

USAV DATA IMPORT & ENTRY INSTRUCTIONS

Follow these easy step-by-step instructions to accurately enter your team into the Disney Volleyball Showcase using the USAV Data Import function. If you have problems or questions, do not hesitate to contact the USA Volleyball Events Department at 719-228-6800 or showcase@usav.org (please indicate the event).

WHAT IS THE USAV DATA IMPORT?

The USAV Data Import holds two functions within AES. The first one is to import your club's member information from the National member registration system Webpoint. By electing to run the import before you start any event registration process, you save yourself time by not having to manually enter each individual in your club into AES.

The second function is to verify the imported data. Verifying the data will determine if those members have current memberships, cleared background screenings and which coaching certifications they hold. To enter any USAV event, a member must be verified by the Import. Their membership must be current, their background screening (if a staff member) must be current and cleared, and their coaching certification must be current (if being listed as a coach). In other words, ***your roster must be 100% verified to be entered into the event.***

Please read on to learn how to run the import and enter the event; also, how to read your event rosters to make sure all verifications are in order.

REQUEST IMPORT LOG-IN (Club Director or Club Administrator Only)

All USAV Regions, with the exception of Southern California, Southern and North Country, use the Webpoint registration system. If you are in a **Region that uses Webpoint**, you will use your Webpoint log-in and password to conduct the USAV Import in AES.

If you are in a **Region that does not use Webpoint**, you must contact your Region and request a log-in and password for the USAV Import function.

Note: Only the Club Administrator can request a log-in and password (for some clubs this is the Club Director, some it may actually be an administrator in the club). Only one log-in can be used for each Club in AES. Teams can not register separately.

LOG IN

Go to: <http://www.advancedeventsystems.com/>

If you are a first time user entering a team into a tournament, select the blue "**Orchestrate**" tab, then the "**Create New Account**" option. Select the "**Create Club Director**" tab.

If you used AES in the previous season to enter a tournament, use your original Log-in and Password to access the Club account and continue to the *Conduct USAV Import* section of these instructions. If there are changes to the Club information (i.e. address, director, etc.), please make those changes by clicking on the quick link "**Club Info**" and/or "**My Info**" in the blue login box at the top.

CONDUCT USAV IMPORT

Click on **“USAV Data Import”** from the Quick Links on the top of the page. Next, enter your Username and Password (see Request Import Log-in if you do not have this). Click **“Login”**. The Import is instantaneous (your screen may appear to blink). A message will appear on the same log-in screen noting how many records were imported or updated.

All registered members of your Club should now appear under the **“Staff”** and **“Players”** links in the left-hand column.

ADD TEAMS

Click on **“Add Team”** to set up your team(s) for the event.

The information you must complete will be:

- Team Name (not to exceed 21 characters which includes spaces)
- Select Gender (Female / Male)
- Select Division Type
- Rank of this team within your club (if more than one team participates within this division)

Click **“Update”**. You will be taken to a screen showing the team information you just entered including the team code. At this point, you may also enter this team’s results.

Follow this process for each team in your club.

BUILD EVENT ROSTER & ENTER TEAM INTO EVENT

To enter a team into a tournament, click on **“Enter Event”** from the Quick Links on top of the page. Use the search fields to filter through the tournaments.

Under **Current Events**, click the appropriate tournament below **“Name”**.

A general information screen will appear with all of the information on the event.

Note: It is **HIGHLY** recommended that you click on the division link under the **Description** heading of this event. The next window that opens up will detail the information required for each participant (e.g. height, position, reach, etc. may be required for players and an email address may be required for all staff members). Once you have started the process of entering the event, if any of this information is missing, specifically from staff records, you will have to go back into those records to add the information, and then you will have to start the **“Enter Event”** process over. If you have multiple teams this will be time consuming so make sure all of the records are ready so that you can easily enter all of your teams into the event.

Click **“Register Teams”**.

Your team name(s) and team code(s) should appear under **“Eligible Teams”**. Select the correct division under **“Eligible Divisions”** you wish to enter for each team in your list. Click **“Update”**.

On the next screen, you will see the teams you have selected for the event. Click **“Build Roster”** under the **“Roster”** heading. The following screen you will assign your staff positions and players to the roster for this event only.

*Note: If you have already used AES this season to enter another event you may click **“Previous Event Roster”** pull down menu below the **User Requirements** box and select another event’s roster to copy. You will then click **“Copy Roster”** after which you may make any adjustments to the roster as needed for the event.*

Assign your staff using the pull down menus to select the individual and their position; and your players by selecting the **“Add”** box next to their names, in the **Available Club Players** section. Click **“Update Roster”**.

