

[www.vq.org.au](http://www.vq.org.au)

# Volleyball Queensland

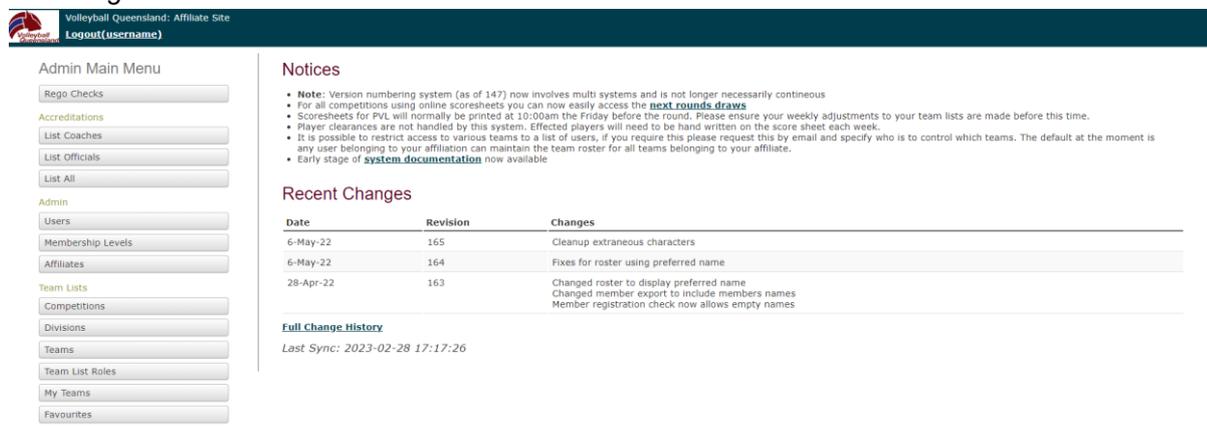
Affiliates Online User Guide – Version 1.0

9 March 2023

## PREAMBLE

This document guides Affiliates on how to correctly operate Volleyball Queensland's (VQ) *Affiliates Online (AOL)* System which is utilised in both the Premier Volleyball League (PVL) and Junior Premier Volleyball League (JPVL) competitions to populate team lists and conduct membership checks.

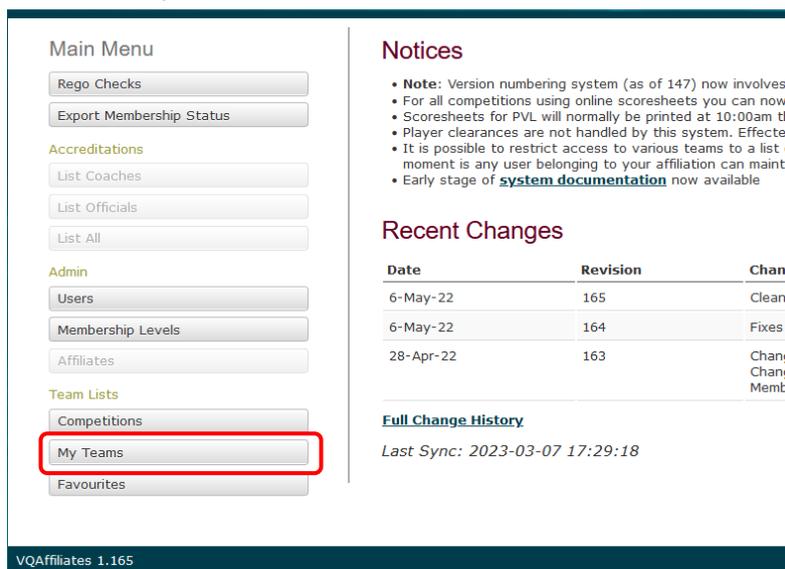
### Main Page:



The screenshot shows the main page of the Volleyball Queensland Affiliates Site. On the left is the 'Admin Main Menu' with buttons for 'Rego Checks', 'Accreditations', 'List Coaches', 'List Officials', 'List All', 'Admin', 'Users', 'Membership Levels', 'Affiliates', 'Team Lists', 'Competitions', 'Divisions', 'Teams', 'Team List Roles', 'My Teams', and 'Favourites'. The 'My Teams' button is highlighted. The main content area includes 'Notices' with a note about the version numbering system, 'Recent Changes' with a table of updates, and a 'Full Change History' link. The footer shows 'VQAffiliates 1.165'.

