

Club Directors and Sub-Club Directors,

Just a few reminders if you are working on your Season Management/teams and need help over the Holiday weekend.

NOTE: Region staff will not be working so questions won't be answered until next week.

If your club isn't active yet, you don't have access to do any of the following. Please complete any member requirements ASAP so your club can be activated next week.

Have you shared/**Connected** your team(s) to USA Volleyball? (There are only about 500 teams connected so far and there could be at least 900 teams.)

You may have the teams created in your Season Management but not connected meaning you won't get to the official roster. (You won't find your Team Codes.)

- Help can be found in **Step 7: Building Rosters** of the **Setting Up SportsEngine Club HQ/USA** Playbook found on the [SportsEngine](#) page of our website. (**Creating Rosters** found on the [Club Directors](#) page is also Step 7.)
- Step 5 of the Building Rosters has the instructions to Connect your teams to USA Volleyball. Ranking your team(s) is also in this step.
- NOTE: Even though the instructions say 24/25 Season, you are building your **25/26 Season**.

The following is information about teams already shared/connected but need to fix something in the name or rank.

The **How to fix Team Names, Team Codes** posted on the [SportsEngine](#) page has info on how to do the fixes below. You need to share each team again after the fixes are done.

- Team names only have *17 Black*, etc. The club's name or an abbreviation of the club name should be added to the front of the team's name.
- The playing division is in front of the team's name, *14u Juniors*. The playing division needs to be at the end of the name.
- There is no playing division in the team's name, *Volleyball ____*. When the team names are on a list without the club names or team code it would be hard to know what playing level the team is.
- Team rank show as 20 or 99 for example. *You are ranking your teams in your club in the order of the strongest to weakest at each playing level. Thus, if you have only 1 team at 11s it will be ranked #1. If you are in a Mega club, you need to work with the main club director to determine where your team(s) rank with all the other teams in your club. Your #1 team may end up being the #7 team at that age in the club.

Remember, you don't need to have members rostered to enter tournaments. Membership issues can be dealt with later. Check out the other sections of the **Setting Up SportsEngine Club HQ/USA** Playbook for help.

All Club Director emails sent so far this season are posted on the [Club Directors](#) page for reference.

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