Note: Be sure that each player has a jersey number showing otherwise they will not be added to the roster. Also, if you do not see a player, try changing the **Age Filter** to **“All”**.

When you have finished creating your event roster, click **“Continue”** at the bottom of the page. If a box pops up after you have clicked “Continue” then there is required information, staff or players missing from the roster and you must correct this before proceeding with your event registration. If there is staff information missing (i.e. any required contact information) then you must click on **“Staff”** from the Quick Links menu and update each individual’s file as required. If any player information is missing (i.e. contact information, heights, positions, etc. as required by that tournament) then you can just click on the player’s last name and make the corrections directly there.

Note: All errors must be corrected before continuing. If there is missing information for either a staff member or a player that information must be inputted. This information is required by the tournament and considered part of completing registration.

The next page after you have successfully built your roster will show which teams’ event rosters you have completed and which still need one built. Continue to build all of your team rosters until complete. Click **“Continue”** at the bottom of the page when you have finished building all of your teams’ event rosters for this event.

The next page will be your Confirmation page. It will show you the teams you’ve entered into the tournament and those rosters along with any notes from the Event Director (bottom of the page). This confirmation will be emailed to the Club Director.

Click **“Continue”** at the bottom of the page.

YOU MUST NOW PRINT the Official Entry Form which you will mail directly to USA Volleyball with your entry fee payable to “USA Volleyball”. Select the check box in the **“Entry Form”** column for each team and then click **“Print Entry Form”**. A PDF will open from which you can print the Entry Form.

MAKING CHANGES TO EVENT ROSTER

Click **“My Events”** from the Quick Links menu.

Then click **“My Teams”**, under the heading **My Teams**, for the event which you wish to make roster changes.

Click **“Roster”** for the team whose roster you wish to make changes to.

Add or delete players and staff and click **“Update Roster”**.

VERIFYING YOUR EVENT ROSTER

Teams are responsible for making sure their event rosters meet all USAV requirements including every person listed on the roster is marked as verified by USAV through the use of the USAV Data Import.

We recommend that you view your event roster first to see who and what still need to be verified. Examples of an eligible, completely verified roster and an ineligible roster are below.

To view your event roster, click on **“My Teams”** from the Quick Links on top of the page. Next click on the team whose roster you want to view. At the bottom of the following screen, there should be a list of all of the events that that team is registered for.

Click on **“Print”** next to the event roster you would like to view. The next page will show you a printable version of your event roster—the roster that is used at check-in by the tournament staff.

In the **4th** column of the roster, titled **USAV # Ver.**, you should see the letters **“USAV”** after **EVERY** person on the roster, including staff. These letters indicate that that person has been verified through Webpoint as having met all membership requirements and is therefore eligible to be on the roster.

In the **6th** column of the roster, titled **Coach Cert.**, for coaching staff only, the word **“IMPACT”** must be present, followed by the letters **“USAV”** in the **8th** column titled **Impact Cert. Ver.** This shows that the coach (head or assistant) is a minimum of IMPACT certified and that it has been verified through Webpoint.

In the **7th** column of the roster, titled **BG Screen Ver.**, for **ALL** staff except the Team Contact, the letters **“USAV”** must be present. This shows that the background screening for each staff member is current and has been cleared as verified through Webpoint.

An eligible roster must meet all of the above column descriptions. If any individual on the roster has the letter **“N”** in columns 4, 7 or 8, you will need to conduct an Import to bring in their current information from Webpoint. If their memberships are not current or do not meet all requirements (background screenings and IMPACT certifications for adults), then those records will not import from Webpoint and that person is ineligible to be placed on the roster. Contact your Region if there are people on your roster who are not showing as verified and you have run the Import more than once.

Note: ALL rosters must be 100% verified through the use of the USAV Data Import (denoted by the “USAV” characters on the roster). If you question the legitimacy of your roster verifications, please do not hesitate to contact USAV for help.

Example 1 – Eligible, fully verified roster:

https://advancedeventsystems.com/Event/Volleyball/PrintEventTeamRoster.aspx?LgM9jFRbjVSSuZIM0 - Windows Internet Explorer

File Edit Go To Favorites Help

https://advancedeventsystems.com/Event/Volley...

