

Registration Procedures

- Go to MVA website <http://www.manitobavolleyball.com>
- Select address link for NRS: <https://nrs.volleyball.ca>
- New Members proceed to Step 3.

Step 1 - Returning MVA Members

- Enter your Username and Password in the appropriate fields and Click Login.
- You are logged into the NRS system.

Step 2 – Forgot Username/Password

- Forgotten or do not know your login & password.
- Select Forgot Your Username/Password link at the below the Login area.
- This will open the Forgot Username/Password page.
- Enter your email, security question and answer (Information entered when you filled out your personal Information) and click Submit Request.
- You will be sent an email to the address provided.
- Open the email. It will have the subject line of VCNRS-Username and Password retrieval.
- Use the username and password information provided to login to NRS.
- This new Password will not expire immediately.
- To personalize your new password select Admin – Change Password
- Enter your old password, new password and confirm new password and Click Save.
- Use the new password to login to NRS.

Step 3 - Create a New Account

- In the Register section: Enter First Name, Last Name, email, re-enter email and Type the two words in the field provided by the Re-Captcha, Click the Send email button.
- You will be sent an email to the address provided.
- Open the email. It will have the subject line of Email Address Confirmation.
- Click the link to return to NRS.
- You are returned to the NRS Create New Account Page

Step 4 - Personal Information

- Fill in the appropriate data in all of the required fields, fields marked with an * are mandatory.
- User Login must be between 6 to 20 characters and Password must have a minimum of 6 characters.
- **Note: If you are a Parent and registering more than one child, please use a different security question and answer for each child.**
- Click the Register button.
- Valid email address is very important as this is the primary communication tool between the MVA and its members (i.e. schedules, tournaments, registration, confirmation emails, announcements, etc.).
- Select Your Category Role(s) and click next.
- The next screen will display the Role you selected. Click Confirm.

Step 5 - Payment

- This will take you to Your Shopping Cart page where the Item, Item description, price and total is displayed. Click Checkout.
- This will take you to the Place Order page where the order details and taxes are displayed.
- Click Place Order.
- This will open the Credit Card Information page.

- Enter your credit card information and click the complete registration payment button.
- A receipt page of your order will be displayed.
- Print this receipt for your records.
- You will receive a NRS Registration - Account Creation Success email with a link to return to NRS.

Step 6 – Change Profile

- Changed your address phone number or other personal information.
- To make these changes to your profile select Admin – Change Profile
- Make the necessary changes and click save.
- Your new profile changes will be saved.

Step 5 – Change Profile

- This will take you to Your Shopping Cart page where the Item, Item description, price and total is displayed

Note: A Help Tab containing Indoor and Beach User guides and a Contact Us Tab is also available should you have any difficulties with the registration process.

Note: Please be aware there is a security feature in the online system. If you are in the process of registering players and called away from the computer for more than 10 minutes, all the information will be lost by the time you return to continue registering. Therefore, do not wander away or get distracted while you are in the process of registering. It is recommended you register your team first. Then log back in to register and submit payment for the appropriate tournaments.