VOLLEYBALL AUSTRALIA

EVENT NOMINATION INSTRUCTIONS

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What will you learn from this guide?

Contents

1. The nomination system.....3
This is where you will be able to go to create an account, login, nominate and edit your teams and register your team officials and players.

2. Create an account.....4
Create an account for your school/club to house your teams and your players.

3. Teams Dashboard.....7
Learn how to manage your teams. Add new teams, nominate teams for an event, edit your team information, add players and coaches to your roster and assign players from your roster to the team for a specific event.

4. Creating teams.....8
“Creating” and “nominating” teams are 2 separate steps. This is because once you have created a team in your account, you can nominate that team for multiple events or the same event the next year.

5. Nominate for an event.....12
Select the event(s) you would like to nominate your team into.

6. Editing team information.....13
Here you can change information you have entered in section 4.

7. Adding and editing team member info.....14

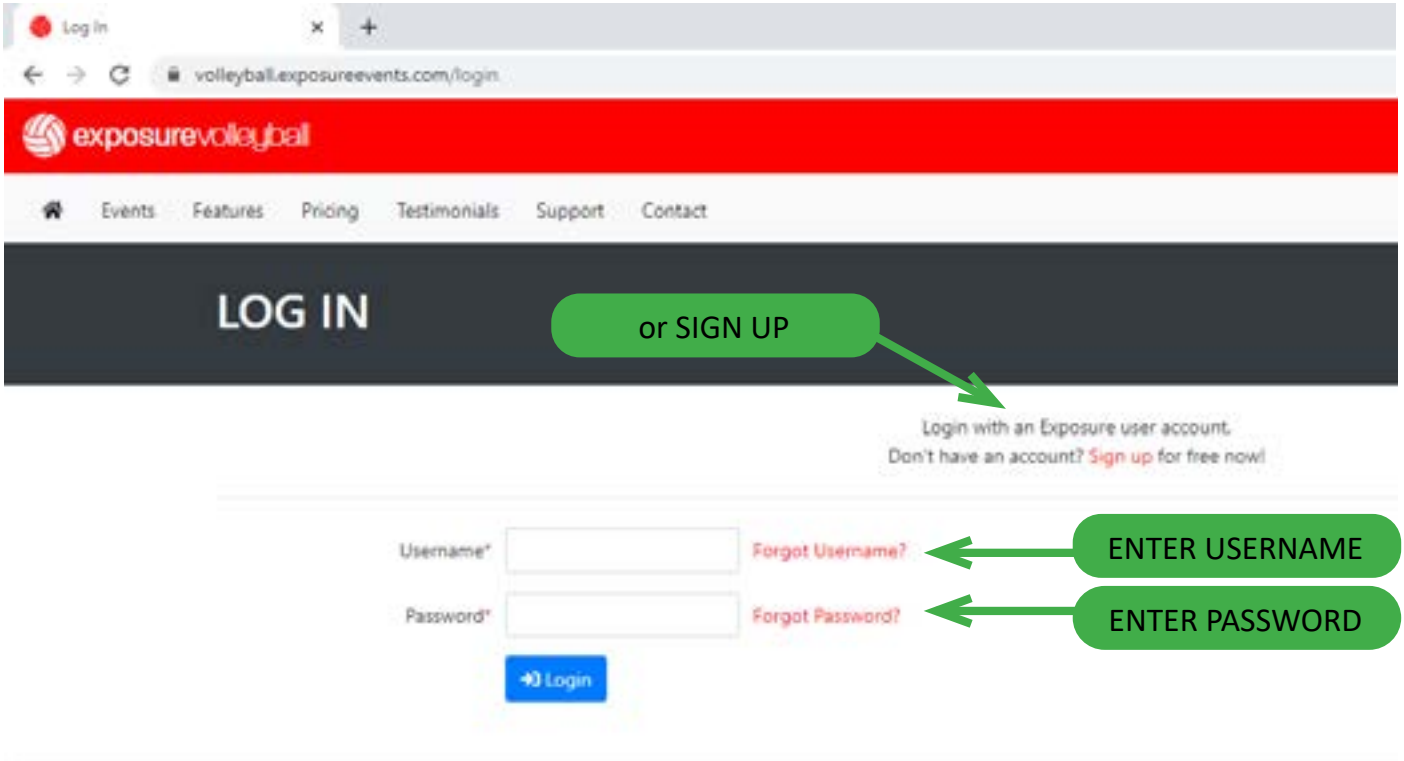
If you have any specific questions regarding this process, please contact events@volleyball.org.au

1. THE NOMINATION SYSTEM

This is where you will be able to go to create an account, login, nominate and edit your teams and register your team officials and players.

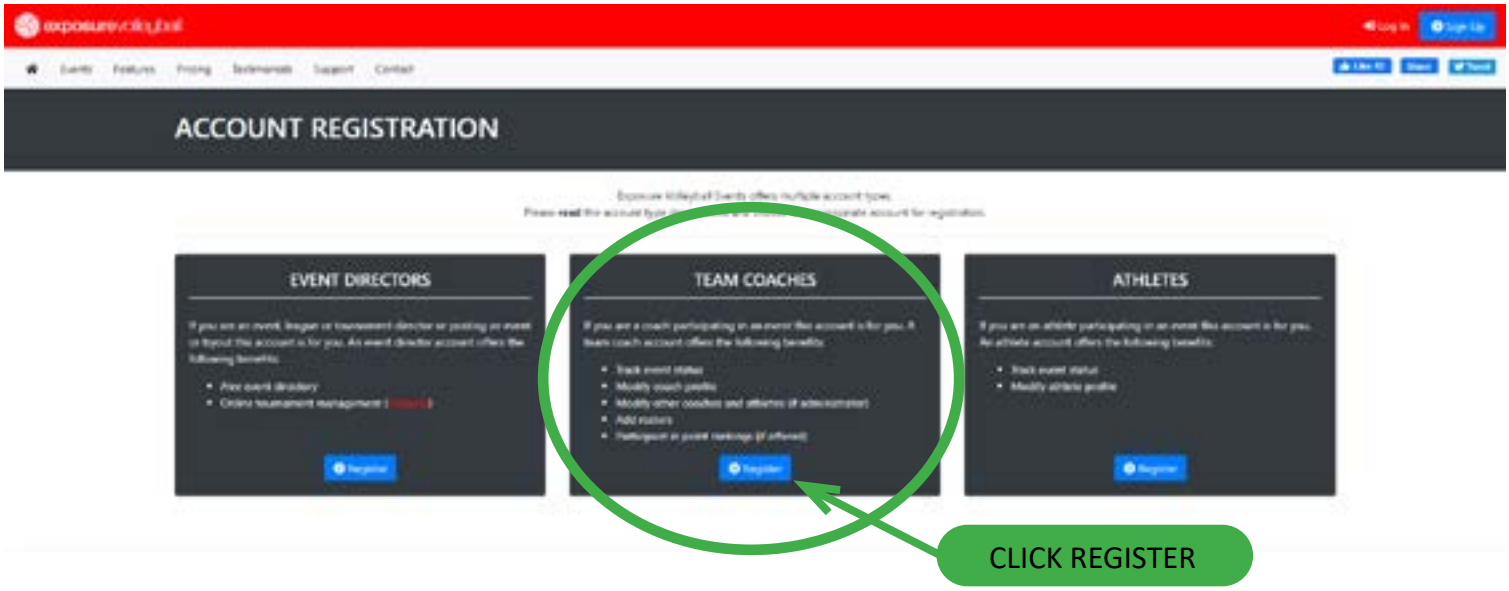
STEP 1: Go to https://volleyball.exposureevents.com/login

STEP 2: Enter your User Name & Password
NOTE: if you don't yet have an account then sign up to create an account (see page 4)



2. CREATE AN ACCOUNT

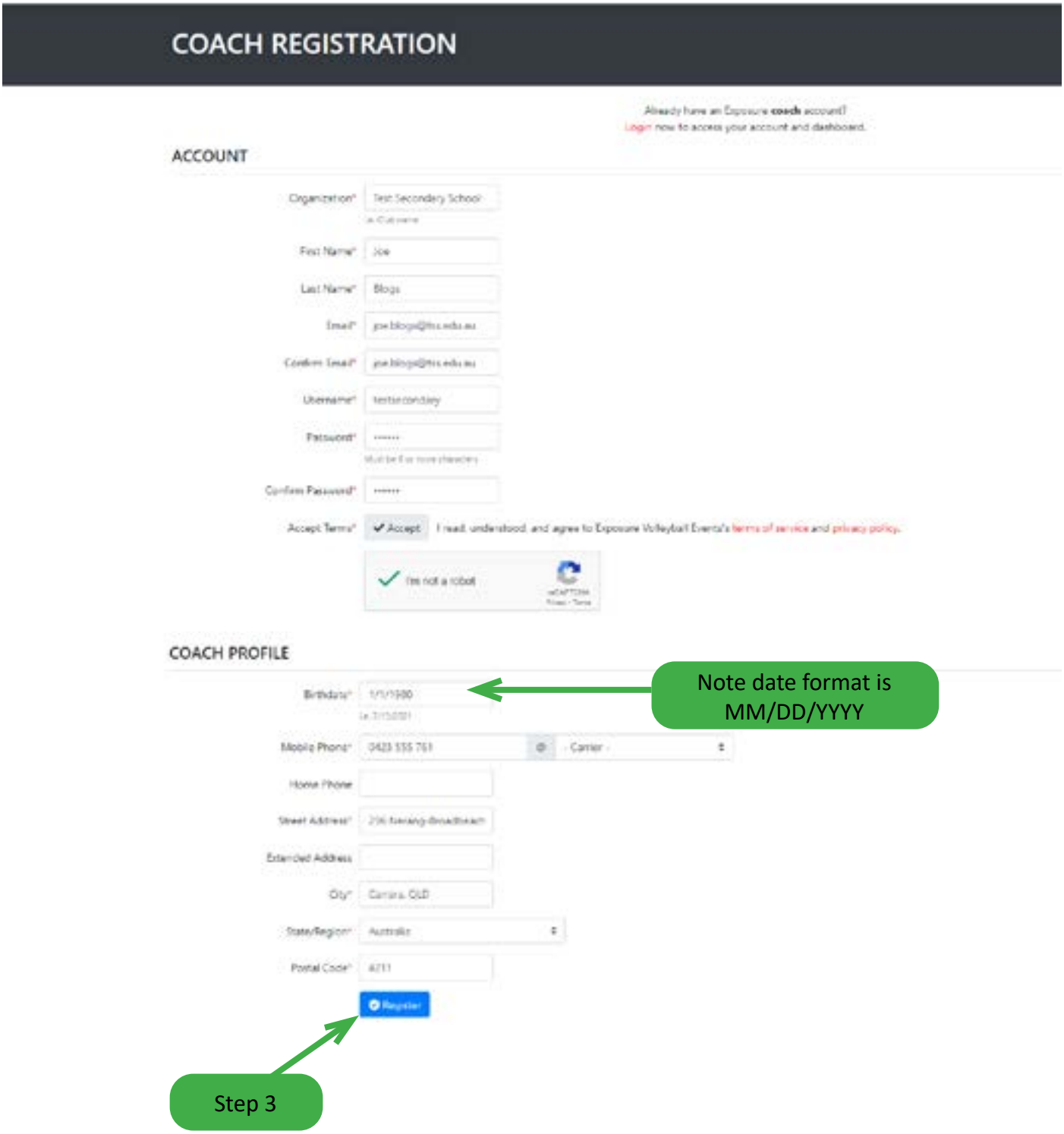
STEP 1: To nominate a team into an event, you will need a “TEAM COACH” account. Click the “register” button to create an account.



