

NCVF Championships Team Reps:

### Team Contact Info

- You can now update the two reps who will be receiving all tournament communications and insert your rep who should be receiving any All Tournament information.
- In VBReg, Nationals Registration > Rosters and Forms > Onsite Team Tournament Contact Information

### Player Forms

Player forms went out to all players and coaches over the weekend.

1. The forms were emailed to the personal email address in the registration system under the regular season roster. If there was no personal email address listed, it defaulted to the school email address in the registration system.
2. If players do not see it in their inbox, they need to check and Clutter or Junk folders to locate the signature requests. The email will be from "NCVF," "NCVF Club Volleyball Championship <[noreply@mail.hellosign.com](mailto:noreply@mail.hellosign.com)>" or "HELLOSIGN".
3. It requires the player to fill out required insurance information (for their personal health insurance) and sign the document. The process should take less than a minute if they have the information readily available.
4. These forms are required to be completed by **April 1, 2023 - DEADLINE** for players to be eligible to compete in the National Tournament.
5. The email cannot and should not be forwarded to other players as the information on the form is prepopulated so each player must receive their own form from the system.
6. The form may not function properly if the form is sent to a personal email that is auto-forwarded to a different email. The player should complete the form from the personal email address and not a forward OR it may not function correctly.
7. If your team is currently on the WAITLIST, the forms have not yet been sent. These will be sent out once your team has been accepted.

To make sure your team has signed all its forms, or to resend forms:

1. Team reps can review the status of all outstanding forms for the players on their roster from their team account in [www.vbreg.com](http://www.vbreg.com)
2. From the Team Rep Menu > Nationals Registration > Click on "Incomplete" showing under Forms Received Date
3. This will list all players on your team roster and the email address from the system where the forms were sent to be signed. If the status is COMPLETE, the player has completed the signing process. If the status is SENT or any other error/bounced status, the player must still complete the form.
4. Since there were MANY, MANY that bounced because of typos in the email addresses, the team rep has the ability to update/correct the email address and hit the resend button. Common bad email mistakes:
  - a. ".com" instead of ".edu"

- b. Lots of typos
  - c. “,edu” – accidentally hitting “comma” instead of “period”
5. If you are doing resends, it will invalidate the original request so make sure the player is opening up the newest request that was sent. Make sure the player checks thoroughly for the email before resending. The longer you wait to enforce your players to completed, the less likely they are going to find in their inboxes, so get on them right away.
  6. If you have players on the roster that are no longer attending, you need to remove them from the National Tournament Roster by clicking the “ Remove X” on the far right column. Any players still active on the roster that are not attending will keep you from moving to “COMPLETED” status for the team. IF you have additional players on your roster that are a substitute for potential injuries, they must also complete the forms until you drop them from your roster.

### **Enrollment Verification**

Full instructions are available in the [3/2 email sent to all team reps](#). If you have received an approval from me, you are good to go for enrollment verification and do **NOT** need to bring the original or do anything further with your Enrollment Verification. All players will still need to complete their individual player forms.