

# 2016 ONLINE NOMINATIONS

| MONTH/WHO  | DIRECTIONS FOR ONLINE NOMINATION  | Task completed |
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| 18 <sup>th</sup> July 2016   | Nominations are open.   |                |
| <b>Step 1</b><br>All Schools   | <p><b>New School:</b></p> <p>Contact Nathan the AVSC Intern <a href="mailto:avsc@avf.org.au">avsc@avf.org.au</a> to receive your username and password.</p> <p><b>School that Previously Participated:</b></p> <p>Contact Nathan the AVSC Intern <a href="mailto:avsc@avf.org.au">avsc@avf.org.au</a> to receive your new password. The username you received last year is still valid.</p>   |                |
| <b>Step 2</b><br>All Schools   | <p>Click on the following link which will take you directly to the registration page:</p> <p><a href="http://pjmsports.com.au/AVSC%20Entries/Login.a5w">http://pjmsports.com.au/AVSC%20Entries/Login.a5w</a></p> <p>Log in by entering in your username and password.</p>   |                |
| <b>Step 3</b><br>All Schools   | <p>Go to <b>'Edit School Details'</b> page and add/update your school contact details.</p> <p>Make sure you click <b>'Submit'</b> after you enter the information. Once the page has refreshed click <b>'Back to Menu'</b></p>  |                |
| <b>Step 4</b><br>All Schools   | <p>Then go into <b>'Edit List of Teams'</b>.</p> <p>Use the drop down menu's to nominate your teams.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Please take note of the team codes.</p> <p>Once the page has refreshed click <b>'Back to Menu'</b>.</p> |                |
| <b>Step 5</b><br>For Schools that <b>have participated</b> in Schools Cup before | <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 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> </ul>   |                |



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|  | <ul style="list-style-type: none"> <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.<br/>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 5</b><br/><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 6</b><br/><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.<br/><b>'Back to menu'</b></p>   |  |
| <p><b>Step 7</b><br/><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</p>   |  |

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|   | <p>(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 and have not been allocated to your school yet</li> <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 Linda in the VA Office on <a href="mailto:avsc@avf.org.au">avsc@avf.org.au</a> .</p> |  |
| <p><b>Step 8</b><br/><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 9</b><br/><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><i><b>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.</b></i></p>   |  |

| <b><u>The Following dates are important deadlines that you should keep in mind with Nominations.</u></b> |  |  |
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| Mon, 18 <sup>th</sup> July   | <b>Online Team Nomination Opens</b>  |  |
| Fri, 9 <sup>th</sup> September   | <b>International Team Nominations Due</b><br>Nominations to be accompanied by their national federation ranking where multiple teams are seeking entry into the same division  |  |
| Tuesday 18 <sup>th</sup> October   | <p><b>1) Nominations Close</b><br/>Australian schools must nominate their players and their referees, but may amend player names following state schools cup events. Please ensure referees nominated have a current membership for the duration of the event.</p> <p><b>2) Eligibility exemption requests close</b></p> <p><b>3) Wildcard nominations close</b></p> <p><b>4) Long service nominations close</b></p> <p><b>5) Member state associations are provided nomination lists to verify membership within each state/territory</b></p> |  |

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| Wednesday 19 <sup>th</sup><br>October | <b>AVSC Commission review all exemption and wildcard applications</b>   |  |
| Friday 21 <sup>st</sup><br>October    | <b>1) Exemption requests confirmed and announced</b><br><b>2) Wildcard nominations confirmed and announced</b><br><b>3) Teams withdrawing from the competition from this date forfeit half their entry fee</b>  |  |
| Monday 24 <sup>th</sup><br>October    | <b>Confirmation of entry sent to schools</b><br>Ensure all players, staff and referees names are correct. Ensure the nominated division/s, players DOB and membership numbers are all correct. Once confirmed please send the documentation to the VA office via email or fax signed off by your school Principal. If there are any changes, please amend them on the form and online |  |
| Friday 28 <sup>th</sup><br>October    | <b>Confirmation of entry documentation due</b>  |  |
| October 30 <sup>th</sup><br>November  | <b>Nomination advice &amp; tax invoice sent to schools</b>  |  |
| Monday, 14 <sup>th</sup><br>November  | <b>1) Teams entry fee payments due</b><br><b>2) Entry fees received after this date will incur a \$100 late entry fee</b><br><b>3) Teams withdrawing from competition after this date forfeit their entire entry fee</b>  |  |
| Monday 28 <sup>th</sup><br>November   | <b>Draft tournament draw published on tournament website and emailed to confirmed coaches</b>   |  |
| Sunday 4 <sup>th</sup><br>December    | <b>AVSC Commences</b>   |  |
| Friday 9 <sup>th</sup><br>December    | <b>AVSC Concludes</b>   |  |

