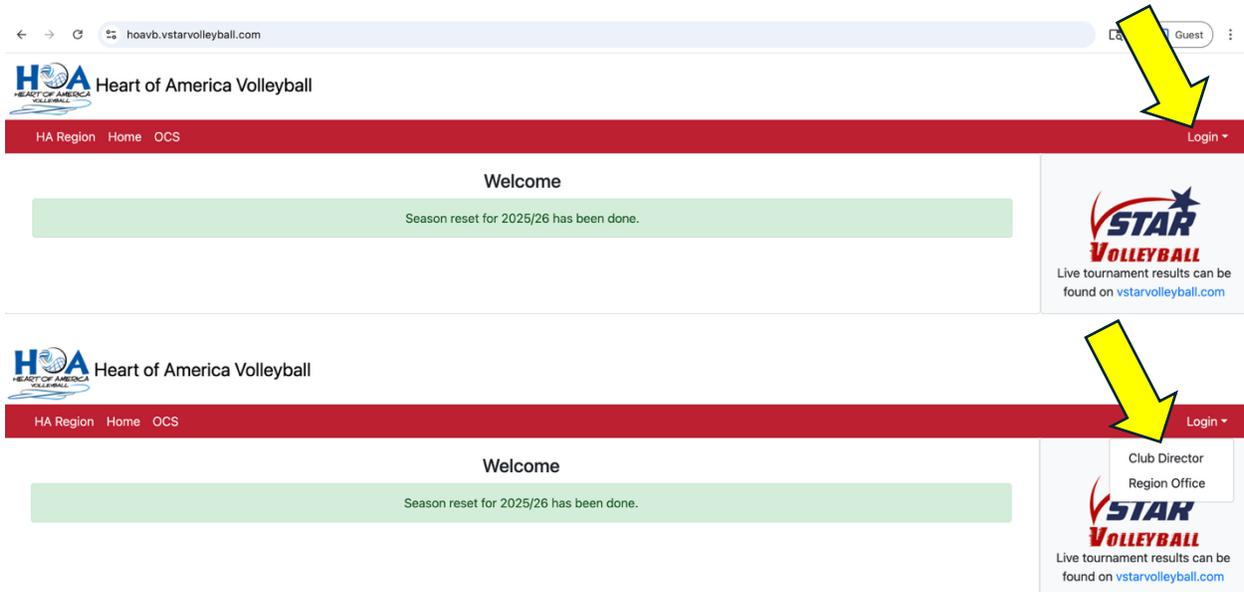


## Section 1: Login to VSTAR

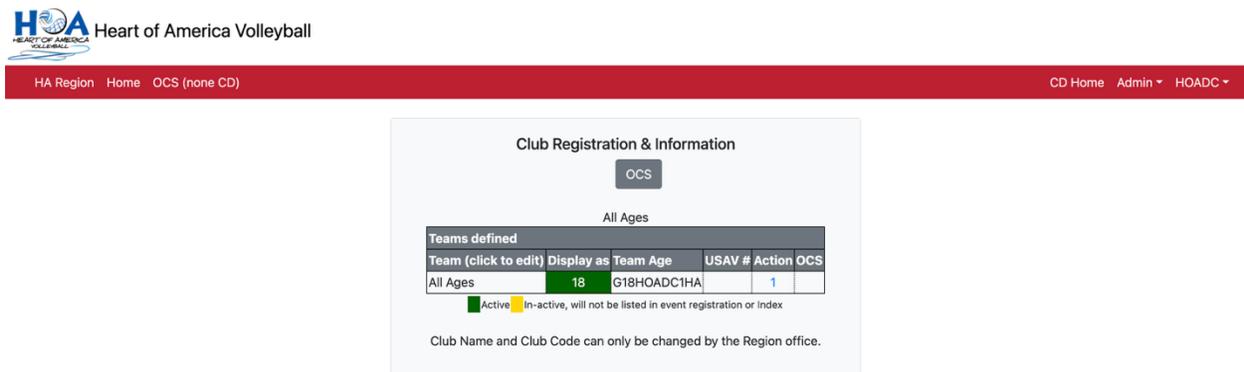
1a. Go to [www.hoavb.vstarvolleyball.com](http://www.hoavb.vstarvolleyball.com) and click 'Login' in the upper right-hand corner and then select 'Club Director':



1b. If you have used the system in the past, your username and password are the same. Contact the HOA Office if you don't know your logon.

If you have not used the system, your username AND password are the **5-letter club code for your club**, all capitalized. If you do not know your code, login to HOA Online and your club code will appear.