## NAVIGATE TO THE TEAM ROSTER

1. Select the 'My Teams' Tab from the Main Menu.



This screenshot shows the 'Main Menu' section of the website. The 'My Teams' button is highlighted with a red rectangle. The 'Notices' section contains a note about the version numbering system. The 'Recent Changes' table shows updates from May 2022 and April 2022. The 'Full Change History' link is also visible. The footer shows 'VQAffiliates 1.165'.

2. Select the team you wish to edit and click the 'Team Name' (e.g. Mudcrabs Volleyball Club)



The screenshot shows the 'Teams' list. The 'Mudcrabs' team name is highlighted with a red rectangle. The table lists teams with columns for Team Name, Affiliate, Competition, Division, Gender, Perm, Enforce Affiliation, Allow Unregistered, Roster Only, and Actions. The footer shows 'Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6' and navigation buttons.

Team Name	Affiliate	Competition	Division	Gender	Perm	Enforce Affiliation	Allow Unregistered	Roster Only	Actions
<b>Mudcrabs</b>	Mudcrabs Volleyball Club	PVL 2023	Division 1 Men	Inherit(M)	Modify	Inherit(Y)	Inherit(N)	Inherit(N)	Favourite
Mudcrabs	Mudcrabs Volleyball Club	PVL 2023	Division 2 Men	Inherit(M)	Modify	Inherit(Y)	Inherit(N)	Inherit(N)	Favourite
Mudcrabs	Mudcrabs Volleyball Club	PVL 2023	Division 3 Men A	Inherit(M)	Modify	Inherit(Y)	Inherit(N)	Inherit(N)	Favourite
Mudcrabs	Mudcrabs Volleyball Club	PVL 2023	Premier Women	Inherit(F)	Modify	Inherit(Y)	Inherit(N)	Inherit(N)	Favourite
Mudcrabs Pink	Mudcrabs Volleyball Club	PVL 2023	Division 3 Women	Inherit(F)	Modify	Inherit(Y)	Inherit(N)	Inherit(N)	Favourite
Mudcrabs Green	Mudcrabs Volleyball Club	PVL 2023	Division 3 Women	Inherit(F)	Modify	Inherit(Y)	Inherit(N)	Inherit(N)	Favourite

3. Click on 'Manage Team Roster'.



**Actions**

- Main Menu
- My Teams
- Favourites

**Team - (Mudcrabs)**

Affiliate: [Mudcrabs Volleyball Club](#)

Team Name: Mudcrabs

Competition: [PVL 2023](#)

Division: [Division 1 Men](#)

Gender: Inherit(M)

Enforce Affiliation: Inherit(Y)

Allow

Unregistered: Inherit(N)

Roster Only: Inherit(N)

**Team List**

- Manage Team Roster
- Export Team List

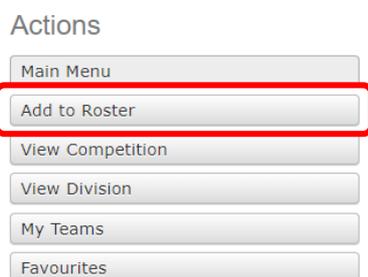
VQAffiliates 1.165

4. You will then be brought to the *Team Roster Interface* where you can see your current Team List.

Current Roles	VQID	Surname	Given Name	Gender	Score Sheet Roles	Legend
Playing	10001	Name	Player	M	<input checked="" type="checkbox"/> List <input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> L <input type="checkbox"/> X <input type="checkbox"/> Jersey <input type="checkbox"/> C <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> X	<input checked="" type="checkbox"/> <input type="checkbox"/>

### ADDING TO THE TEAM ROSTER

5. Click 'Add to Roster'.



**Actions**

- Main Menu
- Add to Roster
- View Competition
- View Division
- My Teams
- Favourites

6. Use fields *Surname*, *Given Name* or *VQID* fields to search for a specific member (click 'Apply Filter').

Tips: You can hover over the 'Add to Roster' Tab to see more details of that particular member.  
If a member cannot be found, click the *Ignore Rules* checkbox and click 'Apply Filter'.



