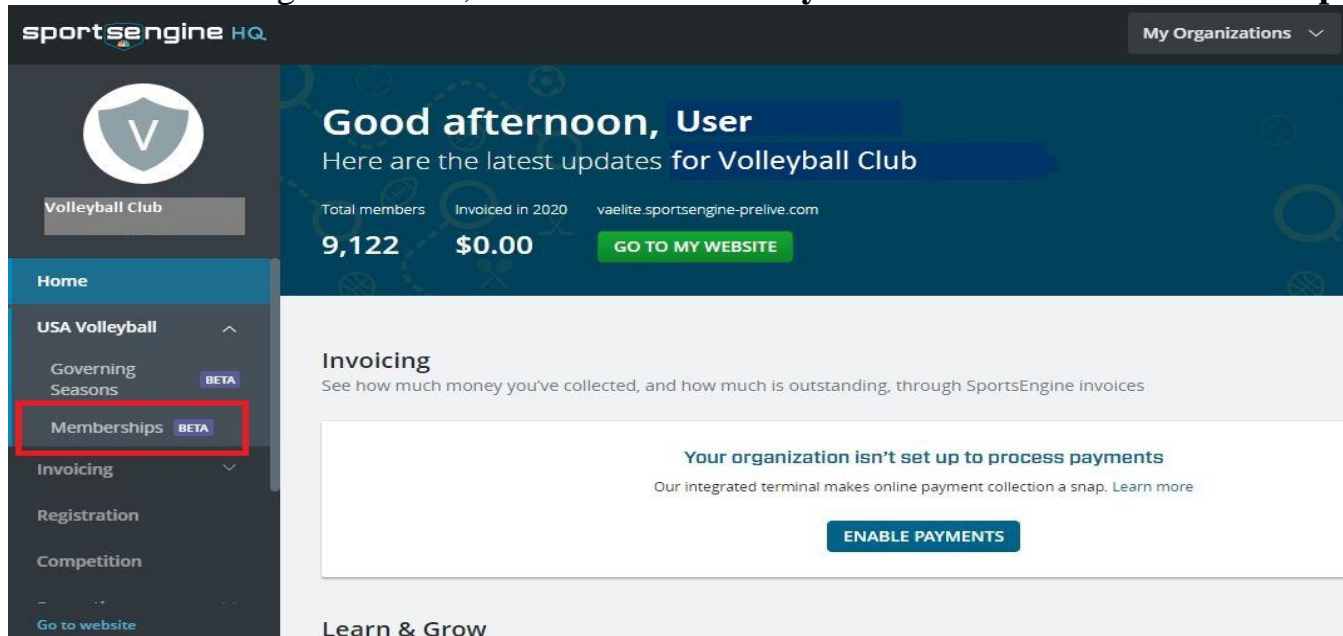


How to affiliate with a club in MMS

Club Directors and Admins, the way a director, admin, coach or player is affiliated with or assigned to a club has changed this season. All persons associated with the club need to be invited to the club this season. It is not possible to manually select a club during the registration process. The below instructions provide the steps necessary to invite members to the club and also how to manage those requests.

