

# ONLINE NOMINATION

MONTH/WHO	DIRECTIONS FOR ONLINE NOMINATION	Task completed
Mon, 23rd August	Nominations are open.	
	Go to the <a href="http://www.avf.org.au/AVSC">www.avf.org.au/AVSC</a> and click on the link to ' <b>Online Nominations</b> '	
<b>Step 1</b> All Schools	Use your username and password to log on. <i>If you do not have a username and password yet, email the AVSC office (avsc@avf.org.au). We will email the log-in details out to you.</i>	
<b>Step 2</b> All Schools	Go to ' <b>Edit School Details</b> ' page and add/update your school contact details.  Make sure you click ' <b>Submit</b> ' after you enter the information. Once the page has refreshed click ' <b>Back to Menu</b> '	
<b>Step 3</b> All Schools	Then go into ' <b>Edit List of Teams</b> '.  Use the drop down menu's to nominate your teams.  If you have more than one team being entered into the same division, use the ' <b>Team Number</b> ' box to determine either team 1 or 2.  Any teams entering in Honours divisions please indicate what place the team finished at your State's School Competition in the ' <b>State Placing</b> ' box.  If you are looking to seek an Exemption for a team (Clause 3 of the Event Regulations), then check the Exemption box for that team.  Once you have nominated your teams, click ' <b>Submit</b> '. When the page refreshes, a withdraw box should appear next to all the teams that you have nominated.  Please take note of the team codes.  Once the page has refreshed click ' <b>Back to Menu</b> '.	
<b>Step 4</b> For Schools that <b><u>have participated</u></b> in Schools Cup before	Click on ' <b>Edit Player List</b> ' – This will take you to ' <b>Current Players</b> ' page.  <ul style="list-style-type: none"> <li>The Current Player List has been created for all players that have played in the past two AVSC Tournaments.</li> <li>The Archived Player List had been created for players that have not competed in the past two years.</li> </ul> <p>On the left you will see a menu with</p> <ul style="list-style-type: none"> <li>'<b>Back to menu</b>'</li> <li>'<b>Add more Players</b>'</li> <li>'<b>Archived Player List</b>'</li> </ul> <p>a) Go to '<b>Add more Player</b>' – if you have any players that are new to your school or have never played AVSC before then complete this page.  Once typed in all new Players, click '<b>Complete details</b>'. Wait until the page refreshes and those new names should appear in the list at the bottom of the page.</p>	



	<p>b) If you have players that did not play in 2009, but have played previously, they may be found in the <b>'Archived Player List'</b>. Search the list (use filter option). Click the Archived box so that the tick is removed. Click <b>'Submit'</b> once you have unarchived all players. Wait for page to refresh.</p> <p>c) Click on <b>'Current Players List'</b>. Under the <b>'Team'</b> column – allocate players to the correct team, once all players are allocated click <b>'submit'</b>. Wait for page to refresh. Go <b>'back to menu'</b>.</p>	
<p><b>Step 4</b> <b><u>New Schools</u></b></p>	<p>Click on <b>'Edit Player List'</b> – This will take you to <b>'Current Players'</b> page.</p> <ul style="list-style-type: none"> <li>• The Current Player List has been created. All players that have played in the past two AVSC Tournaments</li> <li>• The Archived Player List had been created for players that have not competed in the past two years.</li> </ul> <p>On the left you will see a menu with</p> <ul style="list-style-type: none"> <li>• <b>'Back to menu'</b></li> <li>• <b>'Add more Players'</b></li> <li>• <b>'Archived Player List'</b></li> </ul> <p>a) Go to <b>'Add more Player'</b> – Please complete this page for all of your players.</p> <p>b) Once typed in all new Players, click <b>'Complete details'</b>. Wait until the page refreshes and those new names should appear in the list at the bottom of the page.</p> <p>c) Click on <b>'Current Players List'</b>. Under the <b>'Team'</b> column – allocate players to the correct team, once all players are allocated click <b>'submit'</b>. Wait for page to refresh. Go <b>'back to menu'</b>.</p>	
<p><b>Step 5</b> <b>All Schools</b></p>	<p>Once you have returned back to the <b>'Main Menu'</b> you need to click to <b>'Edit Non Players'</b>. This is the coaches and managers nomination section.</p> <p>Add the details for all coaches and managers that will be attending AVSC.</p> <p>Check the <b>'Remove'</b> box for any coaches or managers that will not be attending AVSC this year. Click <b>'submit'</b> and wait for the page to refresh. New names should appear in the list below.</p> <p>In the list below allocate coaches and managers to the correct teams. Click <b>'submit'</b> at the bottom of the list. Wait for the page to refresh. <b>'Back to menu'</b></p>	
<p><b>Step 6</b> <b>All Schools</b></p>	<p>Go to <b>'View Qualified Referees'</b> and check if all your referee(s) are listed.</p> <p>This page allows you to view the Australian Volleyball Referees (AVRC) Database.</p> <p>Only referees that have been recorded as being <u>associated</u> with your school are shown.</p> <p>Possible reasons for referees not being on the list:</p> <ul style="list-style-type: none"> <li>• Not allocate to your school on the AVRC Database.</li> <li>• The referee may have changed schools throughout the year</li> </ul>	

