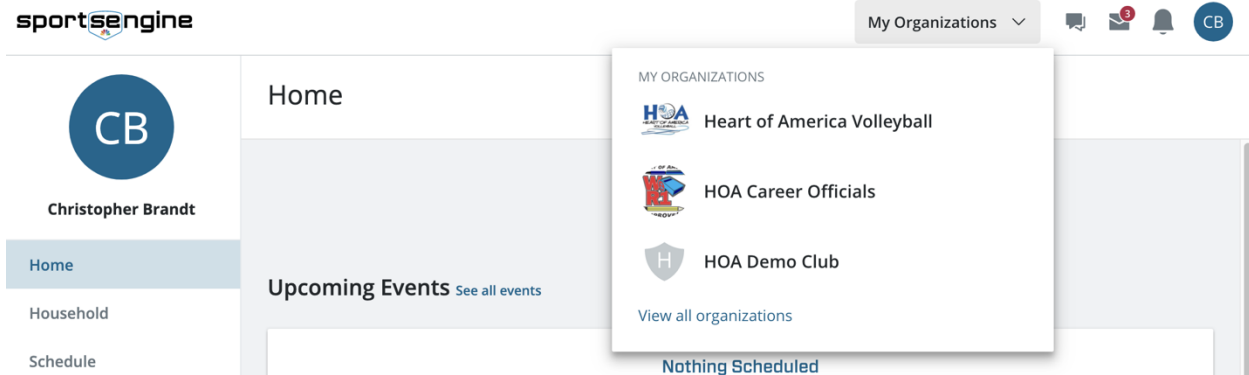


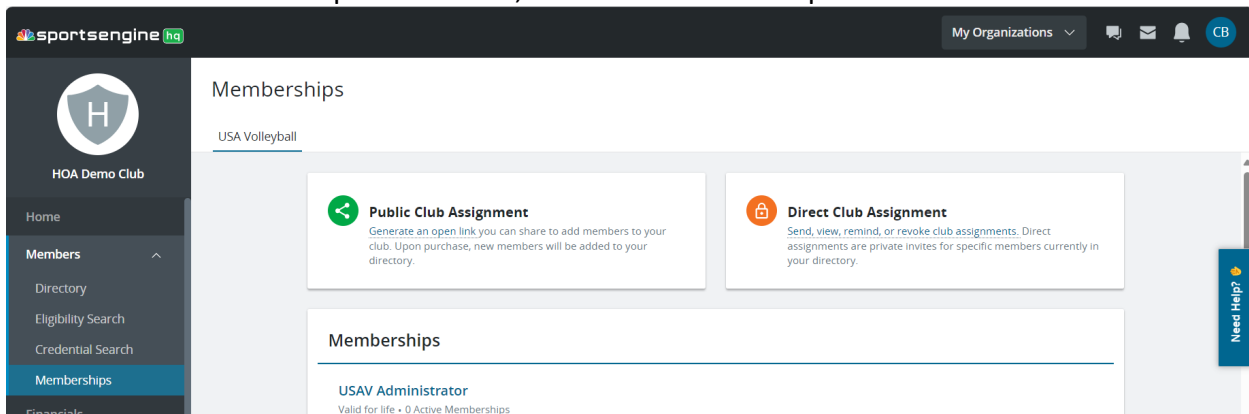
Sending Club Assignment Request

A Team Rep can send out club assignment requests once they have purchased their membership, completed all requirements for their membership to be eligible (Background screen, SafeSport clinic, & Impact clinic), and they can see their school listed as an organization in their SportsEngine account. Club Assignment Request need to be sent out to all players & coaches within your team. When the club assignment is accepted, it will prompt the individual to purchase a membership. Below are the steps to sending out a club assignment request.

- Team Rep needs to log in to www.sportsengine.com preferably on a computer (if you must use a phone, make sure to use a web browser, not the SportsEngine App)
- At the top right-side of your page, go to the “My Organization” and select your High School. If it says “My Teams” then that means your school has not been setup as an organization in SportsEngine. Email kcboysvb@hoavb.org to ask for that to be setup



- On the left navigation menu, click the “Members” tab. This will create a drop-down menu. On the drop-down menu, click the “Memberships” tab.



- On the Memberships page, you will have the choice of sending a Public Club Assignment Request or a Direct Club Assignment Request. The Public Club Assignment Request

is a link that can be copied and shared with your players, parents, & coaches. When they click the link, it will prompt them to register. The direct club assignment sends the club assignment directly through the SportsEngine account. You will only be able to send direct club assignments to people who are already listed in your directory (players & coaches returning from past seasons).

- When you send out the club assignment request, it is important to instruct both players and coaches to select the proper membership. Here are a few notes to mention to them. If you do not stress which membership they should purchase, there will be some individuals who will select the wrong membership and will not show up to be placed on a roster.

Coach Membership

- **Correct Membership:** 25-26 HOA-H2 HS Boys Coach

(This membership should cost \$16 → \$4 to Heart of America Volleyball & \$12 to USA Volleyball. If it says any other amount, then stop and go back. Current Club coaches will need to accept the club assignment request and add this membership to their account be they will not be charged. Coaches need to complete their background screen (additional \$14), SafeSport & Impact clinics in their SportsEngine account before they can be rostered.)

- **Wrong Coach Membership:**

- 25-26 HOA-F2 Adult Coach of Juniors
- 25-26 HOA-FA Adult – SafeSport & Background Screen Required
- 25-26 HOA-F1 Adult Player
- 25-26 HOA-F4 Parent Members – SafeSport & Background Screen Required

Player Memberships

- **Correct Player Memberships:**

- 25-26 HOA-H8 HS Boys Player – SafeSport Required
- or
- 25-26 HOA-H3 HS Boys Player

(These memberships should cost \$15 → \$3 to Heart of America Volleyball & \$12 to USA Volleyball. Players who need the H8 membership will need to complete the SafeSport clinic in their SportsEngine account before they will show up to be placed on a roster.)

- **Wrong Player Memberships:**

- 25-26 HOA-F3 Junior Player
- 25-26 HOA-F8 Junior Player – SafeSport Required
- 25-26 HOA-F1 Adult Player

Note: When coaches & players get to the screen to select a membership, the high school membership will not show up as the “recommended” membership. Please instruct them to look under the recommended membership to be able to view additional membership choices.