

# GREAT PLAINS Region REGISTRATION PROCEDURES!!!

Use the following steps when registering as a member of the Great Plains Region of USA Volleyball!

- 1) **Register Online:** Go to [www.gpvb.org](http://www.gpvb.org). Click the **NEW Member Registration** under the quick links area. If you are a new member, you may want to print the **Registration Instructions** then follow the link for a first time member. If you are a returning member, click **Membership Login** from the Home page. If you do not remember your login, click **Forgot Password** on the upper left side of the screen after you click **Membership Login**. To retrieve your login, the members name, email address and birthday must be entered. The email address you type in must match the email address in the account. If the email address in that account has changed, contact the Great Plains registrar at [registrar@gpvb.org](mailto:registrar@gpvb.org).
- 2) Once you have logged into your account (for returning members), click **Member Area**. Then click **Renew Membership** on the left side of the screen or on the top of the page where it says "To apply for your membership, click HERE."
- 3) **SCREEN #1** - Enter or Verify your personal information.
  - a) If junior member, select current grade.
  - b) If adult player, select level of play.
- 4) Click **Continue**
- 5) **SCREEN #2** - Select Club from the dropdown menu at the top right of the screen. You should select **UNDECIDED** if you do not know what club you'll be playing for when you register or if you will be attending tryouts.
- 6) Select membership type.
  - a) Junior members - parent/guardian information must be entered.
- 7) Participant information
  - a) Adults - select ALL roles that apply.
- 8) Click **Submit**
  - a) Adults - If any junior program role was selected, the user will be directed to the background screening section (if needed for this season). If the background screen is current, the system will advance to the confirmation page.
    - i. Background screening authorization procedure:
      1. Enter Social Security Number
      2. Read and answer the background consent questions.
      3. Check the box that says 'Hard Copy of Background Screening Form on file at the Region Office' (This is your signature to authorize the background screening)
      4. Click **Continue and Process Background** (note: Social security numbers are needed by the background screening company to complete the background screen. Social security numbers are not saved as an item in your personal information). If you are hesitant about entering SSN online, contact the Region office.
    - b) Juniors - will be sent directly to the confirmation page.
- 9) **SCREEN #3** - Confirmation screen:
  - a) Select Payment Method
    - i. Pay now via Credit Card
      1. Select Credit Card type (Visa or MasterCard)
      2. Enter credit card number

3. Enter 3 digit code on back of credit card
  4. Enter expiration date of credit card
  5. Enter name as it appears on credit card
  - ii. Submit payment with application
    1. Select this option and send check to Region office
  - b) You **MUST** open the USA Volleyball Waiver and Release of Liability. Read it. Close the document.
  - c) You **MUST** open the USA Volleyball Code of Conduct. Read it. Close the document.
  - d) You **MUST** open the Jr Club Personnel Code of Ethics (if required). Read it. Close Document.
  - e) Check the box that you have read and agree with each disclaimer.
  - f) After reading the Use Agreement, check the box.
  - g) Enter the driver's license or state ID number for the individual consenting above. (Note: the driver's license or state ID number is for verification purposes only.)
- 10) Click ***Confirm***.
- 11) After you click confirm, you will receive a message that states "Your membership application has been successfully submitted".