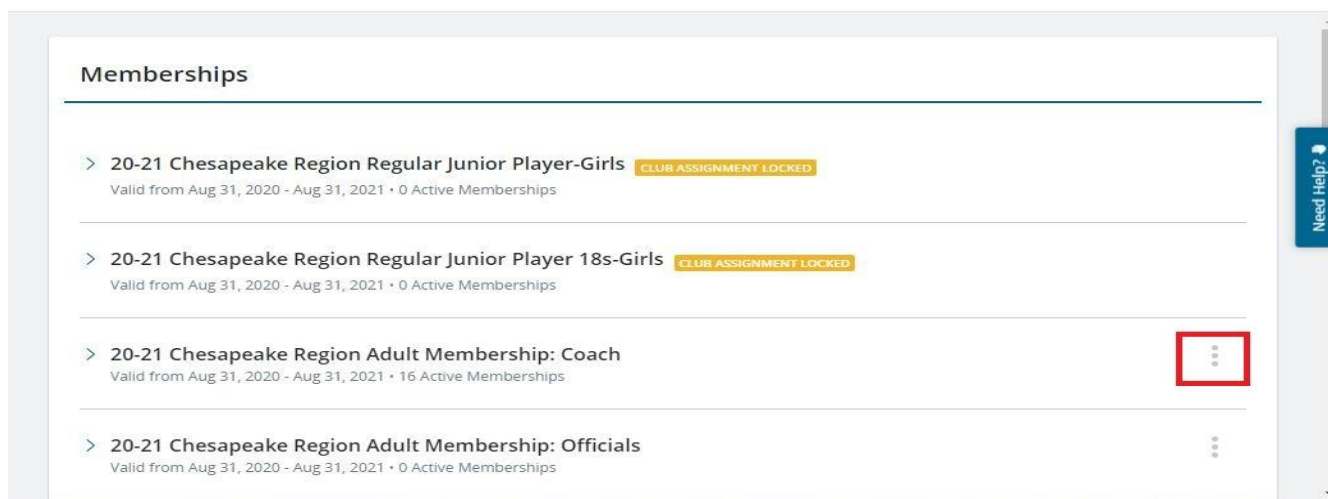
How to Send Club Assignment Requests

1. Sign in to your club "Sports Engine HQ."
2. From the left navigation menu, click the "USA Volleyball" tab and select "Memberships":

