



## Step By Step Instructions for a Renewing Junior Player for Regular Membership ONLY (Member of the RMR during the 2006 – 2007 Season)

### Renew Membership/Request a Login

1. **PRINT, READ, AND FOLLOW ALL DIRECTIONS.**
2. Go to the following web address or press on the link:

<https://webpoint.usavolleyball.org>

3. Enter your username and password then hit "Log In". REMEMBER to use the FORGOT PASSWORD link to the left of the page if you can't remember your username and password. **The information will be sent to the email on file in the system.** Check your junk mail/spam mail box if you do not see the email in your inbox. *Note: both of these fields are **CASE** sensitive.*
4. At the top of the next page it will ask you "**TO APPLY FOR YOUR MEMBERSHIP ONLINE CLICK**". Press the prompt that says "**HERE**".
5. The system will automatically bring you to "Member Information" be sure to check that all personal information is correct. Once you have checked that all personal information is correct hit the prompt at the bottom of the page that says "Continue". Certain information may only be edited by the Region registrar. If these areas need to be corrected send an email with your name as in the system plus corrections to [candace@rmrvolleyball.org](mailto:candace@rmrvolleyball.org)
6. The "Membership Options" page will come up. **Very important step**, go to the "Club" field and select **UNDECIDED**. By selecting **UNDECIDED** this will help the RMR Office administratively for the 2007-2008 season and will be less confusing if you are attending multiple tryouts. Then hit the "**Tab**" key. **Once you have accepted and committed to play for a club, return to <https://webpoint.usavolleyball.org> and affiliate yourself to that club.**
7. Make sure that **Regular Junior** is selected in the "Membership Type" section.
8. Next fill out the "Parent/Guardian Information" with information of who (parent or guardian) will sign your form. Once you have completed this page hit "Submit".
9. The "Confirm" page will then ask if the information is correct. If something needs to be corrected hit the "Edit" button next to the section.
10. Scroll down to the **USAV Waiver & Release Liability**, open and both parent and player **MUST** read ALL the information, close the document and check the box on the "Confirm" page. Open the **USAV Participation Code of Conduct** and both parent and player **MUST** read ALL the information, close the document and check the box on the "Confirm" page.
11. Now for verification purposes your **PARENT MUST** enter their driver's license or State ID number.
12. Once all information is correct, go to the bottom of the page and hit the "I agree" box. You will then need to hit the "Confirm" prompt, and will then be asked "Are you sure you want to submit your application". If you want to submit your information, respond by hitting "OK".
13. The next page will state "Your Membership APPLICATION has been successfully submitted." Press "OK" to continue.
14. Scroll down the page to the "Medical Release Form". You will need to print the "Player Medical and History Form". **Note:** you will have to fill out the information requested on this form.

15. You will receive via email an "Application Confirmation" stating the following:

**Membership Type:** Junior Membership  
**Status:** Unpaid  
**Membership Dates:** 11/1/2007 - 10/31/2008  
**Region:** Rocky Mountain Region

16. All forms (Player Medical History Form, Proof of Age i.e. birth certificate) must be completed, signed and **submitted to the Junior Club Director at tryouts.** These forms can be copied if you are attending multiple tryouts. After being accepted to a club, the Club Director will then submit your forms and fees to RMR for you.

17. Once the RMR Office verifies your online registration and receives **from the Club Director** the \$40.00 membership fee, you will receive another email "Membership Confirmation" which will give you your RMR membership number and states the following:

**Membership Type:** Junior Membership  
**Level Of Play:** J8  
**Status:** Paid  
**Membership Dates:** 11/1/2007 - 10/31/2008  
**Region:** Rocky Mountain Region

18. After you have accepted and committed to play for a club, return to <https://webpoint.usavolleyball.org>

19. Enter your username and password then hit "Log In". The system will prompt you to change your password. Enter all the information.

20. The "Main Info" page will open, if it does not click "My Information" from the left column. On the right side near the top you will see the "Club" field. Right now it says **UNDECIDED**. Use the drop down arrow to change it from **UNDECIDED** to the club you have select and are committed to for the 2007-2008 season. Then hit the "Tab" key. *Note: you can **ONLY** change the club name **ONCE** so make sure it is the correct one. **\*You will not able to change your affiliation until Nov 1, 2007***

21. Then scroll to the bottom of the page and hit "Edit Contact Info".

22. If you need to update any of your personal information all you need to do is Login at <https://webpoint.usavolleyball.org/> then "My Information" and change your information.

**If you are having problems and need assistance with the online system contact the help desk line at (303) 264-9136 Monday thru Friday 9am-7pm**