

If you are on the accepted team list below, please follow these instructions for printing your courtside roster for this weekend.

1. Log in to your SCVA Club Portal.
2. Click on **Registration Summaries** on the left hand side of the screen.
3. Then click on **Team Summaries**.
4. Click **View Details** next to the team name.
5. Print that page.
6. You will then have to write in Jersey Numbers
7. You can print double sided to the attached **Line-Up Sheet**.

Note: Make sure roster has all players listed. Make necessary changes if the system allows. Otherwise, contact karynn@scvavolleyball.org in order to request the necessary changes. If a player does not have a membership number listed in the **Number** column, that indicates that the SCVA office has not received their paperwork, and they will not be allowed to participate. Also, make sure the staff are listed. Max coaching staff per roster is 4 (5 if the club director is included). If more staff members than that have been added to the online roster, either remove them or black them out. If staff does not yet have Membership Number for this first event it will be excused. By the second day of qualifying, all staff should have been submitted and cleared through background. By November 4, all staff will be required to have Membership Numbers in the **Number** column.

Photo ID requirements:

1. Each coach must have a photo ID available courtside for possible roster verification.
2. Each player (ages 6th grad and above) must have a photo ID present courtside, either state or school issued, in case of possible roster verification. Suggestion: club might want to get copies of all player photo IDs to keep on file with the medical forms that each coach is required to have with them at each event.