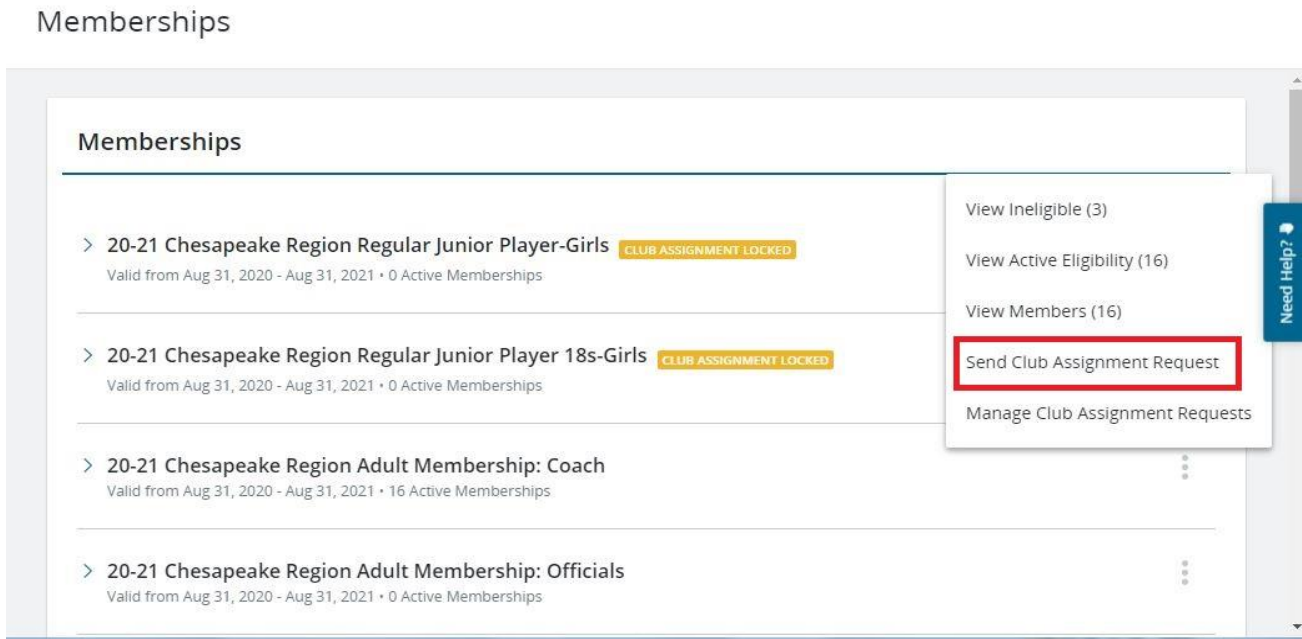


3. On the Memberships page, to the right of the membership you wish to send an invite for, click the 3 dots icon:

Memberships

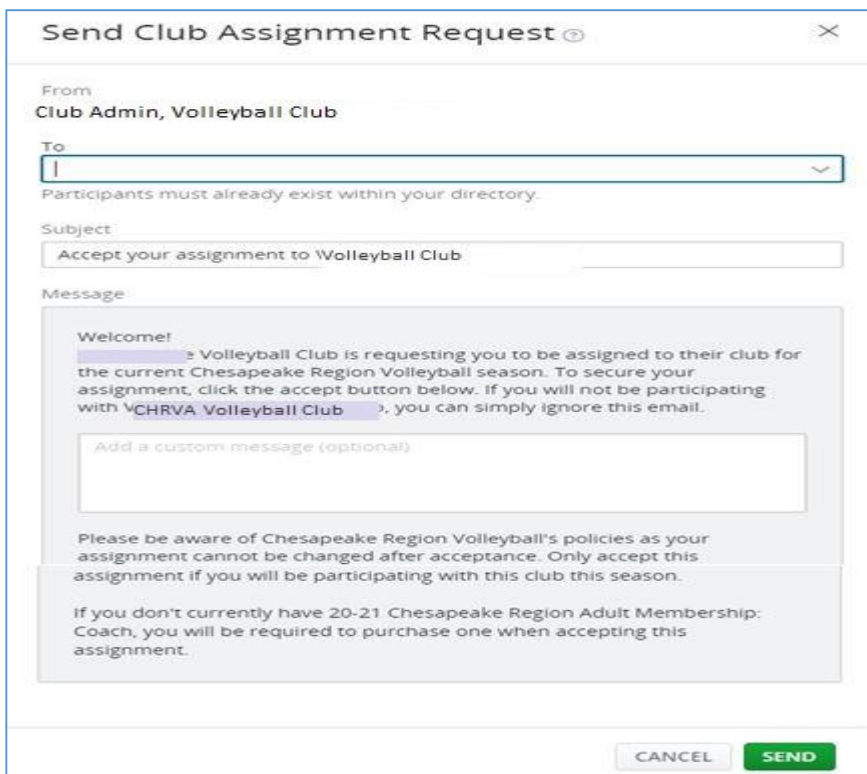


4. Select the “Send Club Assignment Request” option:



5. On the pop-up dialog box, search for people in your directory by typing their name in the “To” box and selecting them from the list that appears (multiple requests can be sent at a time). Click “Send” once completed.

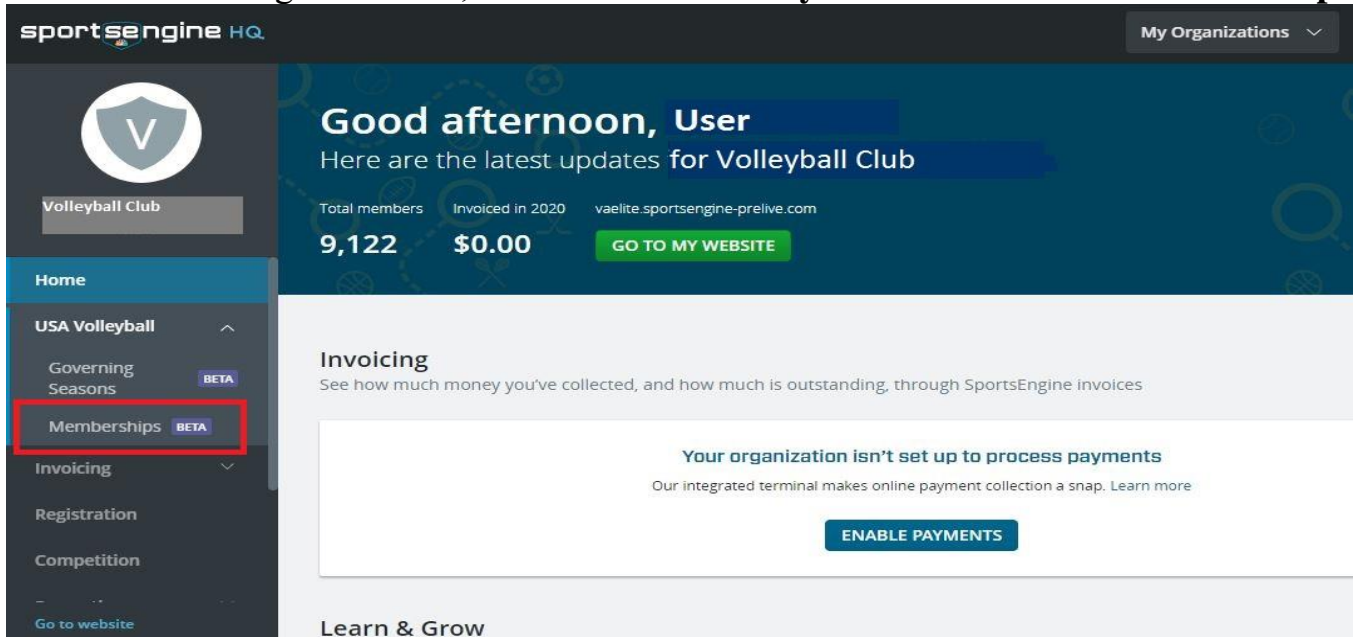
Note: Participants must already exist within your directory to send club assignment requests. (You can directly add a person to your directory.)



