

Sign up to play instructions:

First step - Sign in!

If you are a new club -

You will need to create an account in Signuptoplay.com before you can start. Click on Create an Account and follow the instructions to create your club. If you have been a member of the AZ Region before your record will be in the system. When it asks if you are already in the system, follow the lead there. If you have never been a member in the system before skip that part. Once you have created your club you will have to login with the username and password that you just created in order to start.

You will also have to create a Club Code. This is a 5 letter designation that is specific to your club. If you are unsure of what to put for the code, contact the office to help you create a designation that is unique for your club.

If you are an existing club -

If there has been any information change to your club info, please go to My Info then Club Info and make the necessary changes. It is very important that we have the correct information at all times. If you are changing directors do not change the info in Club Info - follow the directions below to change the director. By just changing the info that is in there you will affect the data for the person who is the current director.

To change Directors for the club, the new director must have a username and password assigned to their record. If the new director already has a username and password associated with their name you can start with 5 below. If they currently do not have a username and password you must give them one and then assign them to the position. To do that:

1. Click on Club Logins in the left margin;
2. Click on New Login in the top margin;
3. Select the person that will be the new director from the drop down list;
4. Create the new username and password and Save the page;
5. Click on Club Info;
6. Click on Change Director in the top margin;
7. Select the new director from the drop down list - only adult staff with username and passwords assigned to their record will be on the drop down list - then click Save.

Once the new director has been assigned as the director only their username and password will work to access the club info. If you want to retain the username and password of the former director, contact the office and we can change it for you.

2nd step - Setting up teams:

Click the team button to the left of the screen. Next, click on New Team and enter the information then save.

3rd step - Adding players:

As the club director, there are three different ways you can add players to your club.

1. **New Player-** If this player is new to club volleyball and will be playing for your club, you will need to click New Player and enter all the information.
2. **Accept Players-** If there are players that played for your club the previous season then click Accept Players. A list of players that were registered with your club the past season will appear and you will need to locate their name, check the box, and click Accept. Don't forget to make sure their information is still correct as addresses, age levels, jersey numbers, etc may have changed from the previous season.
3. **Find Players-** Players that played for a different club the previous season, and are not already affiliated with a club can be accepted using the "Find" feature. Enter the required information then click Find. After the player has been "found" click on their name and then Add to Club. **To find a player you must have last name, first name, birthday, and graduation year.**
Note: The name must be spelled exactly as it is entered in the system and the graduation year and birth date must be the same for the player to be "found". If you are sure that the player was in the system last year and they are not being found try different spelling or close graduation years and see if they will show up. If all else fails call the office and have us find them in the database and add them to your club.

***Reminder- Jersey #'s are a required field. The program will not allow duplicate jersey numbers on the same team. Make sure to check each player for the correct jersey number before assigning him or her to a team.**

4th step - Adding Staff:

Basically this is the same as adding players. Click Staff on the left side of the screen. Again, three different ways to add staff, complete the one that applies. After adding them you will need to put them with a team. Click Team then click Staff, select their position and add them to the team.

5th step - Building the Team:

Click back on Teams to the left of the screen. Choose the team you are building first and click on it. Click on Players at the top. The names of the eligible kids for that team will be displayed. Check the box next to the names of all the players you want to add to the team. Then click Save. Do this with the Staff also. For staff, you must also select their position on the team in order to add them to the team. This must be done for each team you are building. If a player does not show up as eligible for a certain team it may be because they are too old. You will need to provide an age waiver (if one is allowed) for that player and click the Age Waiver box on the player's individual information page.

*** When adding the staff, it is very important that you only put the club director on the highest-ranking team (not on every team).**

6th step - Team Registration Form:

When all of the above is complete, click the USAV Form button at the top of the team page. This is the team registration form that we need in the office with your registration paperwork. You can print this form out for each team and it will have the appropriate information on it so you will not have to hand write it. Make sure to set your margins to .25 to print or it will print on multiple pages instead of one.