**Add To Team Roster**

(19BA) Your Team - Junior Premier Volleyball League 2022 - Your Club

Surname:  Given Name:   Ignore Rules Vqid:

Surname	Given Name	Affiliate Code	Membership Level	Gender	Actions
Last Name	Player	Your Club	Full	M	<input type="button" value="Add to Roster"/>
Last Name	Player	Your Club	Full	M	<input type="button" value="Add to Roster"/>
Last Name	Player	Your Club	Full	M	<input type="button" value="Add to Roster"/>
Last Name	Player	Your Club	Full	M	<input type="button" value="Add to Roster"/>
Last Name	Player	Your Club	Full	M	<input type="button" value="Add to Roster"/>
Last Name	Player	Your Club	Full	M	<input type="button" value="Add to Roster"/>
Last Name	Player	Your Club	Full	M	<input type="button" value="Add to Roster"/>
Last Name	Player	Your Club	Full	M	<input type="button" value="Add to Roster"/>
Last Name	Player	Your Club	Full	M	<input type="button" value="Add to Roster"/>
Last Name	Player	Your Club	Full	M	<input type="button" value="Add to Roster"/>
Last Name	Player	Your Club	Full	M	<input type="button" value="Add to Roster"/>
Last Name	Player	Your Club	Full	M	<input type="button" value="Add to Roster"/>
Last Name	Player	Your Club	Full	M	<input type="button" value="Add to Roster"/>
Last Name	Player	Your Club	Full	M	<input type="button" value="Add to Roster"/>
Last Name	Player	Your Club	Full	M	<input type="button" value="Add to Roster"/>

7. Once you have found the player, click the 'Add to Roster' button.

8. After adding all Players and Team Officials to the Roster click 'View Team Roster' to go back.

## TEAM ROSTER MANAGEMENT

### a) Issues Relating to Membership:

Any membership issues will highlight the VQID of the player red; hovering over the VQID will present the issue.

Playing	10009	Name	Player	M	<input checked="" type="checkbox"/> List	<input type="radio"/> C <input type="radio"/> P <input type="radio"/> L <input type="radio"/> X <input type="text"/> Jersey	<input type="radio"/> C <input type="radio"/> A1 <input type="radio"/> A2 <input type="radio"/> M <input type="radio"/> T <input checked="" type="radio"/> X	<input checked="" type="checkbox"/> <input type="checkbox"/>
	10008	Name	Player	M	<input checked="" type="checkbox"/> List	<input type="radio"/> C <input type="radio"/> P <input type="radio"/> L <input type="radio"/> X <input type="text"/> Jersey	<input type="radio"/> C <input type="radio"/> A1 <input type="radio"/> A2 <input type="radio"/> M <input type="radio"/> T <input checked="" type="radio"/> X	<input checked="" type="checkbox"/> <input type="checkbox"/>
Playing	10002	Name	Player	M	<input checked="" type="checkbox"/> List	<input type="radio"/> C <input type="radio"/> P <input type="radio"/> L <input type="radio"/> X <input type="text"/> Jersey	<input type="radio"/> C <input type="radio"/> A1 <input type="radio"/> A2 <input type="radio"/> M <input type="radio"/> T <input checked="" type="radio"/> X	<input checked="" type="checkbox"/> <input type="checkbox"/>

### b) Updating Team Role Information:

Current Roles	VQID	Surname	Given Name	Gender	Score Sheet Roles	Legend
Playing	10001	Name	Player	M	<input checked="" type="checkbox"/> List <input type="radio"/> C <input type="radio"/> P <input type="radio"/> L <input type="radio"/> X <input type="text"/> Jersey <input type="radio"/> C <input type="radio"/> A1 <input type="radio"/> A2 <input type="radio"/> M <input type="radio"/> T <input checked="" type="radio"/> X	<input checked="" type="checkbox"/> <input type="checkbox"/>

To the right of each team member are four boxes relating to the member's role in the team.

1. First box shows if member is to be listed. A team member can be unlisted from the scoresheet here.  
**Green** = VQ membership is current  
**Red** = VQ membership is not current, suspended, or at an incorrect membership level
2. Second yellow shaded box shows Player Roles
3. Third blue shaded box shows Bench Roles
4. Fourth box has a tick to save changes and a cross to remove member from the roster.

Information such as jersey number and role (e.g. Captain, Libero, etc) can be changed using the radio buttons and jersey field in the Player Roles. Don't forget to click the green tick once an update has been made.

### Legend:

#### Player Roles:

- 'C' = Captain
- 'P' = Player
- 'L' = Libero
- 'X' = Not a Captain, Player or Libero

#### Bench Roles:

- 'C' = Coach
- 'A1' = Assistant Coach 1
- 'A2' = Assistant Coach 2
- 'M' = Team Manager
- 'T' = Technical Coach
- 'X' = Not a Team Official

### Note:

Liberos cannot be selected as a Captain in the system as of current.  
If the Team Official is not a player of this team make sure to click the 'X' in the Player Roles box.

If you have any questions, please contact;  
VQ Membership Administration Officer  
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(07) 3367 1991