OTTO EVENT | JVA JUNIOR VOLLEYBALL ASSOCIATION

NEW FEATURE

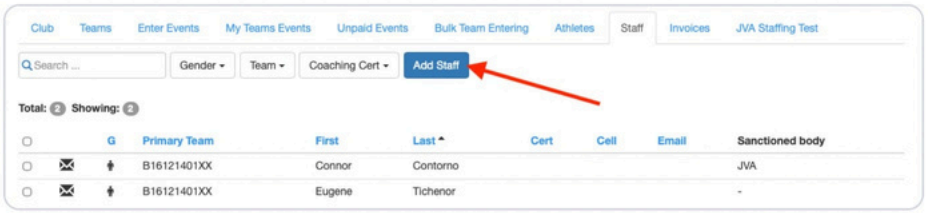
Club Director · Staff tab

Add & Verify Staff on a JVA Roster

See at a glance which of your staff is **CLEAR** and ready to roster

1 Open Add Staff

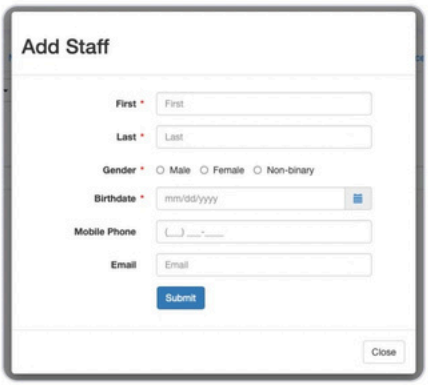
On the **Staff** tab, click the **"Add Staff"** button.



2 Enter their details

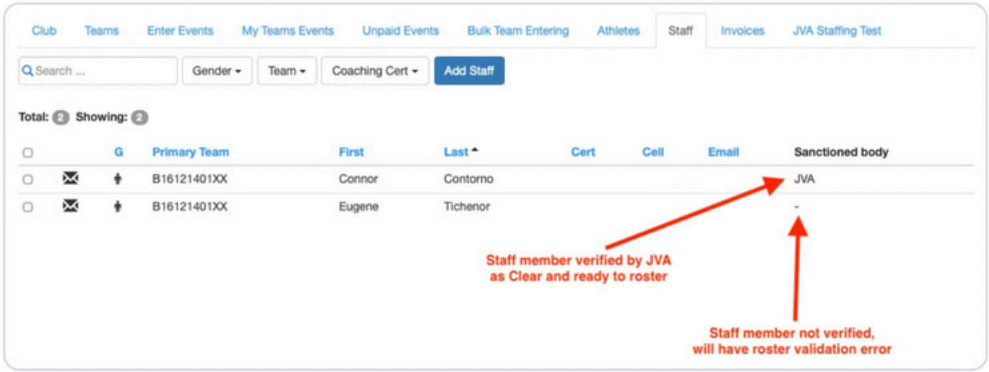
Enter the required information, then click **Submit**:

- First name
- Last name
- Gender
- Date of birth



3 Check the Sanctioned Body column

The staff member will populate in your list. If they are verified and **Clear** by JVA, they will have the **JVA** badge in the Sanctioned Body column. If there is not a match or they are not Clear, there is no JVA badge.



IMPORTANT

- Coach certifications are updated every **20 minutes**. When the system is updated, any coaches whose status has changed will automatically be reflected in your Staff list and in your event rosters.
- If your staff member's name in OTTO EVENT does not match their background screen, their status will not verify/clear. You can update their name in OTTO EVENT to match their background screen and they will be verified in the next coach certification (updated every 20 minutes) and their status will update to Clear. If you are still unable to add them to a JVA roster, please reach out to: mandy@jvavolleyball.org