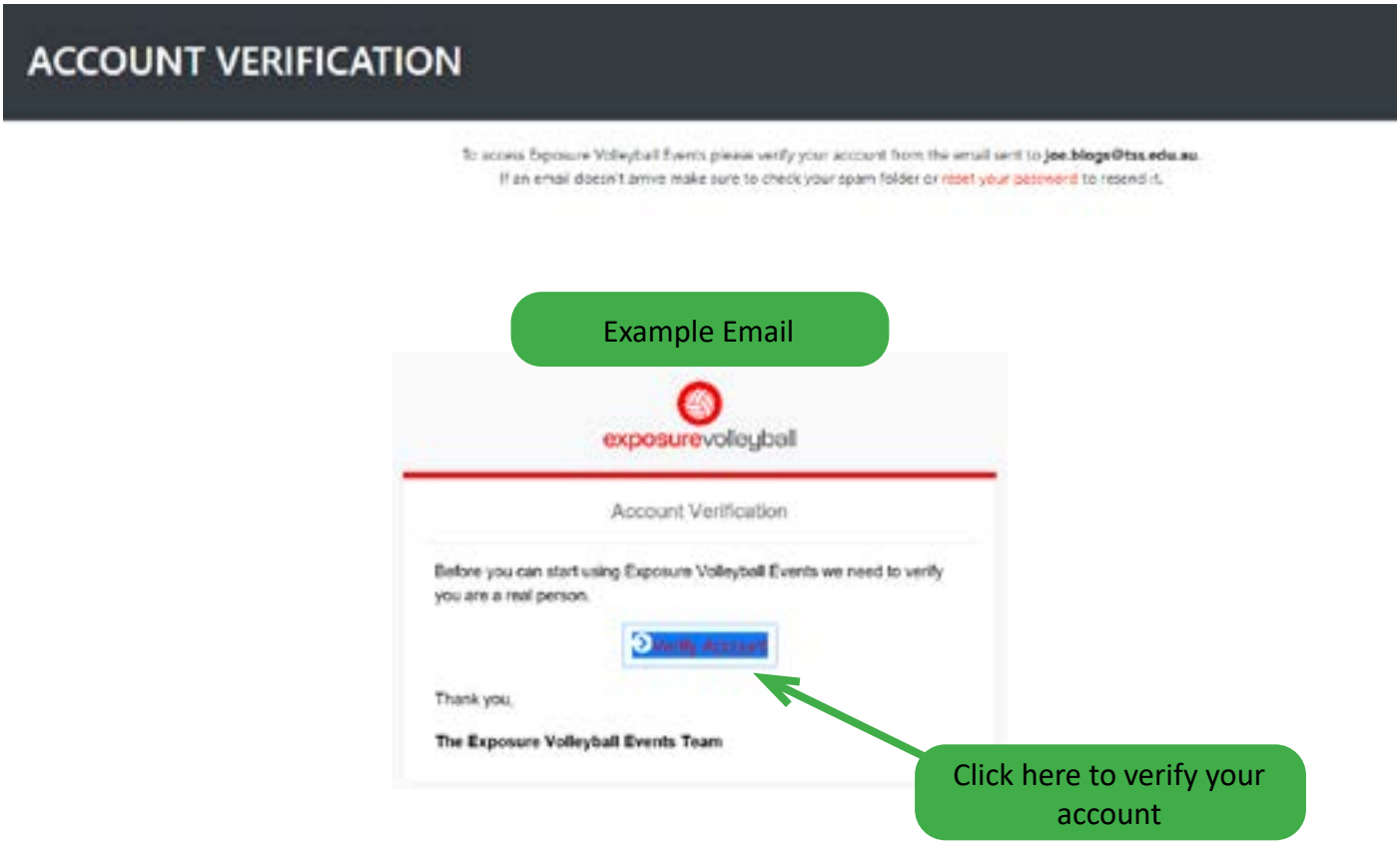
STEP 2: Complete the information on the form
STEP 3: Select "register" to continue

NOTE:

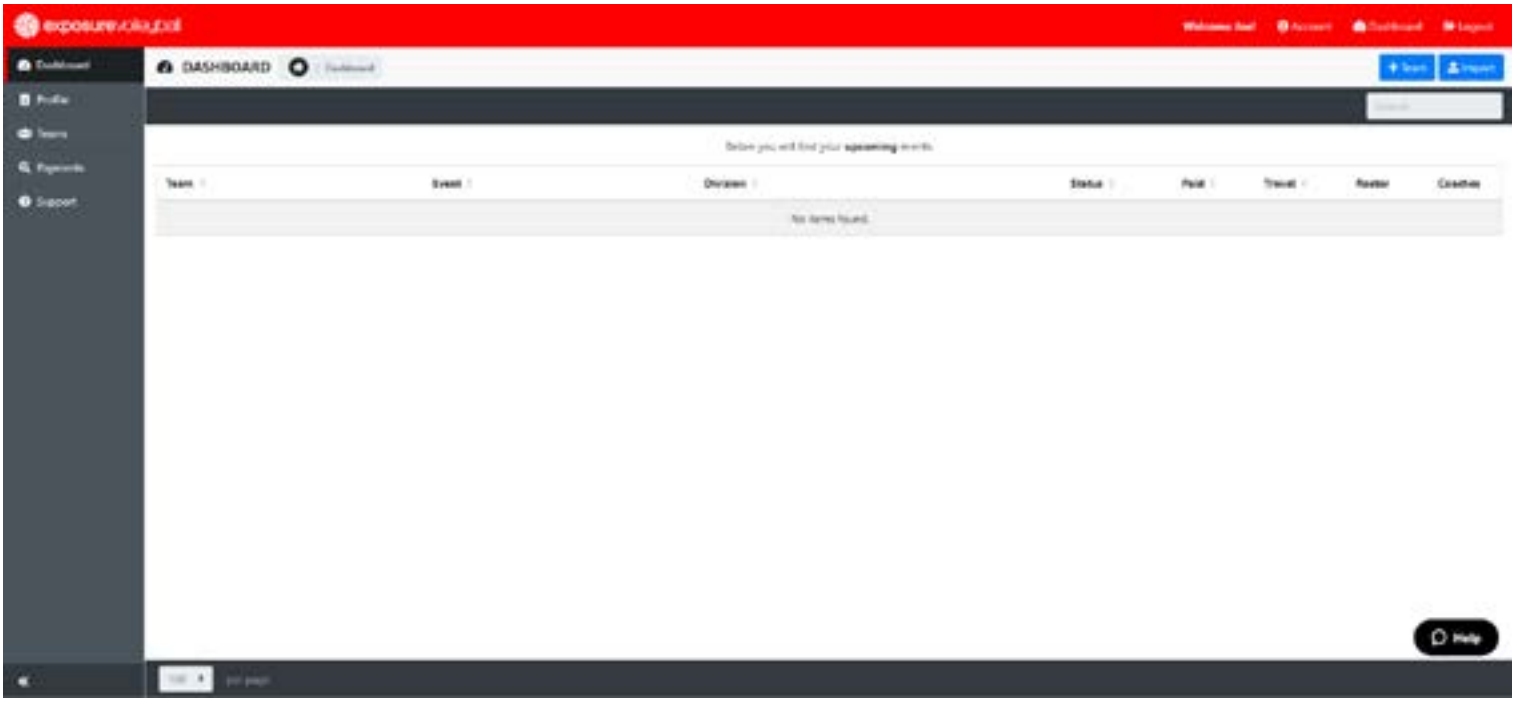
- The "Organisation" will be the full name of your School/Club/State.
- The Birthdate section is formatted for the American date format MM/DD/YYYY please ensure you enter ALL birth dates for this process in that format or you will receive error messages throughout.
- The person you include in the "Coach Profile" will be the primary contact for the school/club and will be listed as a coach against all teams which are created.



STEP 4: Check your emails for your login information. If it does not come through within a couple of minutes, please check your junk email folder.



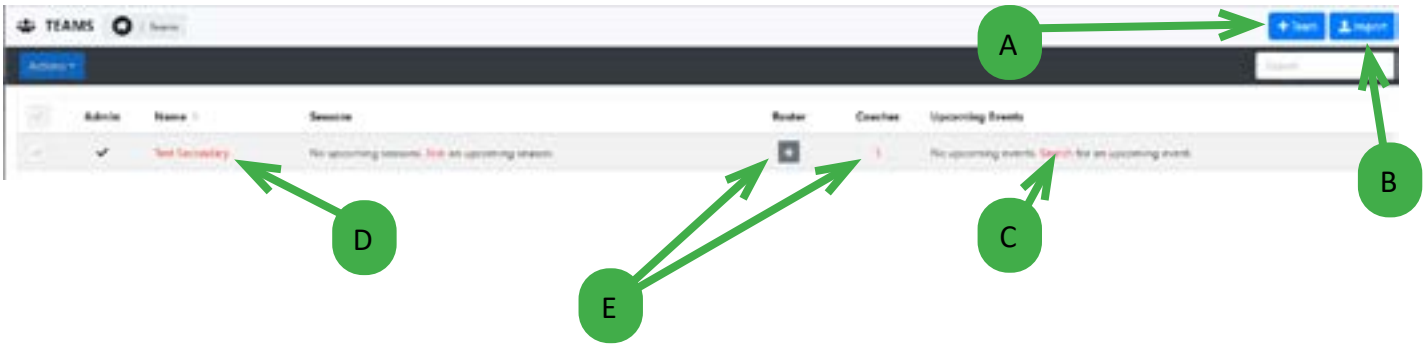
STEP 5: Once you have verified your account, you will be taken to your dashboard. From here you can create teams.



