



## How to register to the National Registration System (NRS)

Anyone who wishes to become a member of Volleyball Canada must register through their respective provincial or territorial volleyball association.

The following document will assist you in this registration process.

- 1) How to register to the 2010 Canadian Opens
- 2) How to create divisions and teams to a club
- 3) How to add athletes and team staff to your club team

### 1) How to register to the 2010 Canadian Opens (Team Contacts)

Teams from the provinces and territories of *British Columbia, Quebec, New-Brunswick, Nova Scotia, Prince-Edward-Island, Newfoundland, Yukon, Northwest Territories and Nunavut* need to create their teams (sections 2 and 3 of the document) before being able to register to an Open.

Teams from the provinces of *Alberta, Saskatchewan, Manitoba and Ontario* need to log into to the NRS with the login information provided to them at the time of their registration with their respective provincial association. To log into the NRS go to <https://nrs.volleyball.ca> or click on the 'Register Now' link on the 2010 Canadian Open webpage. Note that only **Team Contacts** can register a team to an event.

Once logged in please follow these steps to register to Nationals:

- 1) Click on the Event Calendar link in the top screen menu.
- 2) Select May 2010 as the month and year to find any Canadian Open.
- 3) Click on the Canadian Open you would like to register to.
- 4) Read the event information carefully, then scroll down and click the 'Register button'.
- 5) Click on the team you would like to register to select it. (Only teams that are eligible to register in the selected event will appear)
- 6) Click Register
- 7) Fill out the information requested about each player on your team (jersey number, height and position – note that these can be edited at a later date – however all fields **MUST** be filled in order to continue registration).
- 8) Click Continue.
- 9) The amount to be paid will be pre-filled.
- 10) Select the type of credit card being used for payment from the credit card type drop-down list.
- 11) Enter the credit card number in the Credit Card Number field **without spaces or hyphens**.
- 12) Enter the security code for your credit card in the Security Code field. The security code is a 3-digit number that can be found at the back of your credit card.
- 13) Select the expiry date and year for the card from the drop-down lists and click register.
- 14) Click Print to print your receipt or Continue to return to the My Organization screen.

**Note:** Repeat all steps to register another team.

**Note:** Please be aware that there is a security feature in the online system. If you are in the process of registering players and called away from the computer for more than 10 minutes, all information will be lost by the time you return to continue registering. Therefore, do not wander away or get distracted while you are in the process of registering. It is recommended you register your team first, then log back in to register and submit payment for the appropriate tournaments.



## 2) How to Create Teams

### Club Contacts

#### Step 1 – Log into the NRS system

- Enter your Username and Password in the appropriate fields and click Login.

#### Step 2 – Creating teams

- Click your Club on the home page or click “Club Admin” at the top of the page.
- Click on “Teams” in the left hand Quick Links menu.
- Click on “Add Team” in the grey box.
- Click “Assign Member” to choose your team contact.
- Search for you team contact in the database.
  - Searching for a current member
    - Enter their first and last name or search role by DOB, city, age or status and click “search”.
    - Click on the person’s name in the search Results box and click on “Add Member”
    - Finish creating the team by selecting the division from the drop down menu and click “Add Team”.
    - Click “Edit Team” – this is where you will name the team.
    - If you leave the team name blank, the Team Contact can also name the team.
- Finish the “Add Team” process by selecting the appropriate division from the drop down menu and click “Add Team”.

#### Step 3 – Naming your teams

- Click on your Club name on the home page under “My Organizations”
- Click on “Teams” on the left hand side Quick Links menu; a listing of your divisions will be shown in the “Club Teams” box
- Click on the division so it is highlighted and then click “Edit Team”

### Team Contact (without Club Contact status)

**\*\*\* This section is only for teams from the following provinces and territories: *British Columbia, Quebec, New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland, Yukon, Northwest Territories, and Nunavut.***

#### Step 1 – Log into the NRS system

- Enter your Username and Password in the appropriate fields and click Login.

#### Step 2 – Creating teams

- Click on “Clubs” on the left hand Quick Links menu.
- Select the default club that’s there.
- Click on “Register Team” in the grey box.
- Click “Assign Member” to choose your team contact.
- Search for you team contact in the database.
  - Searching for a current member
    - Enter their first and last name or search role by DOB, city, age or status and click “search”.
    - Click on the person’s name in the search Results box and click on “Add Member”
    - Finish creating the team by selecting the division from the drop down menu and click “Add Team”.
    - Click “Edit Team” – this is where you will name the team.
    - If you leave the team name blank, the Team Contact can also name the team.



- Finish the “Add Team” process by selecting the appropriate division from the drop down menu and click “Add Team”.

### Step 3 – Naming your team

- After creating your Team enter the Team Name and optionally a Website.
- Click Save. If you don’t name your Team it may be difficult to identify it at a later time.

**Teams from the provinces or territories of *British Columbia, Quebec, New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland, Yukon, Northwest Territories, and Nunavut*, if you have not received a confirmation e-mail from NRS, please contact your respective PTA to ensure registration.**

**Note:** Only “Team Contacts” have the ability to manage “Team Members” and register for the events. “Club Contacts” can create Teams.



#### 4) To Add Athletes, Coaches, and Team Contacts to Your Club Team (Team Contacts and Club Contacts)

- Log into NRS
- Click on the “Club Admin” tab at the top.
- In the Quick Links menu, select “Teams”
- Select which team you wish to modify and click “Add Team Member”.
- Click on “Select Member” in the User Selected area.
- Under “Search Members” input the member’s information in the search fields.
- IT IS **IMPERATIVE** THAT PROVINCES AND TERRITORIES FROM *B.C., QUEBEC, NEW BRUNSWICK, NOVA SCOTIA, P.E.I., NEWFOUNDLAND, YUKON, N.W.T., AND NUNAVUT* **DO NOT CLICK “ADD NEW MEMBER”**. This is to prevent duplication of existing members. If a member does not appear, please contact your respective PTA or Volleyball Canada.



### **Team Contacts; How to Register a Team for a Tournament**

- Log into NRS, entering your Username and Password in the login fields and click Login
- Click on the Event Calendar tab up top
- Choose the appropriate month in which the tournament takes place.
- Click on the event title in which you wish to register.
- Scroll down to the bottom of the page and click "Register".
- Select the appropriate team to register and fill in Credit Card information and click "Register"
- Print off the receipt for your records.