

SRVA REGISTRATION INSTRUCTIONS

TO REGISTER, Change your Information, or Print FORMS:

1. All members (new and returning) click on **[SRVA ONLINE]** located at the <http://srva.org/> homepage
2. Click on **[Registration for Individuals]**
3. FIND PERSONAL INFORMATION:
 - **New members** (No information in the system) go to Step 5 below.
 - **Members from last year** will enter last name and birth date (or password) and then click **[Find]** to find personal information.
(If no matching information is in the system, a red message "No Individuals match the Find request!" will be displayed. If you wish to continue registration, proceed to Step 5 below.)
4. You will see a list of matching individuals. You may select a matching individual by entering your password and clicking the numbered button in the SELECT column. Go to Step 6 to continue registration.
(If you have forgotten your password you may click the numbered button in the FORGOT column. You must then answer a security question on the next page. If you successfully answer the question proceed to step 6 to continue registration. You are limited to 5 attempts per day. Please record your password for future use.)
5. Click **[Add New Indv]** to continue registration. Complete all information as needed. Please record your password for future use. Once you've entered all information, click **[Add]**. After the information has been added to the system you will see a new page with this message: **Individual Added - Please Select Portal Action or Update Info**. From here you may proceed to Step 7 to print registration forms.
6. Please complete/ update all information and click **[Update Personal Information & Activate]**
7. Once the Individual Action Portal is available, Please print your Membership forms by clicking **[Create Printable Individual Membership Form PDF]** and print your medical release form by clicking **[Create Printable Medical Release with Notary info PDF]**. **Please bring signed copies of both to your NAVC tryouts!** DO NOT send the completed membership form and/or the membership fee to SRVA.

You have successfully completed the individual registration process and have updated your information!!