	<p>and have not been allocated to your school yet</p> <ul style="list-style-type: none"> <li>• They are not qualified referees</li> <li>• They are adults that have not been allocate to your school</li> </ul> <p>If you have any queries regarding who is / is not shown on this list please contact John Cheadle in the VA Office on (02) 6247 6633 or <a href="mailto:john.cheadle@avf.org.au">john.cheadle@avf.org.au</a> or <a href="mailto:avsc@avf.org.au">avsc@avf.org.au</a> .</p>	
<p><b>Step 7</b> <b>All schools</b></p>	<p>View all the teams/schools that are currently entered into your division by clicking on <b>'View Summary of Tournament Nominations'</b></p> <p>Click on the division that your school is competing in, by clicking on the arrow.</p> <p>This will show all schools competing in that division.</p> <p><b>'Go back to menu'</b></p>	
<p><b>Step 8</b> <b>All Schools</b></p>	<p>If you are unsure about some of the details that you have entered or wish to complete the player allocation at a later date you can log back into the system to make changes.</p> <p>Once you have completed your nominations make sure you click the <b>'Entry Complete'</b> box and <b>'Submit'</b>.</p> <p><b><i>There is no log-out link, so to close your session, close out of the browser or type in a new address for another website.</i></b></p>	

**The Following dates are important deadlines that you should keep in mind with Nominations.**

Fri, 22nd October	Nominations close – you must have teams nominated and all player, coach, manager and referee details entered online.	
Mon, 25 <sup>th</sup> October	Requests to the AVSC Commission for exemptions to eligibility criteria close	
October	Training courts are available at MSAC on Sunday 5 <sup>th</sup> of December. Log onto the AVSC website to download the training court request form. Payment of court bookings is to be made prior to arriving in Melbourne.	
Mon, 1st November	Team fees are due. Nominations for AVSC Awards Close. Team Withdrawals after this date forfeit half the entry fee (50%).	
Mon 8 <sup>th</sup> November	Upon receipt of payment you will be sent your team confirmation of entry paperwork. This must be checked then signed and stamped by your school principal and returned to the AVSC Event Office by 19 November.	
Fri, 19 <sup>th</sup> November	Team withdrawing after this dates forfeit entry fee (100%). Confirmation of Entry documentation must be fully completed and returned AVF office.	
Fri, 26 <sup>th</sup> November	Check out your draw online and start making daily plans for each team including transport, duty groups and meal times.	
Early December	Log onto website to confirm training court times	
Sun 5 <sup>th</sup> December	Team Registration at MSAC – between 12.00pm and 5.00pm you must sign in, register any team changes and collect team bags.	
Sun 5 <sup>th</sup> December - Opening Ceremony	Make sure all athletes are in uniform for the Opening Ceremony.	
Fri 10 <sup>th</sup> December - Closing ceremony	Pick up school banner and head home to celebrate a fantastic week!	