- Members who receive the invite have the option to accept or not. Once accepted they will be affiliated with and locked into the club. Any additional membership invitations sent will require approval from USAV or the Region.

Managing Club Assignment Requests

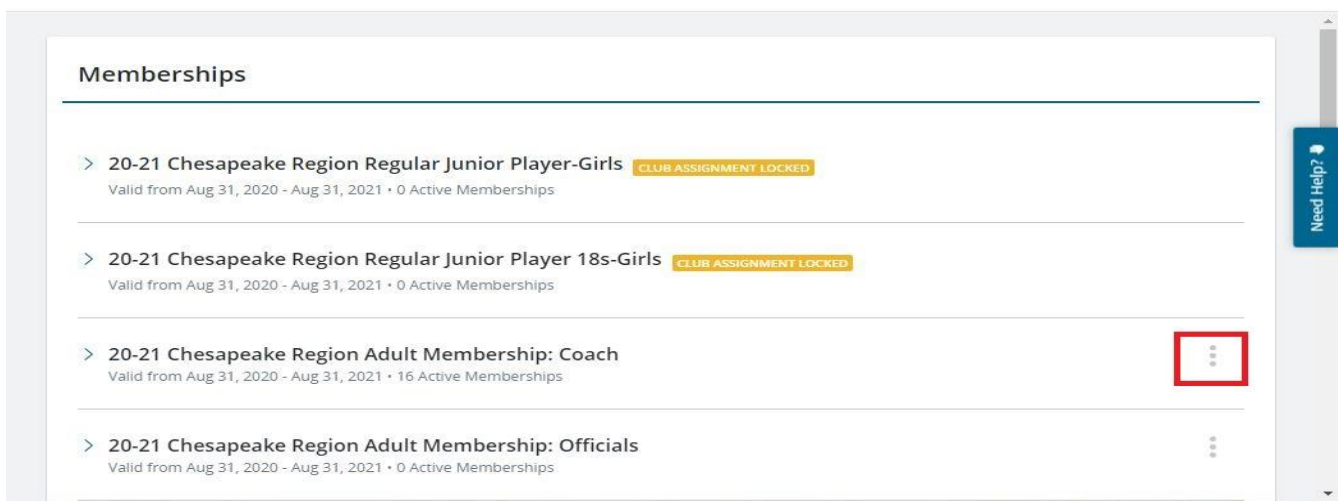
- Sign in to your club "Sports Engine HQ."
- From the left navigation menu, click the "USA Volleyball" tab and select "Memberships":



The screenshot shows the SportsEngine HQ dashboard for a Volleyball Club. The navigation menu on the left includes 'Home', 'USA Volleyball', 'Governing Seasons', 'Memberships' (highlighted with a red box), 'Invoicing', 'Registration', 'Competition', and 'Go to website'. The main content area displays 'Good afternoon, User' and 'Here are the latest updates for Volleyball Club'. It includes statistics for 'Total members' (9,122) and 'Invoiced in 2020' (\$0.00). A 'GO TO MY WEBSITE' button is visible. Below the statistics, there is an 'Invoicing' section with a message: 'Your organization isn't set up to process payments' and an 'ENABLE PAYMENTS' button.

- On the Memberships page, to the right of the membership you wish to manage, click the 3 dots icon:

Memberships



The screenshot shows the Memberships page in SportsEngine HQ. The page lists four membership types: '20-21 Chesapeake Region Regular Junior Player-Girls', '20-21 Chesapeake Region Regular Junior Player 18s-Girls', '20-21 Chesapeake Region Adult Membership: Coach', and '20-21 Chesapeake Region Adult Membership: Officials'. The 'Coach' membership has 16 Active Memberships and a red box highlights the 3 dots icon next to it.

