

# USA VOLLEYBALL CERTIFICATE REQUEST PROCESS

## Request from Club

- 1) Clubs will complete a certificate request form available from their Regional Volleyball Association. The form is also available on the USA Volleyball website as a downloadable PDF file.
- 2) Clubs will remit the request to the Region. The Region will then go to the ESIX online certificate request website (<http://www.esixglobal.com>). Each Region will be able to sign-on with a Login name and password provided by ESIX. From there, certificate information can be entered, and the certificate will automatically be available within seconds to the Region. If a certificate requires special wording, or special forms, etc., a request form can be submitted to ESIX by email, fax or mail.
- 3) If special wording certificates are requested through ESIX, then ESIX will issue the certificate as appropriate and will then e-mail the certificate back to the Region for distribution to the club.

## Request from Region

- 1) Regions requesting a certificate for their own purpose can go to the ESIX online certificate request website (<http://www.esixglobal.com>). Each Region will be able to sign-on with a Login name and password provided by ESIX. From there, certificate information can be entered, and the certificate will automatically be available within seconds to the Region. The online website also allows for the Region to print copies of any cert issued to any club/certificate holder in the Region, or any cert issued to the Region itself. If a certificate requires special wording, or special forms, etc., a request form can be submitted to ESIX by email, fax or mail.
- 2) If certificates are requested through ESIX, then ESIX will issue the certificate and will e-mail the certificate to the Region.

## Request from National Office

- 1) The National Office may request a certificate by also going to the ESIX online certificate request website (<http://www.esixglobal.com>). The National Office will also be able to sign-on with a Login name and password provided by ESIX. From there, certificate information can be entered, and the certificate will automatically be available within seconds to the National Office. The online website also allows for the National Office to print copies of any cert issued to any club/certificate holder in any Region, or any cert issued to the National Office itself. If a certificate requires special wording, or special forms, etc., a request form can be submitted to ESIX by email, fax or mail.
- 2) If certificates are requested through ESIX, then ESIX will issue the certificate and will e-mail the certificate to the National Office.

**If you have any certificate related questions, please contact your Certificate Coordinator, Ian Campbell directly at 678-324-3323 or by email at**

**[icampell@esixglobal.com](mailto:icampell@esixglobal.com)**; (For coverage related questions, contact Jennifer Rains at 678-324-3320 or by email at [jrains@esixglobal.com](mailto:jrains@esixglobal.com).)

*\*\*American Specialty will continue to house the certificates issued prior to 9/1/2010 on their website. If you are searching for old certificates (prior to 9/1/2010), you can use your previously issued log in at their website: <http://www.amerspec.com/certs>.*