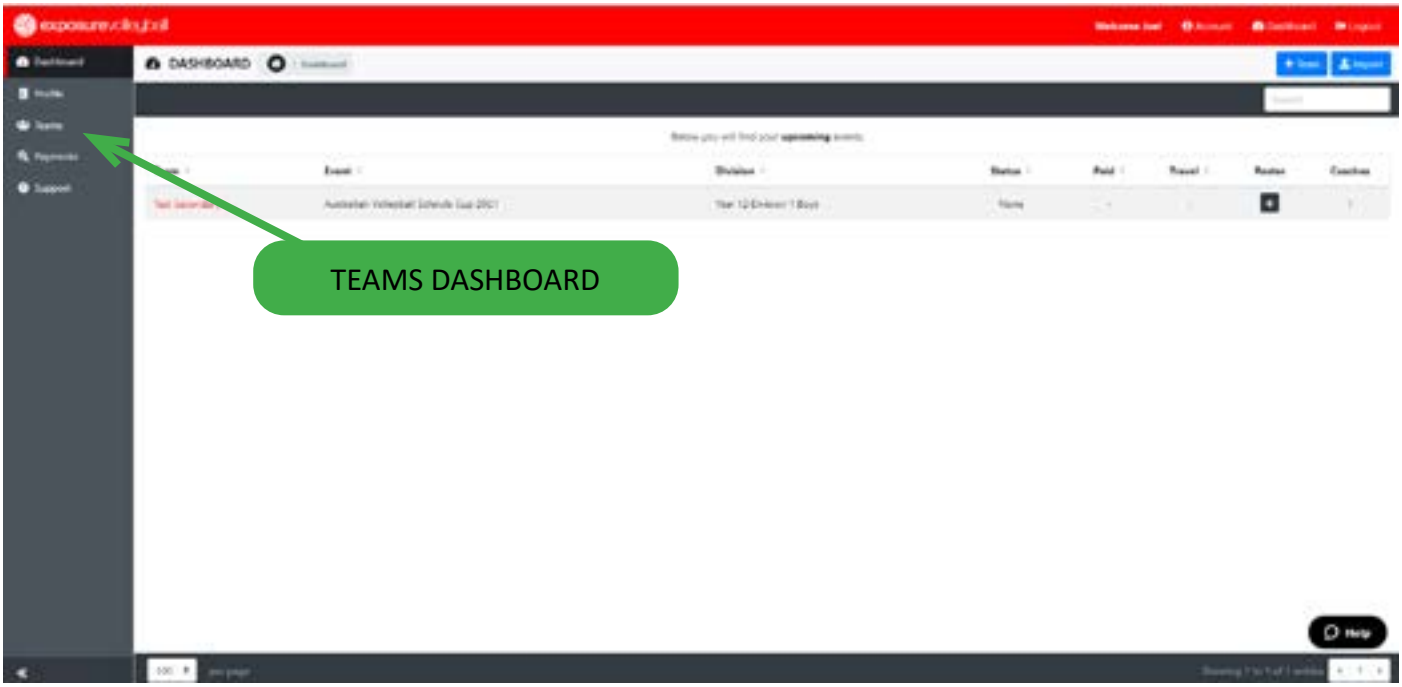
3. TEAMS PAGE

From the “Teams” page you will see a list of all of the teams linked to your account. You can:

- **Add new teams** (A) (follow steps page 8)
- **Import** (B) multiple teams using import function (follow steps on page 10)
- **Nominate** (C) for an event (follow steps on page 10)
- **Edit** (D) the teams in the list (follow the steps on page 11)
- **Add** (E) players and coaches (follow steps on page 14)



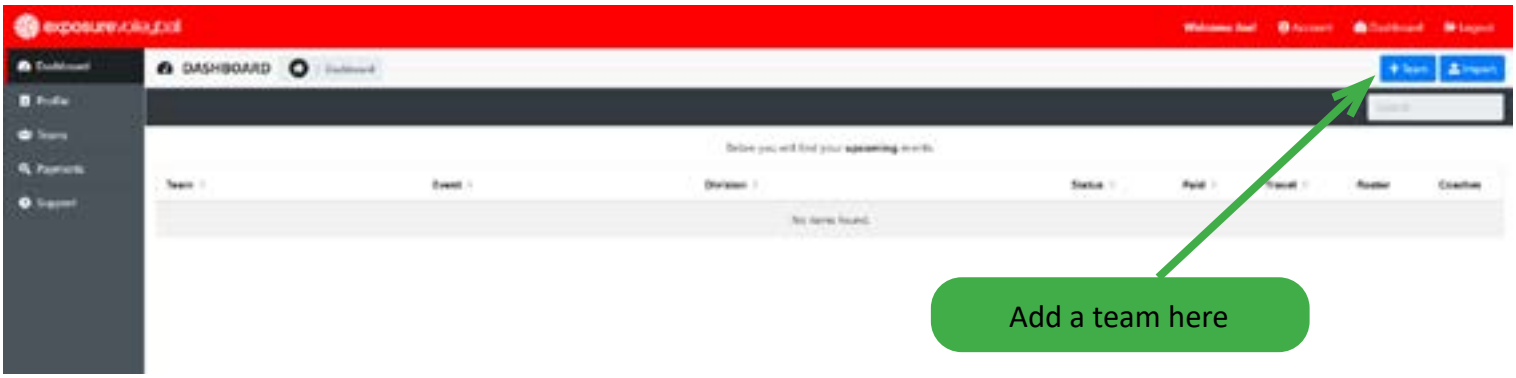
You can access the TEAMS DASHBOARD from the menu on the left hand side



4. CREATING TEAMS

"Creating" and "nominating" teams are 2 separate steps. This is because once you have created a team in your account, you can nominate that team for multiple events or the same event the next year.
So the first step is to create a team in your account. This can be done individually or as a **bulk import** (see page 10) to create multiple teams.

STEP 1: To create an individual team, you will need to add a team to your dashboard

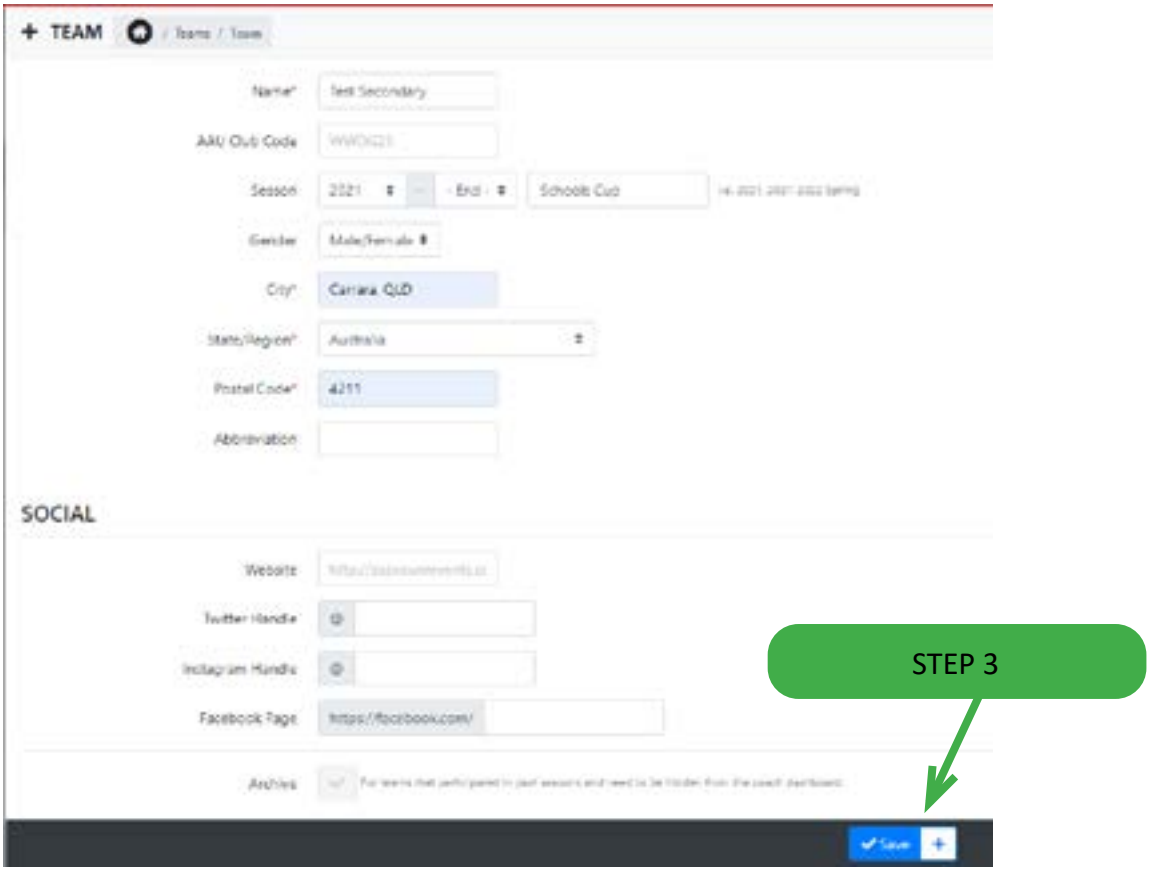


STEP 2: Complete the information required below.

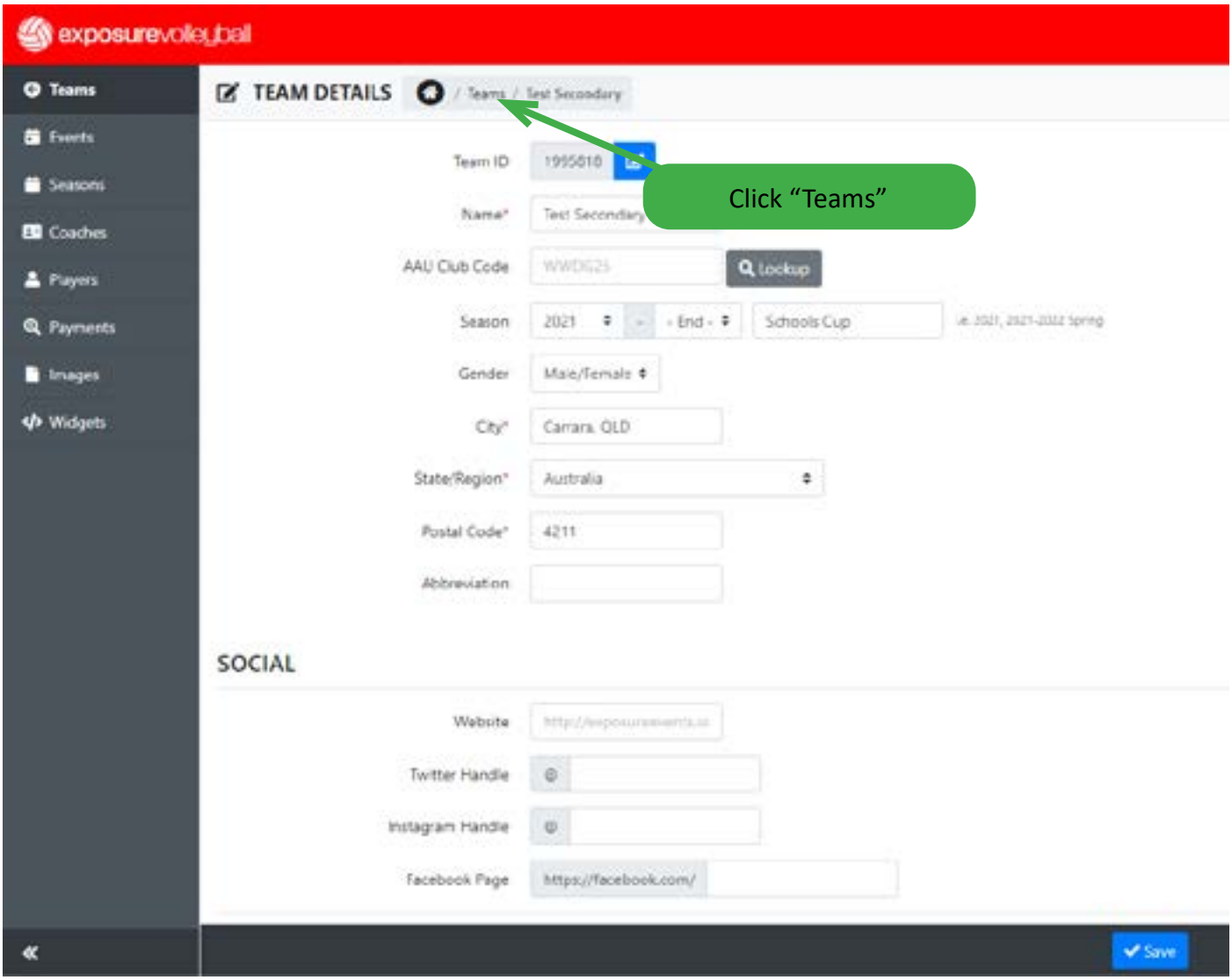
NOTE:

- The "Season" will be the year of the event (you don't need the season end).