1c. Once logged into VSTAR, you will see this screen:



All clubs have one team set up that is called "All Ages" and will show as an 18U team. Other regions that use this system create multiple teams and make offers per team. HOA does not use those functions so the 'All Ages' team is the only one that will appear for both boys and girls. All

offers come from this team which simply represents the club. We recommend informing all players you plan to send an offer to about this BEFORE sending offers.

## Section 2: Edit Admin Info

2a. Once logged into VSTAR, click on 'Admin' and then 'Admin Contact'.



**Club Registration & Information**

OCS

All Ages

Team (click to edit)	Display as	Team Age	USAV #	Action	OCS
All Ages	18	G18HOADC1HA		1	

■ Active ■ In-active, will not be listed in event registration or Index

Club Name and Club Code can only be changed by the Region office.



**Club Registration & Information**

OCS

All Ages

Team (click to edit)	Display as	Team Age	USAV #	Action	OCS
All Ages	18	G18HOADC1HA		1	

■ Active ■ In-active, will not be listed in event registration or Index

Club Name and Club Code can only be changed by the Region office.

2b. Edit your contact information. Primary Contact should be information for the club director. If you'd like to add a Secondary Contact (co-director, team rep, etc.), you can do that under the Secondary Contact. Adding a Secondary Contact is not required nor does it give the person access into VSTAR.



**Edit Admin Contact Information**

The contacts provided below will be provided only to the administrative officers of the Region. The individual you submit under "PRIMARY CONTACT" will be the Region's main contact person for your club. There is another form for "PUBLIC CONTACT" for information about your club that can be released to the public. By completing this form, this does not automatically place these individuals on an email group. Your club is still responsible for finding out about region meetings and events.

**PRIMARY CONTACT**

Name:

Address:

City:

State:

ZIP:

Phone:

E-Mail:

**SECONDARY CONTACT**

Name:

Phone:

E-Mail:

Update
Cancel/Back

2c. Once you click ‘Update’, you can change the username and password. Start by clicking on the club code in the upper right-hand corner. Then choose ‘Update Username’ or ‘Change Password’ .:

Heart of America Volleyball

HA Region Home OCS (none CD) CD Home Admin ▾ HOADC ▾

**Edit Admin Contact Information**

The contacts provided below will be provided only to the administrative officers of the Region.  
The individual you submit under "PRIMARY CONTACT" will be the Region's main contact person for your club.  
There is another form for "PUBLIC CONTACT" for information about your club that can be released to the public.

Log Out  
Update Username  
Change Password

2d. Once you have updated all information for the club’s VSTAR account, you can update email preferences. To start, click on the grey OCS button:

Heart of America Volleyball

HA Region Home OCS (none CD) CD Home Admin ▾ HOADC ▾

**Club Registration & Information**

OCS

All Ages

Teams defined					
Team (click to edit)	Display as	Team Age	USAV #	Action	OCS
All Ages	18	G18HOADC1HA		1	

Active In-active, will not be listed in event registration or Index

Club Name and Club Code can only be changed by the Region office.

Then click on ‘Settings’ in the upper menu and ‘E-mail’:

Heart of America Volleyball

HA vstar Club Page Offers List Lookup Email Bounce Info Expires Soon Settings ▾ Public/Coach ▾ Login

Offer list, HOA Dem...  
E-mail  
Coaches

The next screen allows you to enter an email (if left blank, the primary club admin email will be used) and choose what status updates you’d like to receive emails for:

Heart of America Volleyball

HA vstar Club Page Offers List Lookup Email Bounce Info Expires Soon Settings ▾ Public/Coach ▾ Login

**OCS Settings**

OCS E-mail:

If left empty, your primary club admin email will be used.

**Select which status changes you want to get email for**

- Parent Accepts offer
- Parent Declines offer
- Parent clicked Wrong Player
- Batch job for expired and lapsed
- Batch job for auto send
- Another club Confirmed a player you have offered
- Another club Released a player you have offered

Save Cancel/Back

## Section 3: Creating Offer List

3a. Click on the box that says 'OCS'.

Heart of America Volleyball

HA Region Home OCS (none CD) CD Home Admin HOADC

### Club Registration & Information

OCS

All Ages

Team (click to edit)	Display as	Team Age	USAV #	Action	OCS
All Ages	18	G18HOADC1HA		1	

Active In-active, will not be listed in event registration or Index

Club Name and Club Code can only be changed by the Region office.