1 / 1 130% Find

2009 USAV Boys Junior Olympic Championships

Team: _____
 Club: _____ Division: _____

Jers. #/Pos.	Name	USAV #	USAV # Ver.	Birthdate	Coach Cert.	BG Screen. Ver.	Impact Cert. Ver.	Entry Date
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
			USAV		Player	-	-	3/10/2009
Head Coach			USAV		IMPACT	USAV	USAV	3/10/2009
Assistant Coach			USAV		IMPACT	USAV	USAV	3/10/2009
Chaperone			USAV		-	USAV	N	3/10/2009
Team Representative			USAV		IMPACT	USAV	USAV	3/11/2009
Team Contact			USAV		IMPACT	USAV	USAV	3/10/2009

Total team count: 14 (9 players and 5 staff members)

Unknown Zone | Protected Mode: On

Done

Inbox - Microsoft O... RE: Tech Support R... Equipment BJO_Import&Entry... https://advancedev... 6:53 PM

Example 2 – Ineligible, unverified roster:

2009 USAV Boys Junior Olympic Championships

Team: _____
Club: _____ Division: _____

Jers. #/Pos.	Name	USAV #	USAV # Ver.	Birthdate	Coach Cert.	BG Screen. Ver.	Impact Cert. Ver.	Entry Date
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
			N		Player	-	-	3/16/2009
Head Coach			N		IMPACT	N	N	3/16/2009
Assistant Coach			N		IMPACT	N	N	3/16/2009
Chaperone			N		-	N	N	3/16/2009
Chaperone			N		-	N	N	3/16/2009
Team Representative			N		-	N	N	3/16/2009
Team Contact			N		-	N	N	3/16/2009

Total team count: 16 (10 players and 6 staff members)

IMPORT

After checking your event roster (click the back button of your browser if you are still viewing the roster to return the AES site), click on **“USAV Data Import”** from the Quick Links at the top of the page.

On the next page, enter your Webpoint user name and password (see Request Log-In above if you do not have this).

Click **“Login”**.

The Import is instantaneous. The same login screen will remain up during the import. You will notice a message at the top of this page notifying you if the system imported any new members for your club or none. The import will automatically replace any members of your club that had been manually entered or even previously imported. Only certain information will be updated such as contact information, USAV number, background screening and IMPACT certification. Any additional information you may have entered such as height, jersey number, etc. will remain unchanged.

RE-CHECK EVENT ROSTER

After you have completed the Import, follow the steps under the section “**Check Event Roster**” above to view your event roster again to check that it is fully verified now.

If there are individuals who are still missing verifications, first go back and click on either “**Staff**” or “**Players**” from the Quick Links (depending on which individual you want to look up). Under those menus, scroll till you find the individual in question and check if there are two records for that individual. Webpoint does not always recognize and replace previous entries due to name misspellings, incorrect birthdates, etc. You may have to remove an individual from the roster and replace them with their new record.

If there are no duplicate records showing for the individuals you are looking for, then Webpoint had no updated information for those individuals and you need to contact your Region immediately to check the status of their membership and ask them to update it in Webpoint.

TROUBLESHOOTING

- Sometimes Webpoint cannot export membership records into AES because the individuals associated with your club have not chosen your club as their member organization in Webpoint. This will need to be corrected by contacting your Region and asking them to correct the information in Webpoint or the Region will have to contact USAV to make the change.

Note: Any changes that need to be made to membership data such as USAV numbers, current membership status, or member organization affiliation must be done through your Region. USAV cannot accept requests from members directly.

- The club code entered in AES must be correct to conduct the USAV Data Import. If it is not, when the Import is conducted you will receive the message “You must verify your club code with USAV before any updates or imports can be performed.” To correct the code, click on **Club Info** from the Quick Links section. “Club Code” is the second field of the Club profile. Enter the correct five (5) alphanumeric code and click **Update**. If you are unable to change the code, it has been locked and you must contact your Region to have them change the code and verify it in AES. If you do not know your club code, contact your Region.
- There is a glitch in AES that stops USAV membership numbers from importing into AES. You will know this has happened if you view your event roster and see that everyone has the “USAV” verification and all membership numbers are “In Process.” If this happens to you, please just rerun the **USAV Data Import** and the problem should resolve.
- When in doubt about verifying your roster, please do not hesitate to contact the USAV Events Department. We will help you troubleshoot your situation.

PRINTING YOUR OFFICIAL EVENT ROSTER

To view and print your event roster, click on “**Teams**” from the Quick Links on top of the page. Next click on the team name whose roster you want to view/print. On the following screen, there should be a list of all of the events that the team is registered for.

Click on “**Print**” next to the event roster you would like to view. The next page will show you a printable version of your event roster—the roster that is used at check-in by the tournament staff. Print and sign this roster and bring it with you to turn in at check-in.