STEP 3: Click Save or if you want to save and add another team click on the + symbol



STEP 4: If you are not directly taken to your “Teams page” after saving, you can navigate there yourself by clicking on the “teams” button so that you can nominate the team for an event.



4a. CREATE MULTIPLE TEAMS (via IMPORT)

STEP 1: Select the “import” button from your TEAMS dashboard.



STEP 2: Download the template file.

NOTE: This is very important. You need to make sure you have the right file format in order to bulk upload your teams

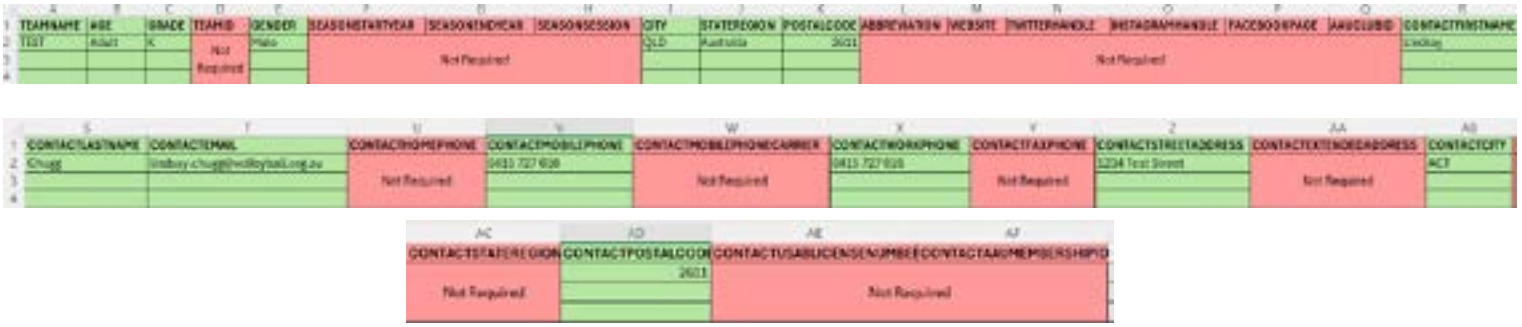


STEP 3: Open the downloaded file and complete the required information for each team.

NOTE: use the below as a guide.

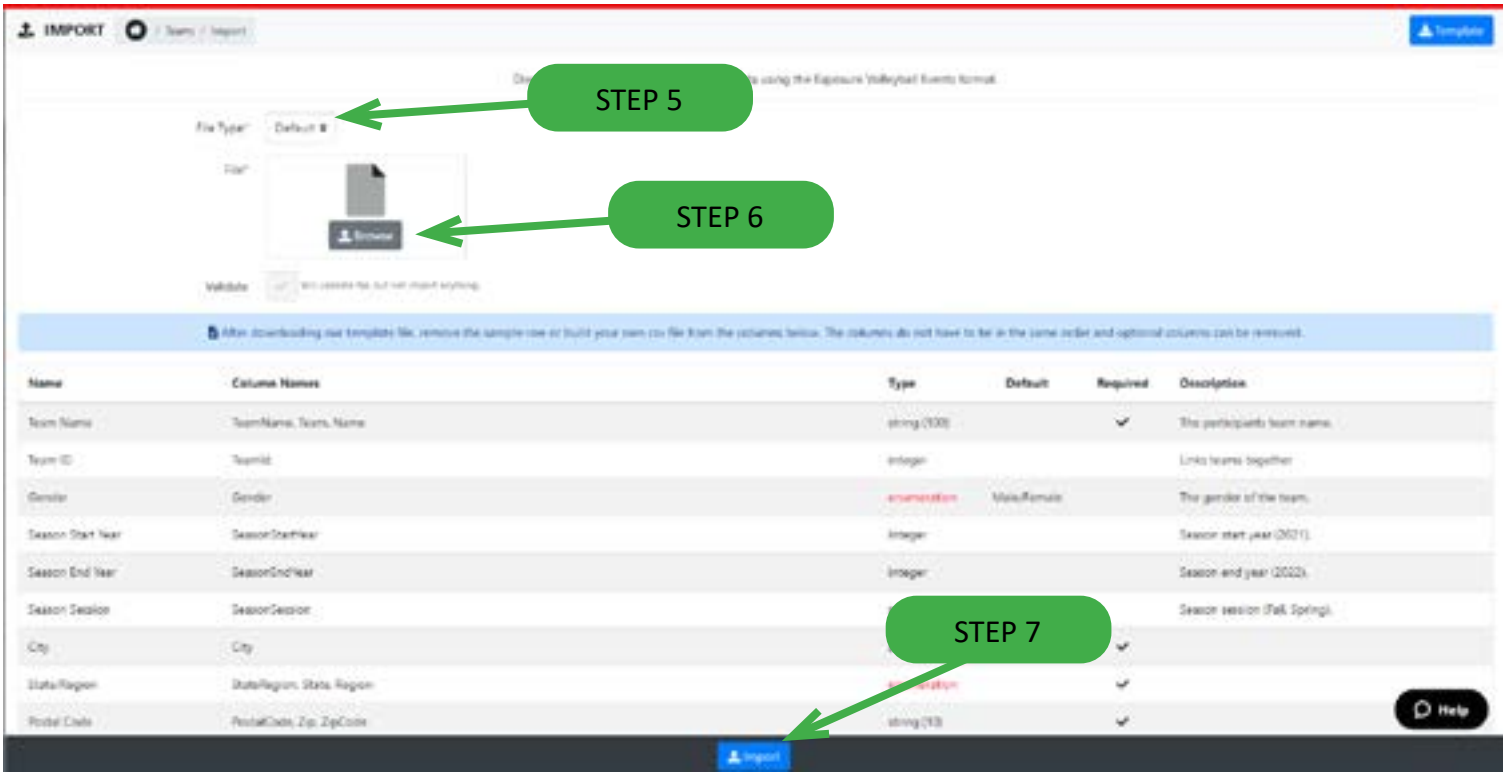
- The “TEAM NAME” Should be the name which will be used on the draw for the event. If you have multiple teams in the same division you can enter a number afterward (as shown). Otherwise please list the school/ club short name E.g. “Kings” instead of “Kings Christian College”
- Age should idicate any of the following; Adult 19U, 18U, 17U, 16U, 15U, 14U, 13U, 12U, 11U, 10U, 9U, 8U, 7U, 6U, 5U, 4U or 3U
- Grade should idicate the grade of the player from 1st - 12th or a K should be used in the event that the nomination is not for a School based event.
- The STATE REGION section needs to be formatted in its long form not abbreviated. E.g. Queensland not QLD
- Contact person will be the primary contact person for the team(s).
- Please note you won’t know which is which in your list of teams until you nominate them to a division. This can make it difficult to know which team is which when you go to nominate the teams into a division. As a work-around you could name your teams by their division name, finalise the upload, nominate the teams into their divisions, then go back and edit the team names later.

Example data:



STEP 4: Save the template file to your computer, somewhere you can find it again.
STEP 5: Go back to your web browser and select “Default” from the File Type section
STEP 6: Click “Browse” and then find the excel file you just created with your teams in it and open.
STEP 7: Click Import (no need to “validate”)

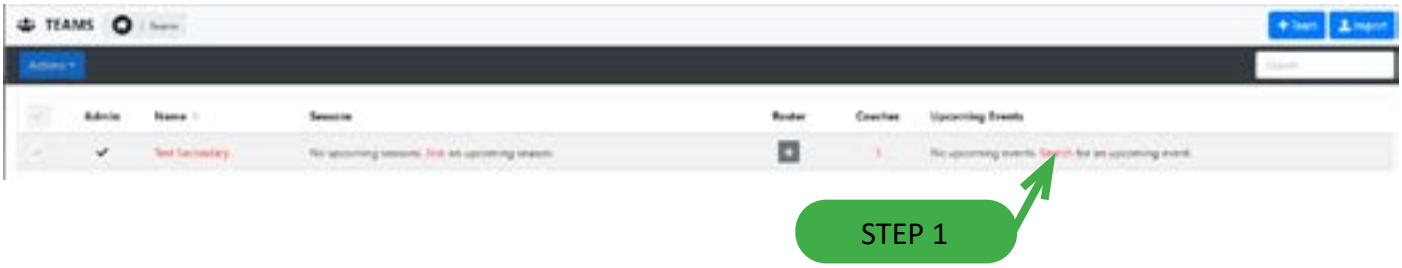
NOTE: Once this is done, you will see your teams in the “TEAMS DASHBOARD”.



5. NOMINATING FOR AN EVENT

Once you have team(s) in your dashboard, you can now nominate them for an event.

STEP 1: Navigate to the TEAMS DASHBOARD and then SEARCH for an upcoming event

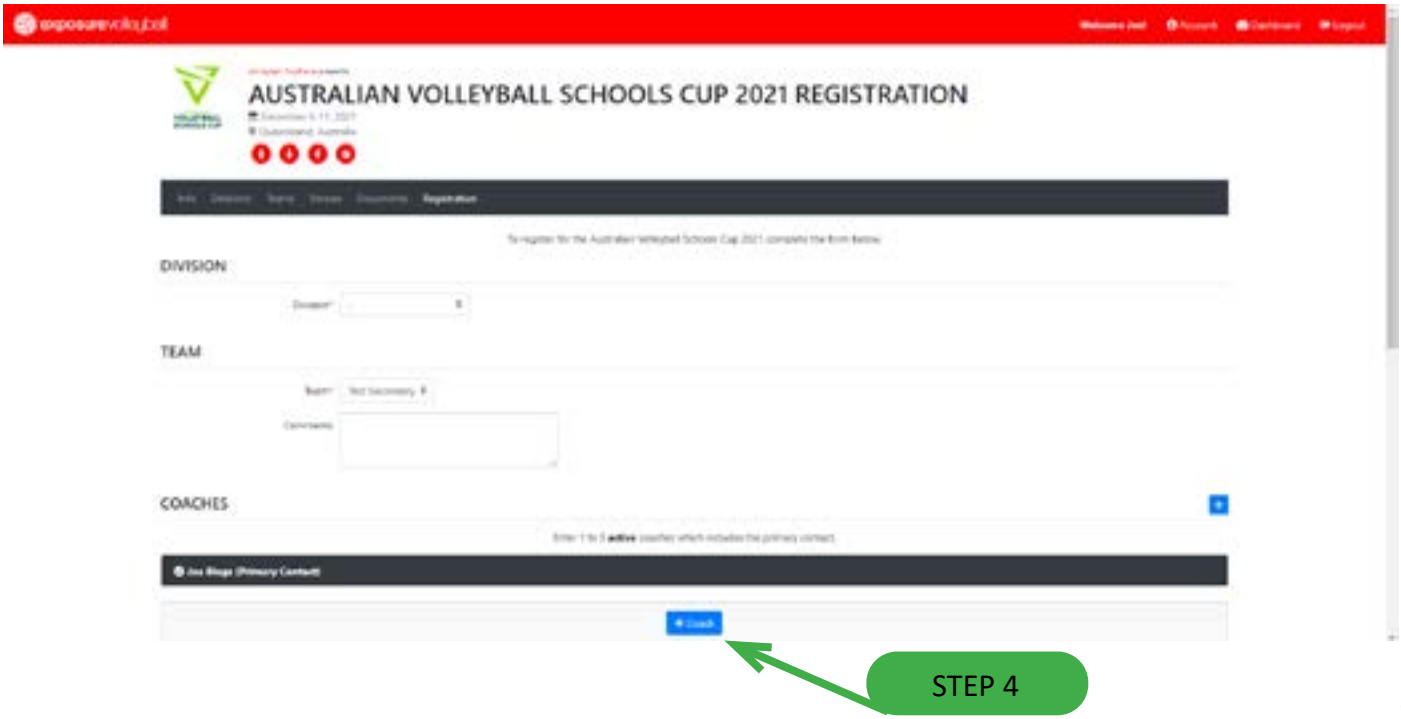


STEP 2: Select the event you wish to nominate in.