3b. The next screen will allow you to find players and add them to your offer list. Click on the blue 'Lookup' button:

HA vstar Club Page Offers List Lookup Email Bounce Info Expires Soon Settings Public/Coach Login

### Offer list, HOA Demo Club

Lookup

Search:

3c. Type in part of the first and last name of the player and then 'Starts With'. Once you have a search result, verify the DOB, city and zip code to make sure you have the correct player. You will then click 'Add' to add the player to your offer list.

HA vstar Club Page Offers List Lookup Expires Soon Settings Public/Coach Login

### Lookup

First name Last name

jan do

Search: Starts With Wildcard Cancel/Back

Player	DoB	Age	source	GradYear	City	Avail.	team	
Jane Doe	06/13/2009	13		2027	Raymore	Y		add

Need help ? email us at vstar (at) vstarvolleyball.com

If a player does not show up in the database, it could be due to several reasons:

- The player does not have a current membership (either full or summer).
- The player purchased a membership after a download was done into the VSTAR system. A member appears in VSTAR about 24 business hours after purchase.

- The name might not be correct. Verify the name you are searching is the same as the SportsEngine profile of the member.

**\* Names that have an apostrophe/hyphen are not easily found in the system. Refrain from using these when searching. The yellow 'Wildcard' button can be used to find a sequence of letters in the first and/or last name to narrow down the search. For example, instead of searching "Jane O'Connor", you can search "Jane Onnor" and choose 'Wildcard'.\***

3d. After clicking 'Add' next to a player, the next screen allows you to input an email for the player. Once you've completed this, click the blue 'Submit' button.

**It's best practice to collect correct emails for each player that attends your tryouts and/or you plan to make an offer to.**

**Add Player via Lookup**

**Player Info**

Player Name: Abigail Smith  
DoB: 02/09/2007  
Gender: Female  
Age on 7/1: 18, Allowed Team age: 19  
Graduation Year: 2025  
Team: (G) All Ages  
Message: 24-25 Season  
Deadline: 7/18/25 8:00am

**Parent Contact Info**

City: Olathe  
Zipcode: 66062  
Parent E-mail:

3e. On the following screen you can now send out an offer to a player. The blue envelope icon in the 'Action' column will send the offer. This icon will not be available until the Recruiting Start Date.

**Offer list, Boonville VB**

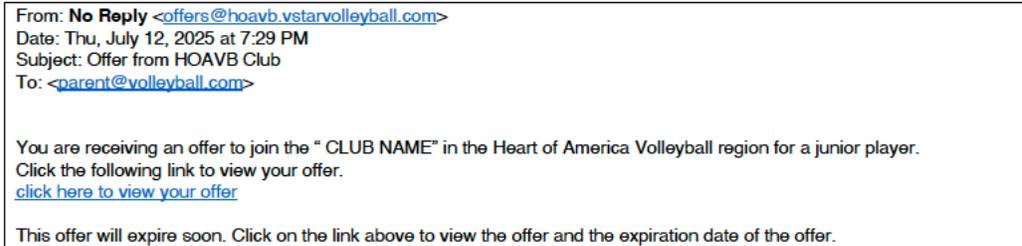
Search:

Player	Parent email	Prereq.	Deadline	Status	Hist.	Action
Jane Doe	info@hoavb.org	Default Message	07/17/22	pending	<input type="checkbox"/>	<input type="button" value="Send Offer"/>

Showing 1 to 1 of 1 entries Previous  Next

## Section 4: Acceptance

4a. Parents will receive the following email once the offer has been sent:



Offer emails could end up in a spam/junk folder. If the status in the VSTAR offer list shows 'sent', the right facing arrow in the action column will allow you to update the email the offer was sent to and re-send to.

\*If a status shows 'viewed', a new offer can **not** be re-sent until the expiration of the Mandatory Open Offer period.\*

Status	Hist.	Action
sent		←
sent		
sent		

4b. When the parent clicks on the link in the offer email, they will see the message below. They must click on the blue 'Here' to view the terms of acceptance before the green 'Accept' button becomes available.

### View Offer

Please confirm data is correct.  
If this is not your kid, please click 'Wrong Player' ASAP so the club director can be informed.

<b>Player</b>	Anna Smith
<b>DoB</b>	2011-01-01
<b>Club</b>	Vstar One
<b>Offer Status</b>	viewed
<b>Expires</b>	7/18/25 8:00am

Terms of Acceptance for Athletes/Families

Click [Here](#) to view HOAVB Terms of Acceptance to Activate Accept Button

The 'Decline' button is available at any time.

The 'Wrong Player' button should be used if the parent believes the offer was sent to the wrong player.

Once an offer is accepted to a club, all other offers will be declined in the system. This will show as 'other club' in the status column:

<b>Status</b>
other club 
other club
other club