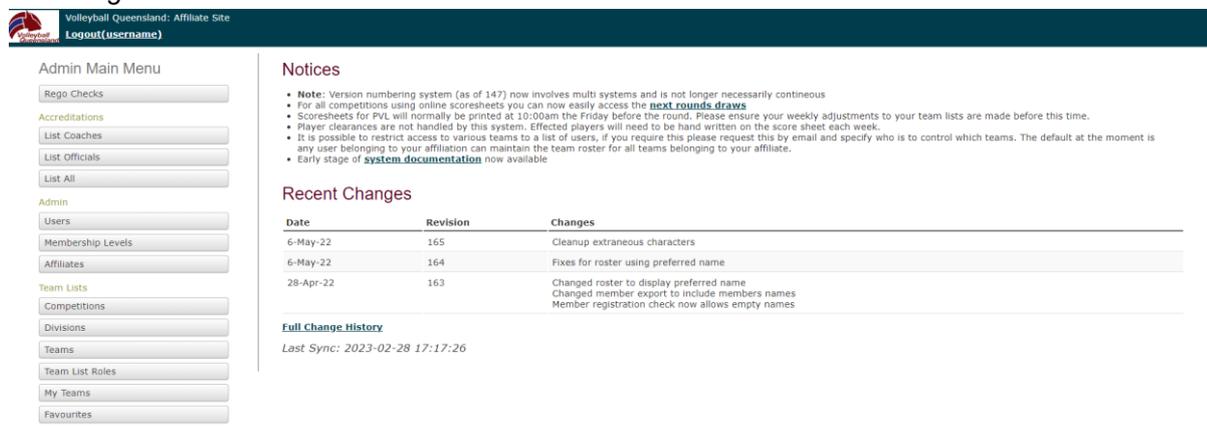# Volleyball Queensland

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.
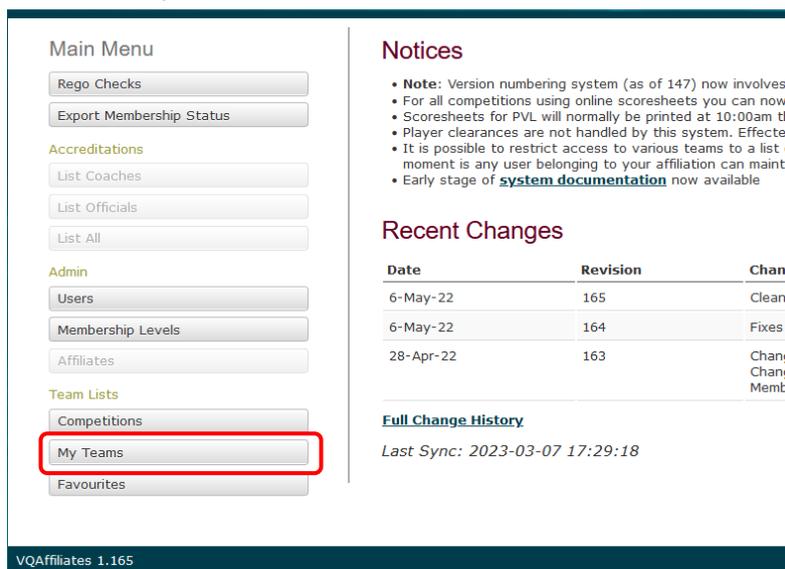
Main Page:

NAVIGATE TO THE TEAM ROSTER

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

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

3. Click on 'Manage Team Roster'.

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

ADDING TO THE TEAM ROSTER

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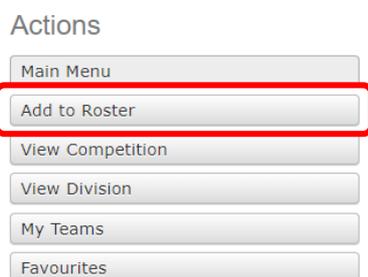
6. Use fields *Surname*, *Given Name* or *VQID* fields to search for a specific member (click 'Apply Filter').

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'.

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.

b) Updating Team Role Information:

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;
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