STEP 3: Enter the division and any relevant comments. Then you can nominate coaches and players for the team. Once you have completed the required information, click “REGISTER” at the bottom of the form.

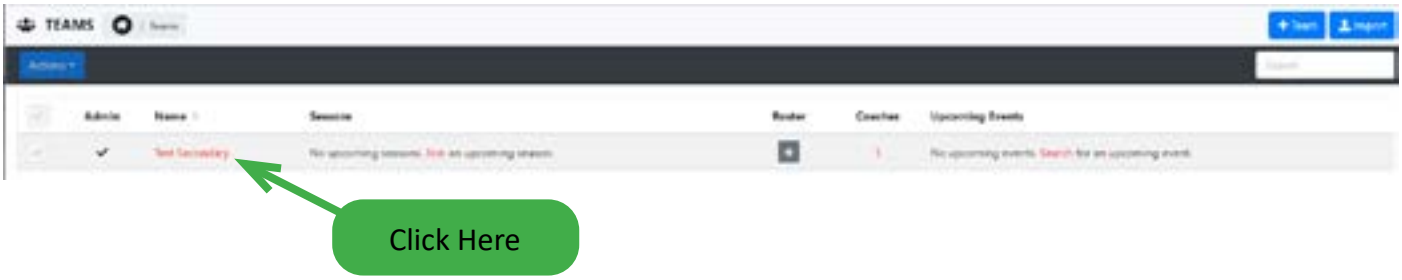
NOTE: If you don’t yet know your players and coaches, thats ok! You can go back into your team dashboard later and add this information.



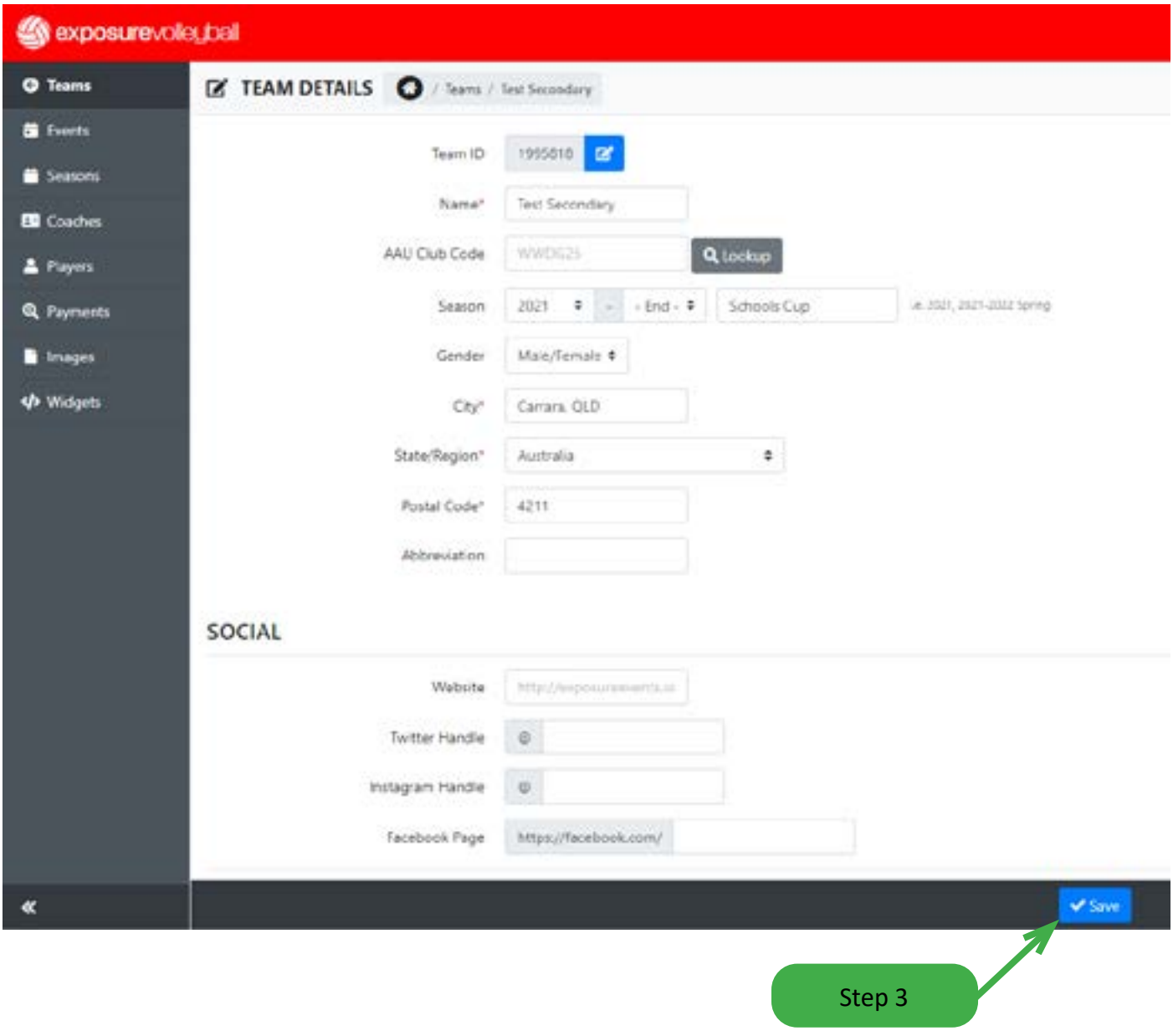
6. EDITING TEAM INFORMATION

Once you have entered team(s) in your dashboard, you can go back and edit this information if you need to.

STEP 1: Go to your TEAMS DASHBOARD and click on the team name of the team you want to edit



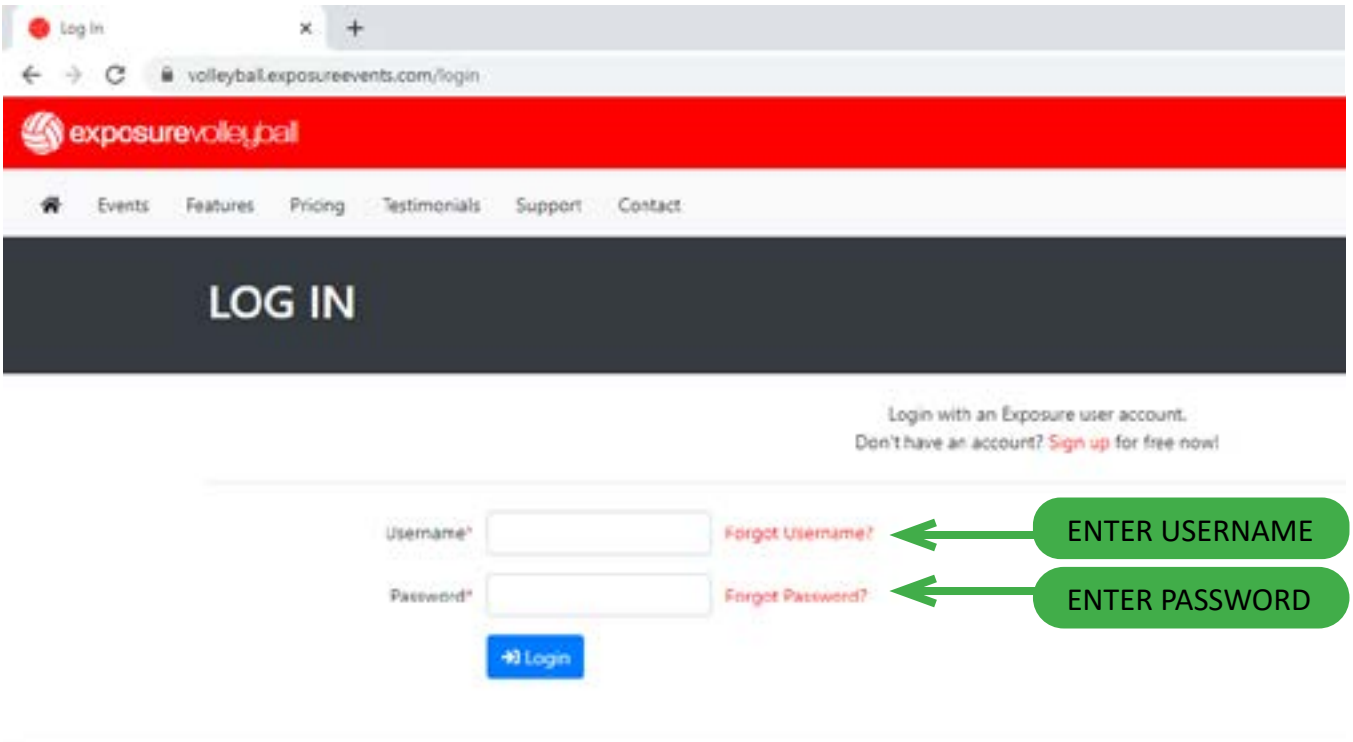
STEP 2: Change any of the information needed.
STEP 3: Click Save



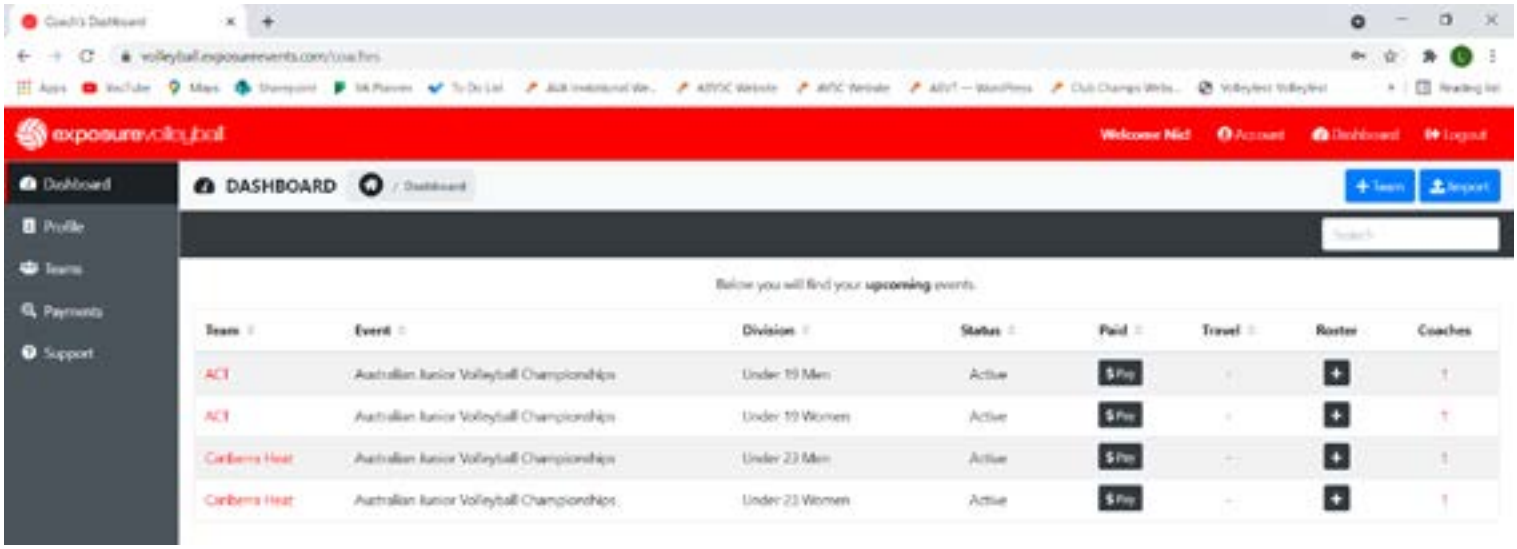
7. ADDING & EDITING TEAM MEMBER INFORMATION

