

Instructions for Utilizing the TIVA On-Line Registration Process

Follow these easy step by step instructions to accurately submit your On-Line Registration.

1. Setting up a Login and Password:

- ❖ Select the Option: **Adult Club Directors/Team Captains: To setup your club and your teams utilizing TIVA,**
- ❖ Complete the Club Information form and click "add"
- ❖ Next screen- Team Representative Info

Once again complete this form- note the required info includes:

- Name
- User name and password (*write this down somewhere so that it is not forgotten*)
- Night Phone number

Other info you should include:

Address
Email address
Region
Gender
USAV number

- ❖ And then select Submit

You will then be taken back to the log in page to officially login- enter the user name and password you selected in step 1.

At the top you will see a Blue Task Bar with the different menu selections.
Double check "**CLUB Info**" and "**MY Info**" to make sure everything is accurate

2. Next select the **Staff** page: If your team used TIVA last year: select the Inactive Staff tab (red task bar) activate or delete your staff positions - then add new ones if needed. **(According to the requirements for the USA Adult Championships - The following staff must be on the team to register: Head Coach, Captain, Team Representative. The staff registered with the team for the event must have the following fields completed: RegionID, Email Address, Night Phone**

If setting up a team/club for the first time: click "**add new**"

- ❖ Fill in the information on any non-playing members who will be associated with your team as well as yourself as the Team Rep.

Note: You will determine at a later time which capacity they will fill. i.e: Coach, Assistant Coach, Manager, Trainer. **Each team is limited to 15 players and 5 non-playing staff members.**

A player can be listed in both the staff and player areas- the information needs to be completed in both areas.
Example: Joe Spiker is the coach for the team but also will be listed as a player. Complete a form for Joe Spiker on the Staff page and then later include him again as a player. All individuals associated with your team **MUST** be USAV registered members.

3. After completing the Staff information choose "**Players**" (*blue task bar*): If your team used TIVA last year: click the Inactive Players tab (*red task bar*). A list of your players from last year will come up. Click the Activate Box for those returning and the Delete box for those not returning. Update your selections- after activating your players Click on the PLAYERS page (*blue task bar*) again and your players should be listed.

- If setting up a team/club for the first time: click "**add new**"
- ❖ Complete the information on each player:

Please note: there are numerous fields listed but you are only required to fill in the designated information deemed as 'required'. **Click Submit** at the bottom of the screen to complete a player's entry. **Even though the Height and Jersey # are not required at this point- they will be required before your entry can be considered as complete. Therefore- fill in this information on each player as you enter them if at all possible.**

To change information on any player after you have entered them – click on the last name from the list of players and it will take you back to the individual player screen.

4. Once you have completed adding each of your player's information select the "**Teams**" form.
 - ❖ Here you will set up the team name and information on Division that you will be registering in. Click "Add New Teams"

Information needed:

- Team Name
- Gender
- Age Group or Division (Select for pull down menu)
- Rank within a Club in that particular playing classification. Example: if a Club has 2 teams registered in the same playing division. 1 team would have been designated as the #1 ranked team and the other as the #2 ranked team. For adults most rankings will be 1.
- Region (Select from pull down menu)
- Team Code- **If you know your official 5 letter team code which is provided from the Region enter it here. If not contact your Region to obtain the correct code.**
- When all information has been entered select "submit"

5. After updating the team name you will be taken to a screen showing the team/s you have entered. Now you must link the players and staff to the team you have created.

- 1) Click on the Team Name – Double check to insure that the information is accurate. Below the team information you will see "Staff List" and "Players List" in red
- 2) Next to "Staff List" - Click on 'Update Team Staff'
- 3) You will see a screen showing the different Staff positions. Click on a position and select the name of the person who will be acting in that capacity.
- 4) When you have completed the staff associations click 'update'
- 5) Next to "Players List" Click on "Update Team Players"
- 6) Click in the "add" box to associate each team player you wish to be associated with your team and click "update"
- 7) You will be taken to a screen showing the player's names, DOB, USAV # and Jersey # make sure all of this information is correct.

Before your entry will be verified by the Region all of this information must be accurate. If you need to change other information for an individual player you may do so by clicking on their last name.

You may delete a player from your roster at any time. Adding additional players must be done within the guidelines listed in the pre-tournament manual.

6. The next step is to "**Enter Events**"

- 1) Click on the Enter Events section from the top blue task bar menu.
- 2) Under Location – choose: Georgia (for Adult Nationals) – leave the Tournament type listed as ALL.
- 3) Click on the Tournament Name: USAV Open Volleyball Championships
- 4) A general screen will appear with all of the information on the event- click "Update Event Registration"
- 5) Your team name/s should appear. Select the correct Classification you wish to enter and click "**register/delete teams for the event**"
- 6) Your team name should now be listed- you can click on the '**roster**' to verify that your players are listed correctly just as a double check.
- 7) **YOU MUST NOW PRINT** the Official Entry form to be mailed to your Regional Commissioner for verification along with a CHECK made out to USA Volleyball

NOTE: Official Entries must be sent to your Regional Commissioner! The official Entry Form AND the check must be sent to the Regional Commissioner. DO NOT MAIL DIRECTLY TO THE NATIONAL OFFICE.

7. **MAKING CHANGES** to your roster after you have registered for an event: There are several steps you must cover in order to officially add or delete a player from your roster.
- 1) Go to the PLAYERS page and add the individual player
 - 2) Go to the TEAM page and add the player to the particular team
 - 3) You will get a screen to indicate which event this player is being added to- click the box to confirm the addition to the event roster and click the "Enter Events" button.
 - 4) Go to the Registered "ENTER EVENTS" Page and find the event by selecting the correct Location State for the event.
 - 5) Click on the Event Name which will take you to the general information page for the event. Click "Update Event Registration". You will be taken to a screen showing your team name as entered in the event. Click on "Roster" to view and make sure your addition has been successful.

NOTE: If you do not follow the above instructions your addition will not be added to the EVENT ROSTER this is very important to alleviate any fees associated with deadline dates for adding players. Deleting players from the event roster are performed in basically the same fashion. Deleting them from the main roster DOES NOT also remove them from the Event Roster. Additions and deletions are always a 2 step process.