

Webpoint Reports to Create Before October 31st

1. Suspensions & Regions Holds

- a. From the Navigation Bar on the left side of the screen, click on Member Management, then Search Members:

MEMBER HOME

- Member Area +
- SafeSport Core Training
- SafeSport Refresher Training
- Search Members +
- Member Help Guide

REGION ADMINISTRATION

- My Region +
- Member Management -**
- Add/Renew Member
- Search Members**
- Member Cards
- Unpaid Members
- Pending Coaches
- Cancel Members

- b. Select Member Search, minimize the Personal Information, expand the Membership Information, and select Suspended and Region Hold from the Membership Status dropdown

MEMBER HOME

Basic Search **Member Search** Search Coaches/Officials

REPORT TITLE: USA Volleyball Members ☐ HIDE OUTPUT

REGION

Region: USAV Club Region: -Select One-
Club: - Please select a Club Region -
 Unaffiliated

PERSONAL INFORMATION

ADDRESS INFORMATION

MEMBERSHIP INFORMATION

Membership Season will override Membership Start/End Dates

Membership Season: Any
Latest Membership: Yes
Active Dates: From To
Start Dates: From To
End Dates: From To

Membership Status: **Suspended, Region Hold**

Membership Category

Membership Type

Membership Group

Membership Option

Has a Pending Membership

New/Renewal Membership

Filter: Enter keywords
☑ Check all ☒ Uncheck all

- Pending
- Current
- Grace Period
- Lapsed
- Cancelled
- Suspended**
- Region Hold**

c. Export the information and save for your files



- 2. 2019/2020 Data- It is vital to have all membership information for the past few years. We recommend 5 years, but you can go back as far as 2009/2010. Use the information below to create these reports.
 - a. Shown below is the report to pull all current memberships for the 20/21 season. This would bring back all members in your region who have a current membership as of today.
 - i. Click on Member Management, Search Members, collapse the Personal Information area by clicking on the arrow on the right-hand side, and then expand the Membership Information. Next to Membership season, click on the 2019/2020, and then click Yes next to latest membership. (This will ensure that you only receive the latest membership information, and no duplicate records if a person bought tryout and then a full membership.) Then for Membership Status select Current from the drop down list, and then click Search.
 - b. You might also find it valuable to pull all unpaid memberships, or even members who purchased a specific membership. (You can pull that list by using the Membership Type, circled in green below)

c. Make sure you download and save these reports!



- 3. IMPACT & SafeSport – While it’s not necessary to pull membership information for more than 5 years, we do recommend that you pull IMPACT and SafeSport from the beginning.

- a. Start a new member search, collapse Personal Information, expand Certification Information, then select IMPACT and SafeSport from the Certification type drop down. (This will bring back both current and lapsed members who have take Impact and/or SafeSport.)

The screenshot shows the 'Member Management' sidebar on the left with 'Search Members' circled in red. The main content area displays various information sections, with 'CERTIFICATION INFORMATION' expanded. Below this, search filters are visible: 'Find members who' (Select One), 'Status' (Select options), 'Certification Type' (SafeSport, IMPACT - circled in red), 'Start Dates' (From/To), 'End Dates' (From/To), 'Has Current BG Screening' (Any), 'SafeSport Certified' (Any), and 'Has Current PA Screening' (Any). A small red circle highlights a dropdown arrow in the top right corner of the information sections.

4. Officials Certifications- While most officials certifications end at the end of the season, some cover multiple seasons. There may be other Officials certification information that might be valuable to collect during this time. Please make sure to reach out to your Officials Chair to make sure they receive any previous year information that they might need.
5. Club Listing – Is it also advisable to create a report to list all Clubs both active and inactive in your region
 - a. From the navigation bar, click on Club Management, then next to Is Active, click Any. This will bring back both active and inactive clubs in your region as well as contact information from these clubs.

The screenshot shows the 'Search Clubs' sidebar on the left with 'Search Clubs' circled in red. The main content area displays search filters: 'Basic Search', 'Club Search', 'Team Search', 'Search Clubs', 'REPORT TITLE: Clubs', 'Company ID', 'Club Name', 'City', 'State' (Select options), 'Region' (USAV), 'Club Code', 'Reg Club Tracking Code', 'Email', 'Current Members' (From/To), 'Club Type' (Select options), 'Club Designation' (Select options), 'Is Active' (Any - circled in red), and 'Test Club' (Any).

6. Sometimes reports are too large for Webpoint to pull of the data. This will show either when you click search, and Webpoint times out after a while, and becomes unresponsive. Another way you might see this is when you click to open the report in Excel and the spreadsheet is blank. If this is the case, try to redo the search with smaller parameters, such as only searching by clubs A-D, then E-J, etc., or by only searching by membership type. You can then combine the reports together in Excel to keep your reports all in one spreadsheet.

Last but not least, please remember that USAV will keep all previous records on file at their office. If there is ever anything that you are not able to find, please feel free to reach out to our Membership Services Department.