STEP 1: Go to https://volleyball.exposureevents.com/login

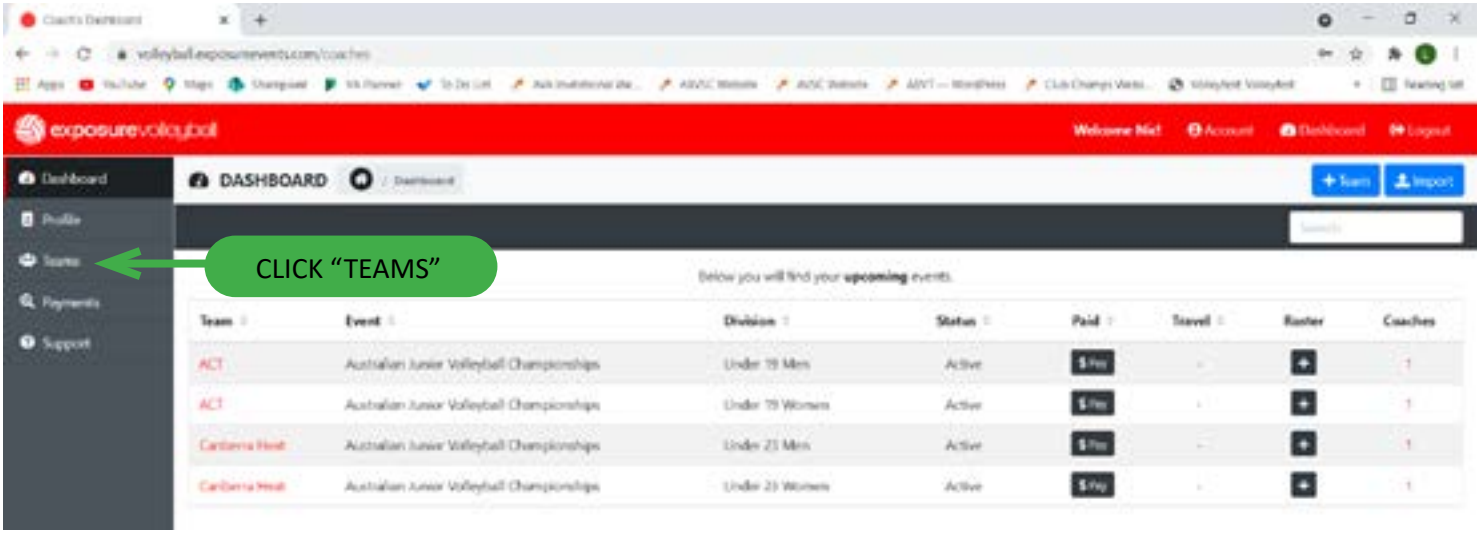
STEP 2: Enter your User Name & Password



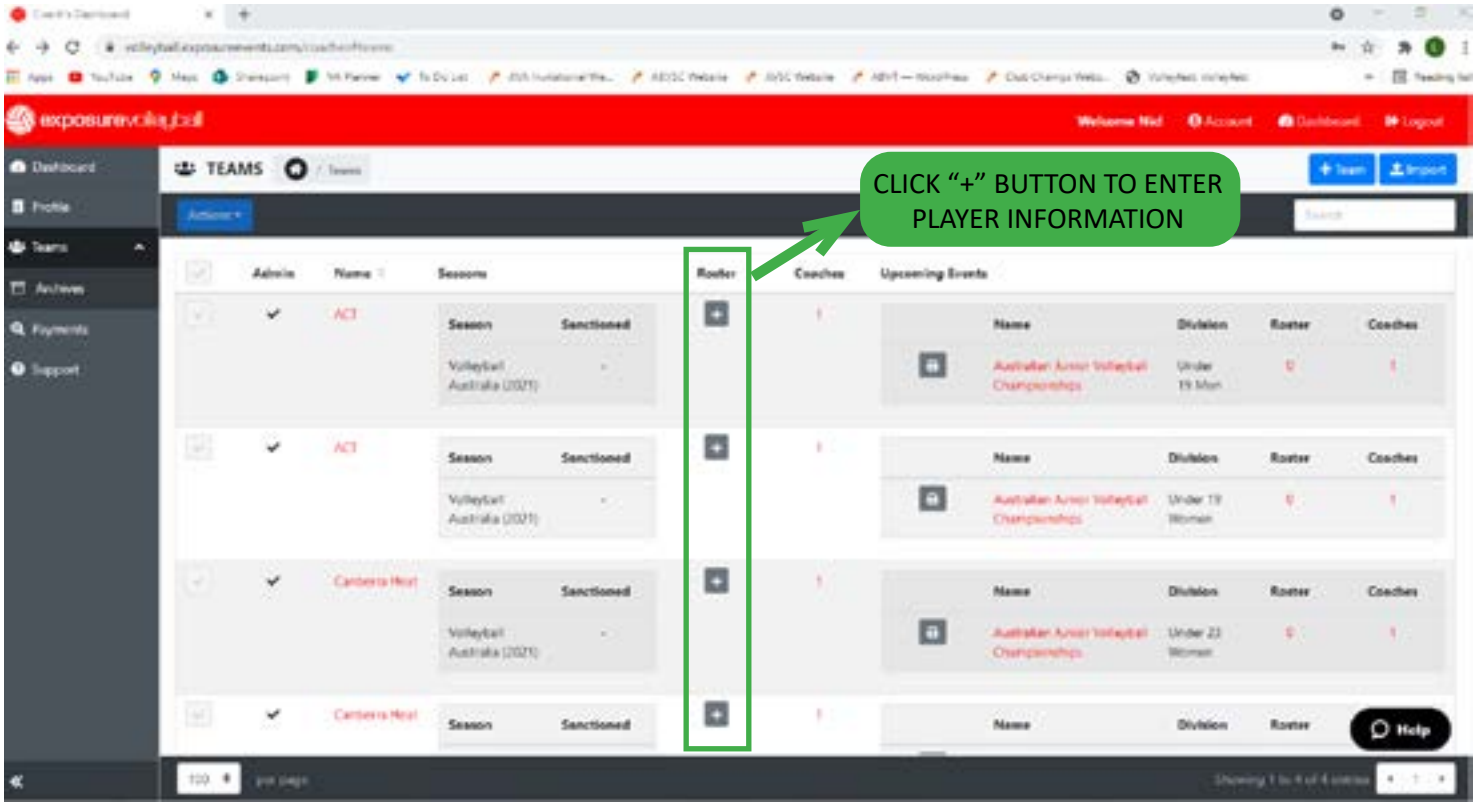
Note: Once logged in, you should be automatically be taken to your dashboard which will include the teams your club/association has entered.



STEP 3: To start entering your player and coach information, click on “teams” on the left menu



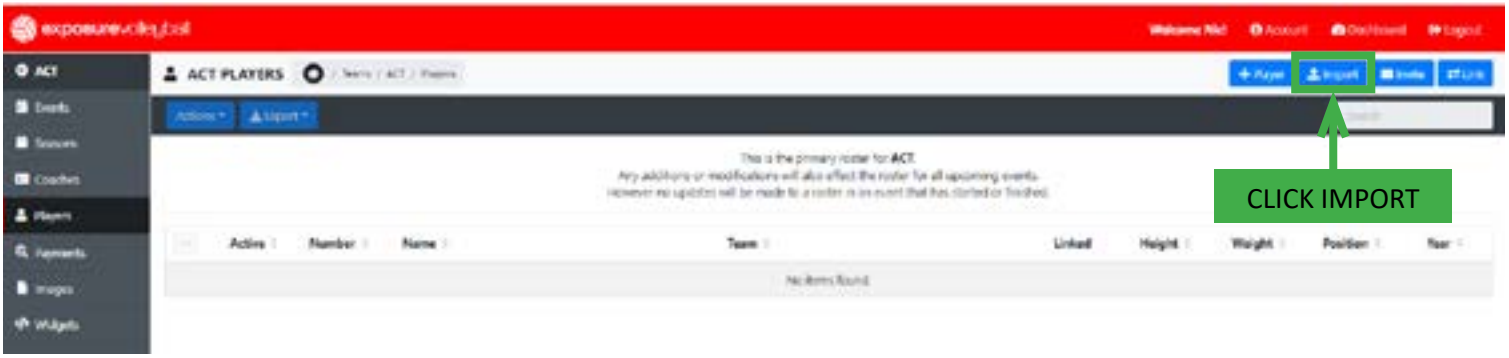
STEP 4: To enter your team roster, click on the “+” button in the first roster column



Note: When entering your player information you can either upload 1 by 1 or do a bulk upload (Bulk Upload Recommended)

BULK UPLOAD

STEP 5: To upload your player data by bulk upload, click the "import" button in the top right hand corner

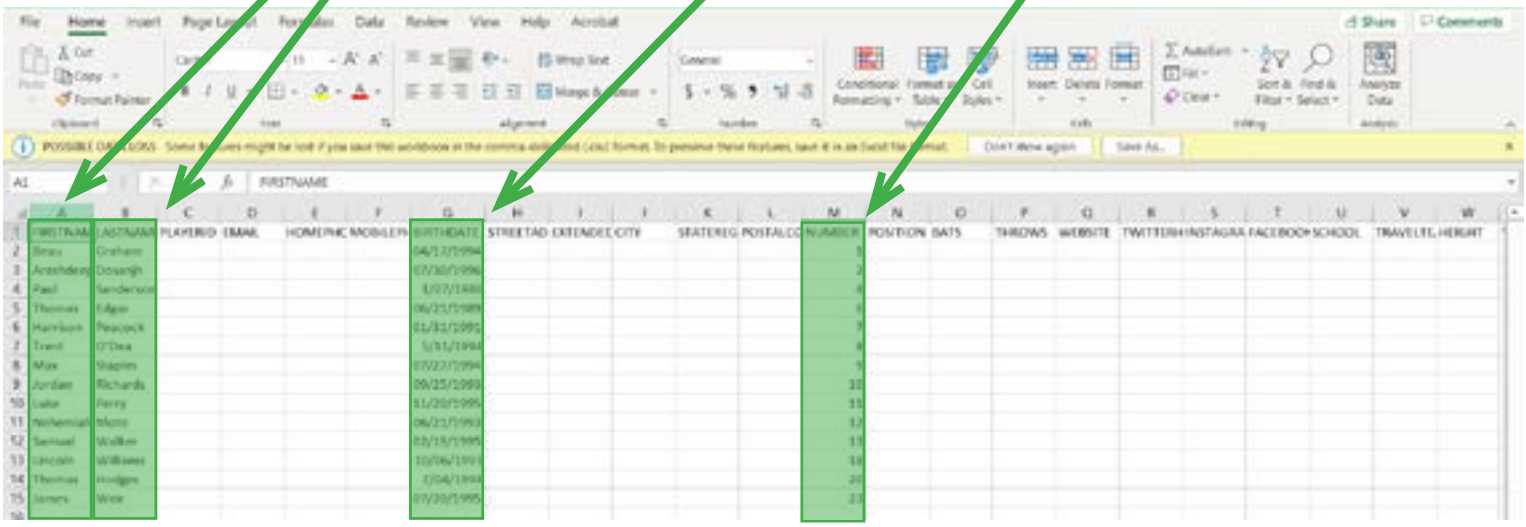


STEP 6: From here you will need to click "TEMPLATE" in the top right hand corner to download a template file for you to complete with your player information.