4. Select the “Manage Club Assignment Requests” option:

Memberships

The screenshot shows a web interface for managing memberships. It features a list of membership categories, each with a dropdown arrow, a title, a validity period, and the number of active memberships. A context menu is open over the first two categories, showing options like 'View Ineligible (3)', 'View Active Eligibility (16)', 'View Members (16)', 'Send Club Assignment Request', and 'Manage Club Assignment Requests'. The 'Manage Club Assignment Requests' option is highlighted with a red box. A 'Need Help?' button is visible on the right side of the interface.

Membership Category	Validity Period	Active Memberships
> 20-21 Chesapeake Region Regular Junior Player-Girls	Valid from Aug 31, 2020 - Aug 31, 2021	0 Active Memberships
> 20-21 Chesapeake Region Regular Junior Player 18s-Girls	Valid from Aug 31, 2020 - Aug 31, 2021	0 Active Memberships
> 20-21 Chesapeake Region Adult Membership: Coach	Valid from Aug 31, 2020 - Aug 31, 2021	16 Active Memberships
> 20-21 Chesapeake Region Adult Membership: Officials	Valid from Aug 31, 2020 - Aug 31, 2021	0 Active Memberships

5. The *Membership Status* column will indicate whether or not their membership has been paid, which indicates the request has been accepted. If the contact information is not listed and -- appears in the *Email* column, this indicates that the request was sent to the member, from your Region, on behalf of your club. Once the invite is accepted, the information will populate.

< Current Memberships

20-21 Chesapeake Region Adult Membership: Coach • Manage Club Assignment Requests

Valid from Sep 1, 2020 - Aug 31, 2021

The screenshot shows a table of members for the '20-21 Chesapeake Region Adult Membership: Coach' category. The table has columns for Name, Membership Status, Email, and Date Sent. There are 8 rows of data. The first four rows have a membership status of '--' and an email address of '--'. The last four rows have a membership status of 'PAID' and a populated email address. A search bar is at the top left, and 'RESEND' and 'REVOKE' buttons are at the top right. A 'Need Help?' button is on the right side.

Name	Membership Status	Email	Date Sent
<input type="checkbox"/> PK Peter	--	--	Oct 12, 2020 at 4:35 PM
<input type="checkbox"/> --	--	blank@club.com	Oct 11, 2020 at 9:08 PM
<input type="checkbox"/> AC Aaron	--	email@server.com	Oct 11, 2020 at 5:53 PM
<input type="checkbox"/> KN Khoi	--	kv@server.com	Oct 11, 2020 at 5:51 PM
<input type="checkbox"/> CT Christine	PAID	email@me.com	Oct 11, 2020 at 5:49 PM
<input type="checkbox"/> IG Isabel	PAID	newplayer@vb.com	Oct 11, 2020 at 5:40 PM
<input type="checkbox"/> KB Kelsey	PAID	lk@vbclub.com	Oct 11, 2020 at 4:39 PM
<input type="checkbox"/> BC Brittany	PAID	op@club.com	Oct 11, 2020 at 12:00 PM

6. If a request needs to be resent or revoked, click on the check box next to the desired members name and then click on the button for the action to be performed, either RESEND or REVOKE:

< Current Memberships

20-21 Chesapeake Region Adult Membership: Coach • Manage Club Assignment Requests

Valid from Sep 1, 2020 - Aug 31, 2021

Search

1 person selected

<input type="checkbox"/>	Name	Membership Status	Email	Date Sent
<input type="checkbox"/>	Peter	--	--	Oct 12, 2020 at 4:35 PM
<input checked="" type="checkbox"/>	Peter	--	new@server.com	Oct 11, 2020 at 9:08 PM
<input type="checkbox"/>	Aaron	--	hi@club.com	Oct 11, 2020 at 5:53 PM
<input type="checkbox"/>	Khoi	--	kh@server.com	Oct 11, 2020 at 5:51 PM
<input type="checkbox"/>	Christine	PAID	od@me.com	Oct 11, 2020 at 5:49 PM
<input type="checkbox"/>	Isabel	PAID	nw@club.com	Oct 11, 2020 at 5:40 PM

Need Help?