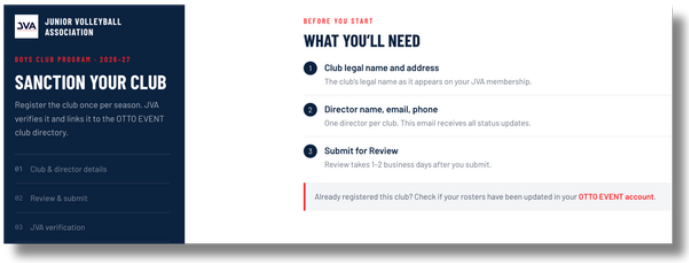
# Sanction Your Club

## CLUB DIRECTOR: SANCTION YOUR CLUB

**This is a free, one time set up for your club and how athletes will be linked to you in OTTO EVENT.**

### 1 Sanction Your Club

Club Director must first sanction/create their club in OTTO EVENT




### 2 Enter Club Details

Enter the required information, then click SUBMIT to save.

**IMPORTANT:** When creating your club, use the same Club AND Club Director name currently listed in OTTO EVENT. This speeds up registration processing and ensures your club populates correctly in the dropdown list for your players.

Newly sanctioned clubs appear after successful review. Reviews are conducted within 24 hours of submission.

*You can also check if your Club has been added to the drop down list by creating a test athlete, using the Player Commitment Form below.*

# JVA Player Commitment

## PLAYERS: COMMIT TO YOUR CLUB

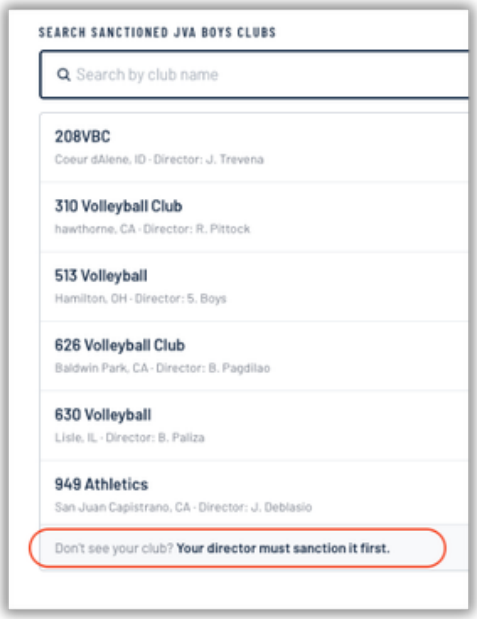
**Each athlete needs to complete a JVA Player Commitment Form. It is mandatory, free, and takes less than 30 seconds.**

### 1 Complete Player Commitment Form

Athletes will select their club from a dropdown menu.
If your club is not listed, your club director has not registered your club yet.

Once a club is selected and the form is submitted, the athlete will not be able to change their club affiliation on their own. Any club change must be processed by JVA. Contact:

Connor Contorno - connor@jvavolleyball.org and tournaments@jvavolleyball.org



NEW FEATURE

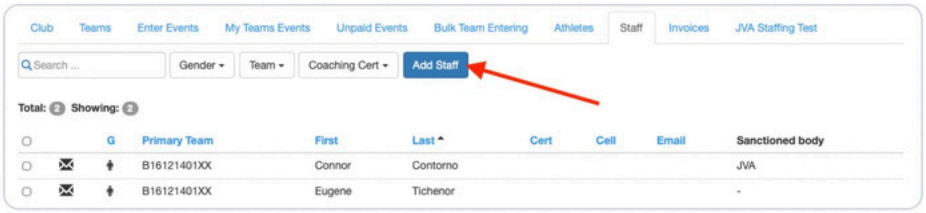
Club Director · Staff tab

# 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

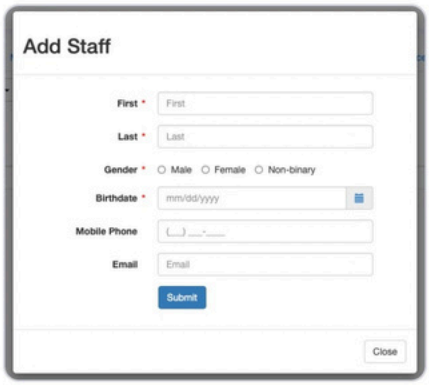
On the **Staff** tab, click the **"Add Staff"** button.




## 2 Enter their details

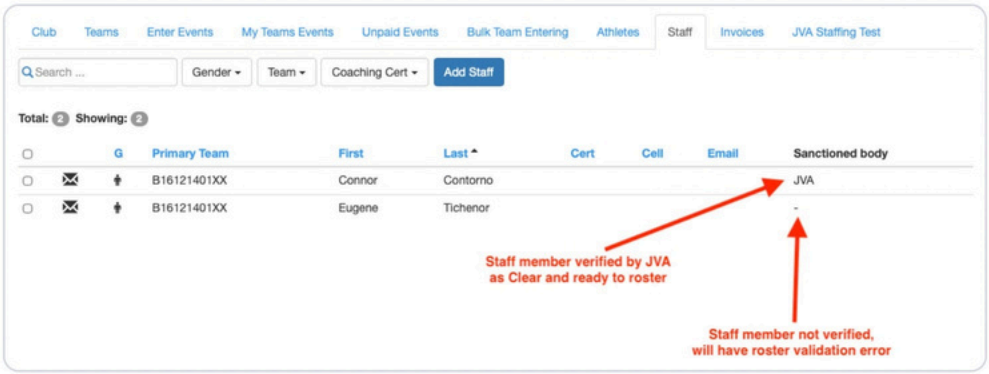
Enter the required information, then click **Submit**:

- 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