

Region Admin Instructions to Approve Age / Grade / Gender Waivers (if applicable)

1. Log in to SE HQ.
2. Click **USA Volleyball > Governing Seasons**.
3. Click **Teams** to see all teams and their roster status.
4. For teams marked "Decisions Needed," click the **Team Name**.
5. You will be presented with the team members and their roster status. Click **See Staff/Player Details** to view the players/staff with warnings or violations.
6. Players/staff members with warnings/violations have an icon directly to the left of their name. If they have met all of the eligibility rules, they will not.
7. If a player/staff member does have a warning/violation, click on their name to see what eligibility requirements are still needed.
8. When you're ready to approve/deny, to the left of the player/staff name, click the **checkbox**. You can select all by checking the box at the very top.
9. From the upper-right corner, click **Change Status**.
10. Click either **Approve** or **Deny**. Any approval/denial can be reversed by clicking **Undo Decision**.
11. Click **Change**.