STEP 7: Fill out the spreadsheet with your team information, please note the following are required fields for the upload:

- First name
- Last name
- Date of Birth *(please note American formatting MM/DD/YYYY)*
- Player number.



NOTE: be sure to delete row #2 with the example data before saving and progressing to step 8.

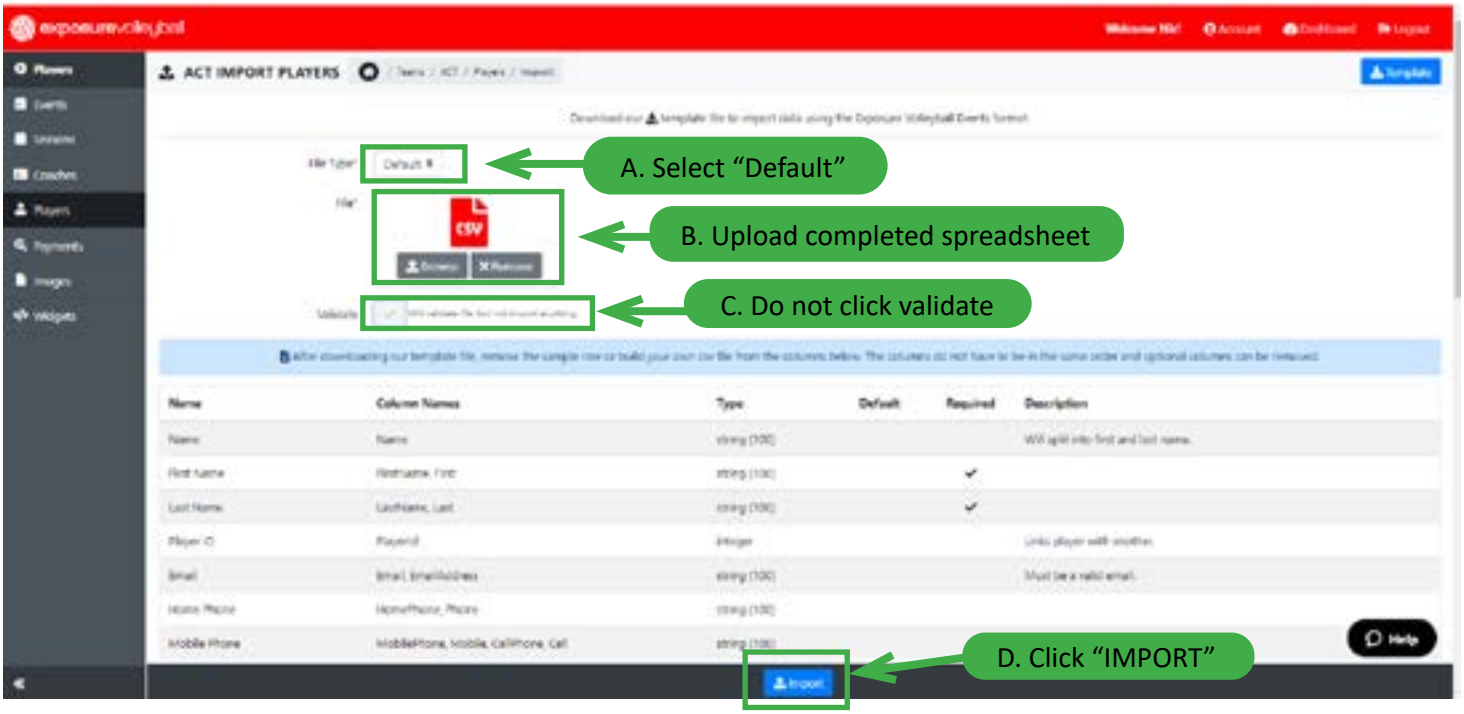
STEP 8: Once you have completed the spreadsheet, upload it to the same page where it was downloaded.

A) Select the file type to “default”

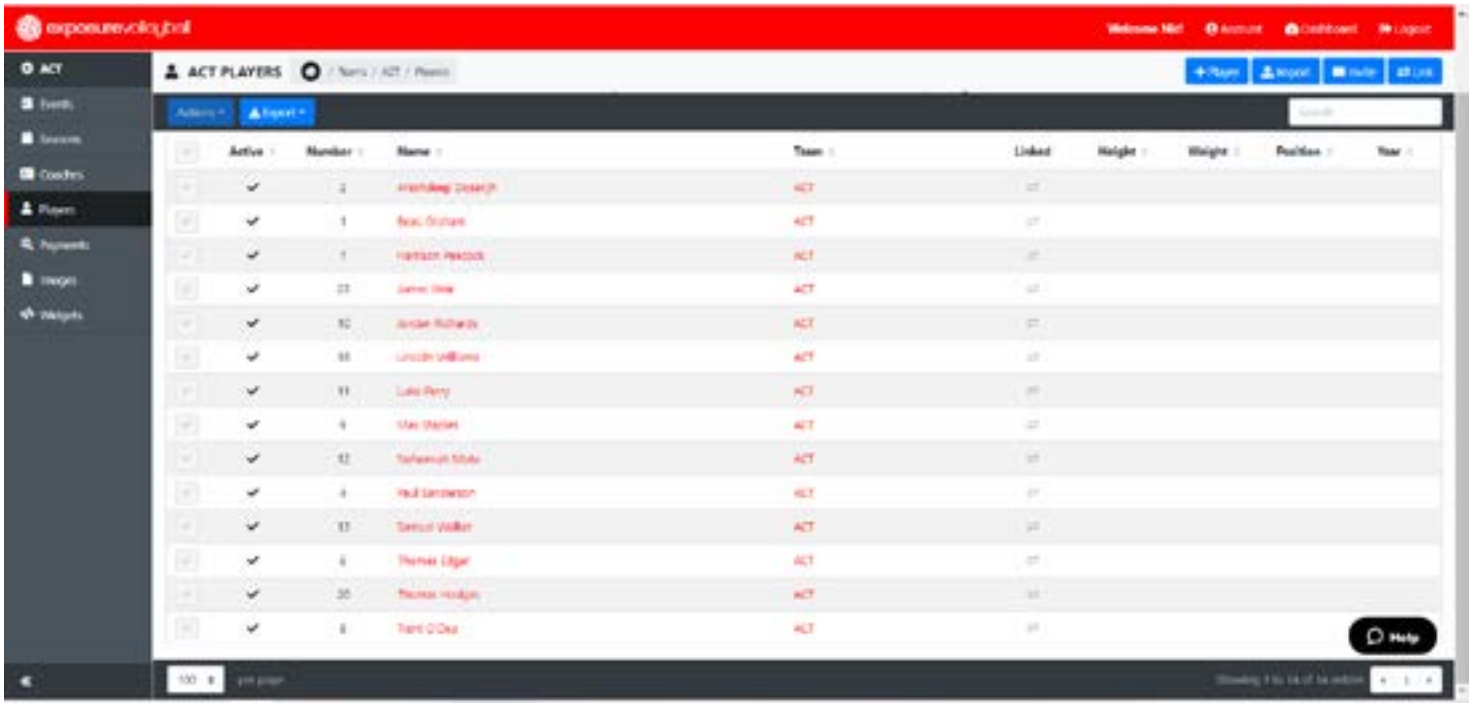
B) Click “browse” and select the correct file from your computer

C) Do not click the “validate” check box.

D) Once you have done this you can click the blue import button down the bottom of the page.



Note: Your player roster should now be uploaded and look like this. You will need to repeat for the above steps for each team entered.

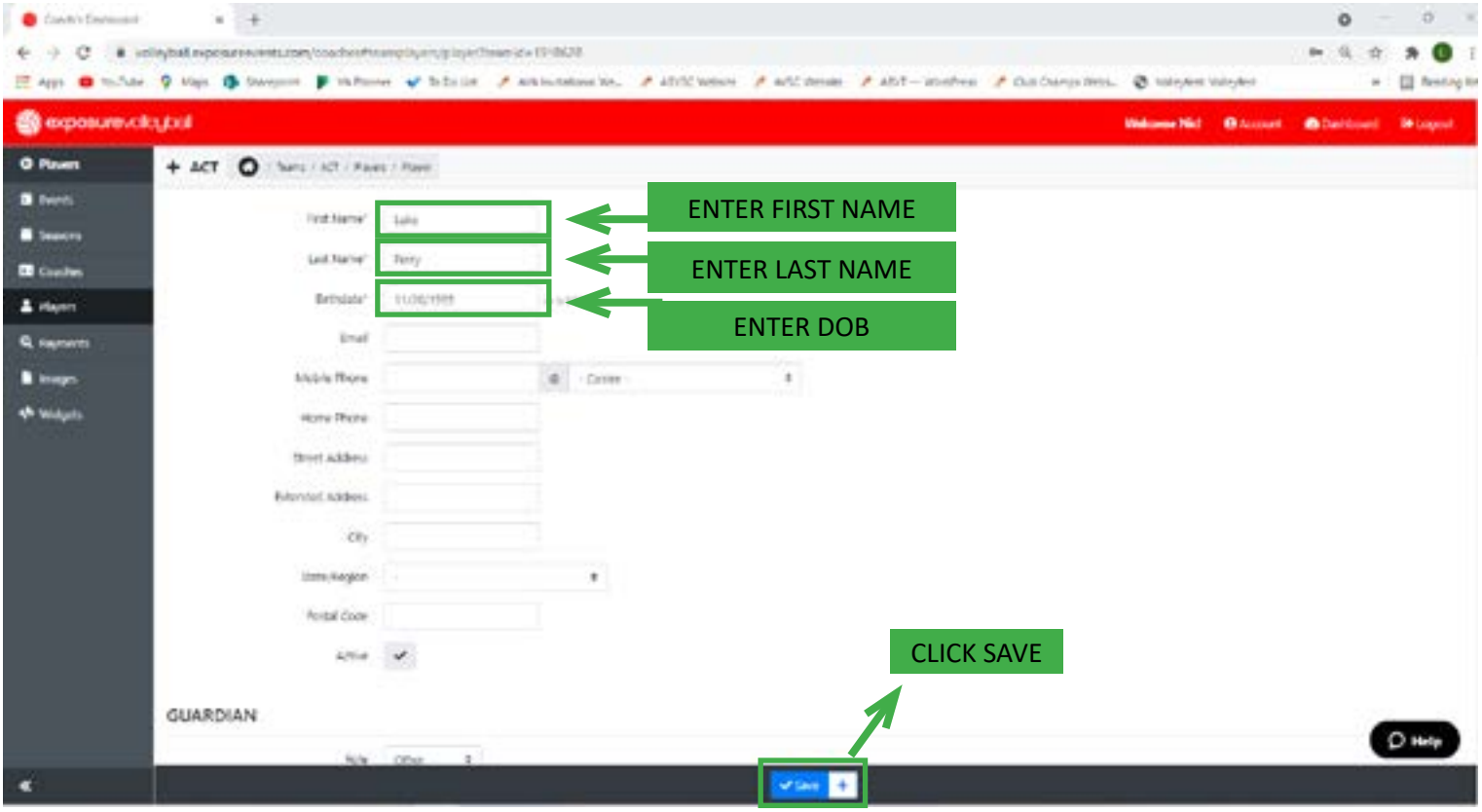


ADDING INDIVIDUAL PLAYERS

The other option to upload your player roster information is to add individual players one by one. In this method, instead of selecting import you will need to select “+ Player”

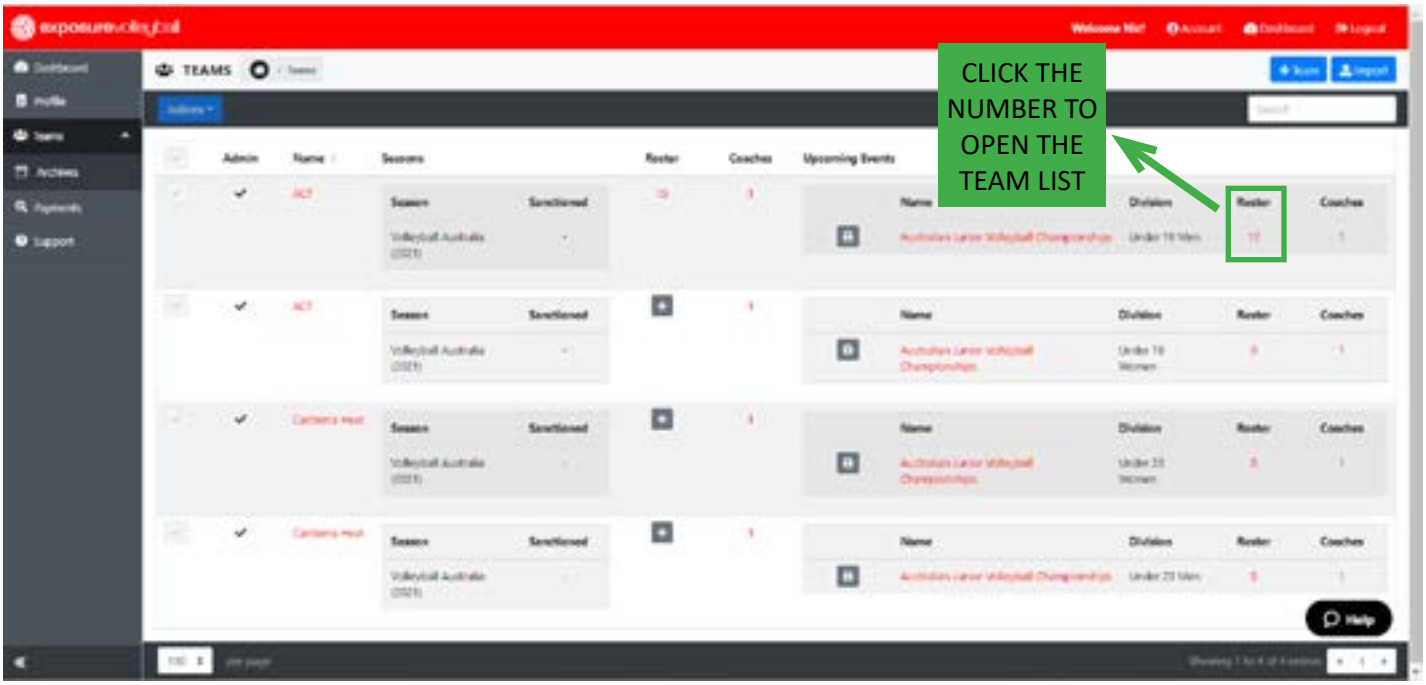


Enter the player information, please note that the required information is the same as the bulk upload.
Player number can be found in the player info section.
Once entered, click the blue save button at the bottom of the page.

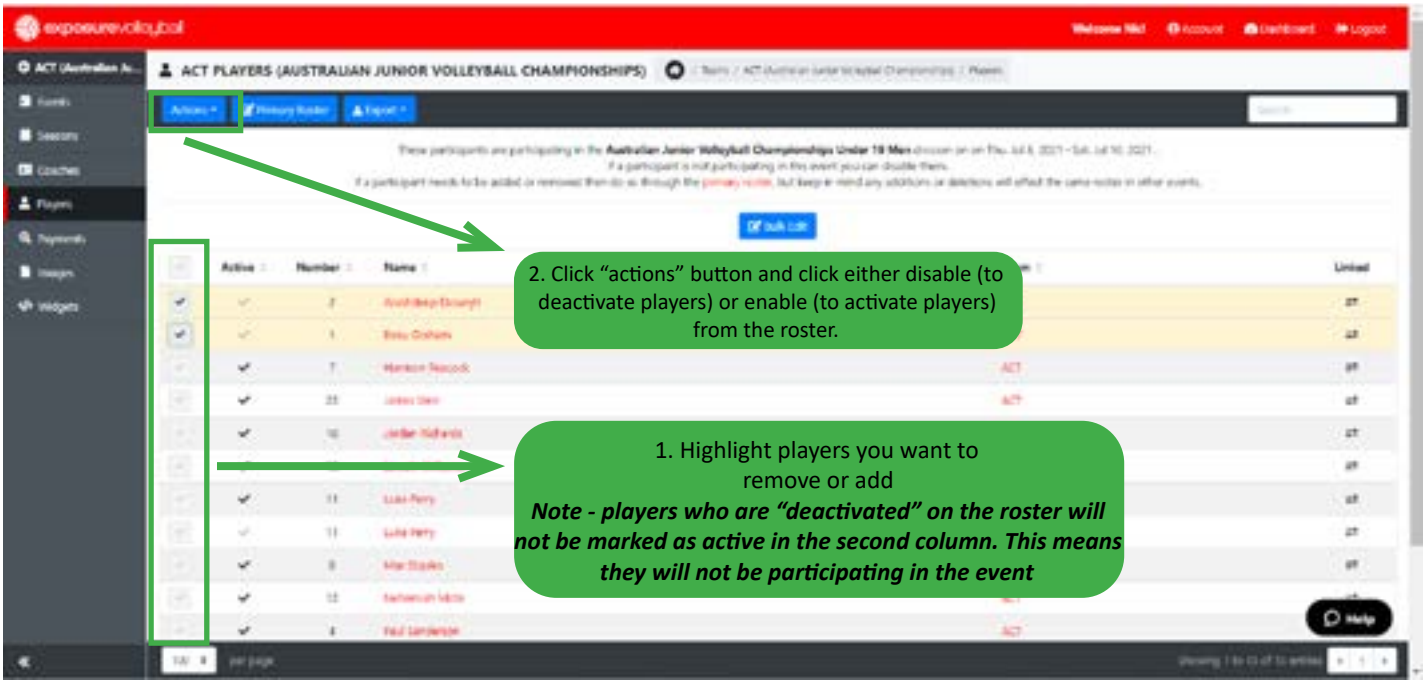


Repeat these steps to add any additional players

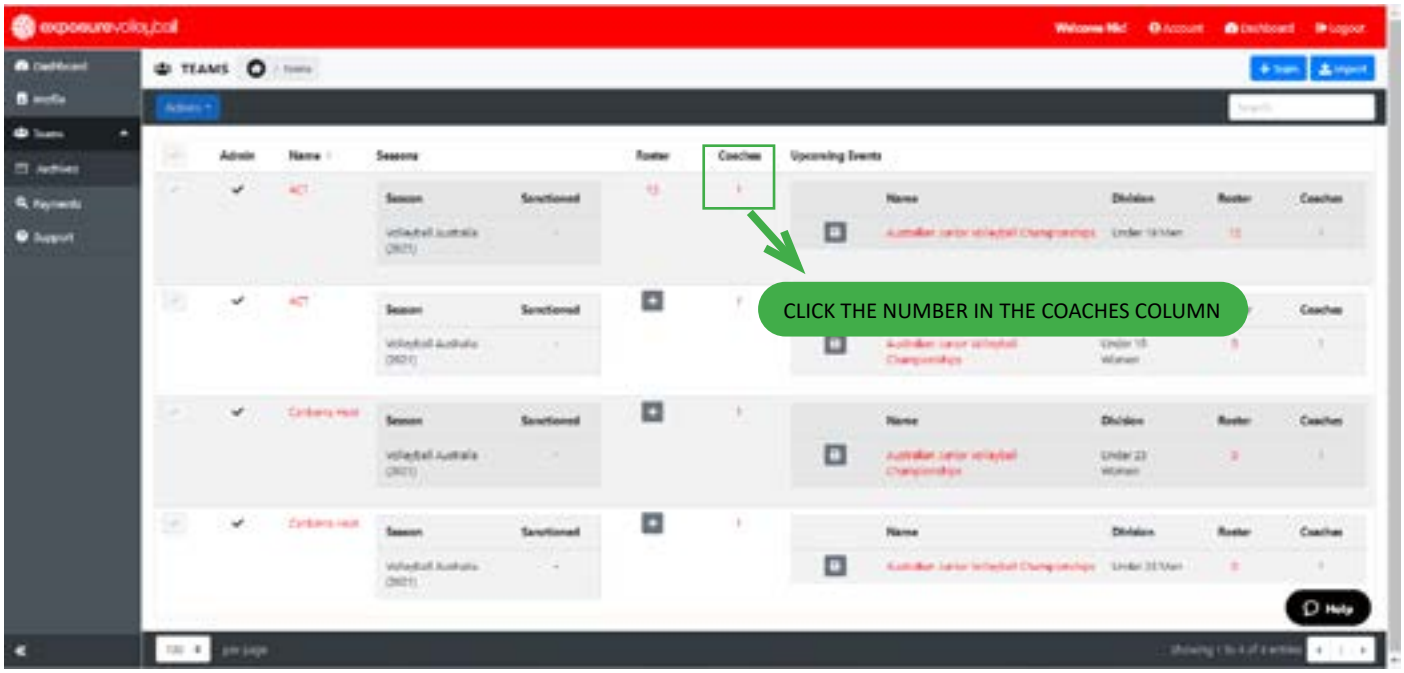
You may prefer to enter your entire squad into the team roster if you have additional players training between registration and the event.



You can narrow down your team list closer to the event by clicking on the number under the roster column in the Upcoming Events section and selecting players you wish to deactivate (whoever is not playing at the event).



STEP 9: After adding your players, you can now add in your team staff information. To add this select the number in the coaches column. Currently the primary contact is listed within the team.



STEP 10: Follow the same instructions as the player upload, you can either do a bulk "IMPORT" or "+ COACH" to add an individual. These buttons are found in the top right hand corner of the page. New team staff must include the following required information:

- Role
- First name
- Last name
- Date of birth
- Email
- Mobile (carrier is not required)

This information is required so that we can check accreditation levels of team staff where required and also make contact during the event if required.

NOTE: Although the column is labeled "coaches" this area is for **ALL** team staff. Also note the primary contact will always be our first point of call during the event.

If you have any specific questions regarding this process, please reach out to events@volleyball.org.au