

To: All Confederations / National Federations

Dear All,

We hope this email finds you well. Since the FIVB 2014 Beach Volleyball season has already started, we would like to provide you with useful tips regarding the use of [FIVB VIS 2009](http://www.fivb.org/vis2009) platform - <http://www.fivb.org/vis2009/> .

In particular, we would like to provide you with some information in regards to uploading the following documents, which are required for FIVB World Tour Grand Slams, FIVB World Tour Opens, and Age Group World Championships:

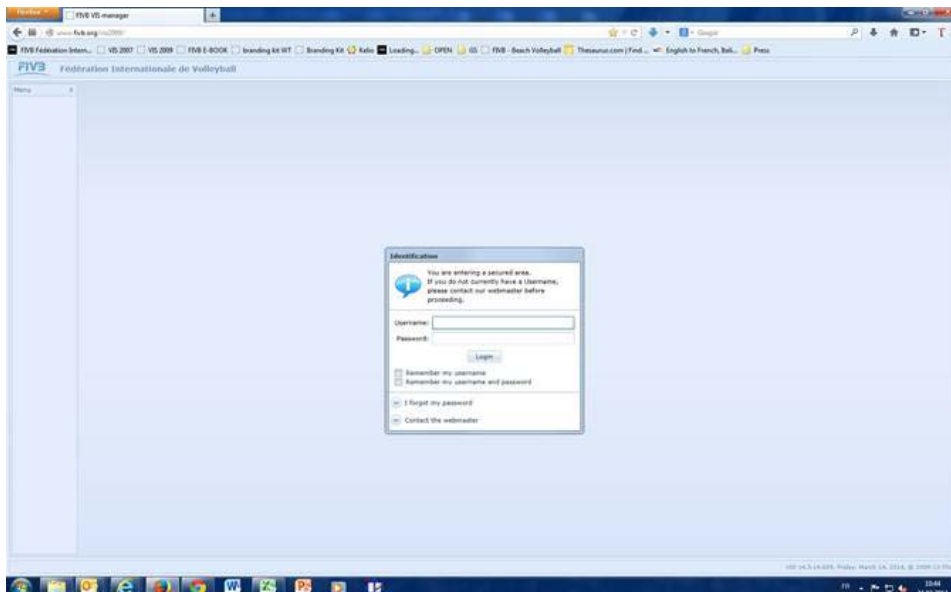
- **Passport** (only for FIVB Age Groups World Championships - **mandatory**)
- **BVB/10 Annual Health Certificate** (all FIVB Competitions)
- **BVB/01 Beach Volleyball NF-Athlete's Commitment** (all FIVB Competitions)
- **(CEV Beach Volleyball NF-Athlete's Commitment & Health Certificate - for the time being, ONLY for CEV competitions)**

We know that some of you are already using the system, however we have understood that some of you are not fully familiar with it. Therefore, the FIVB Beach Volleyball Department would like to provide you with the following insight on the use of the BVIS.

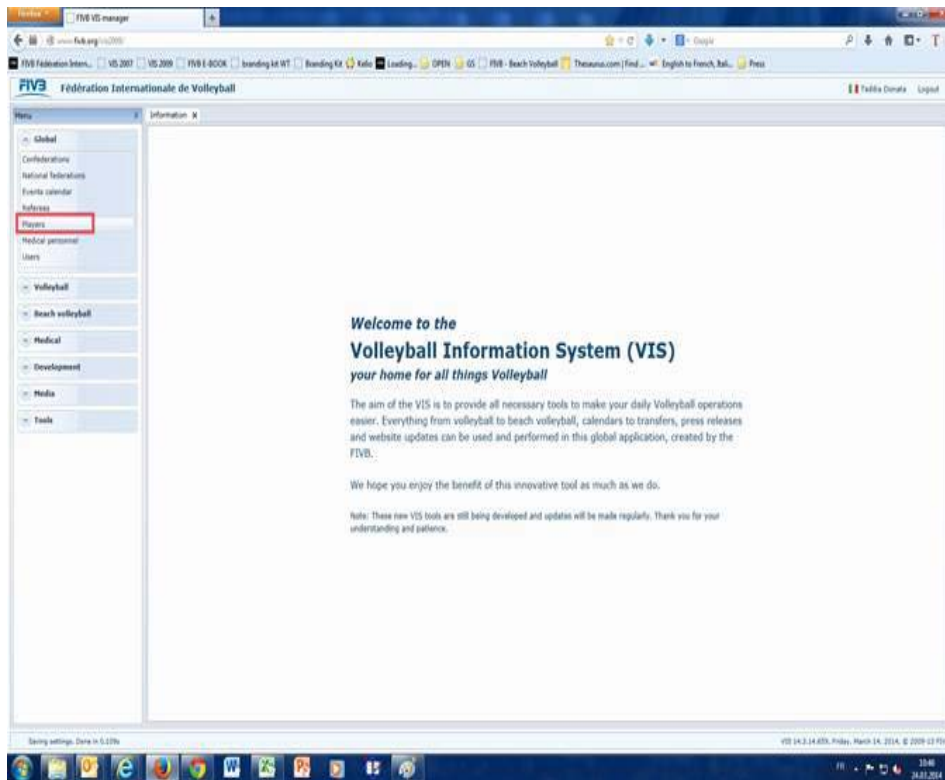
For the purpose of the explanation, we have created a fake athlete under the FIVB flag.

Instructions:

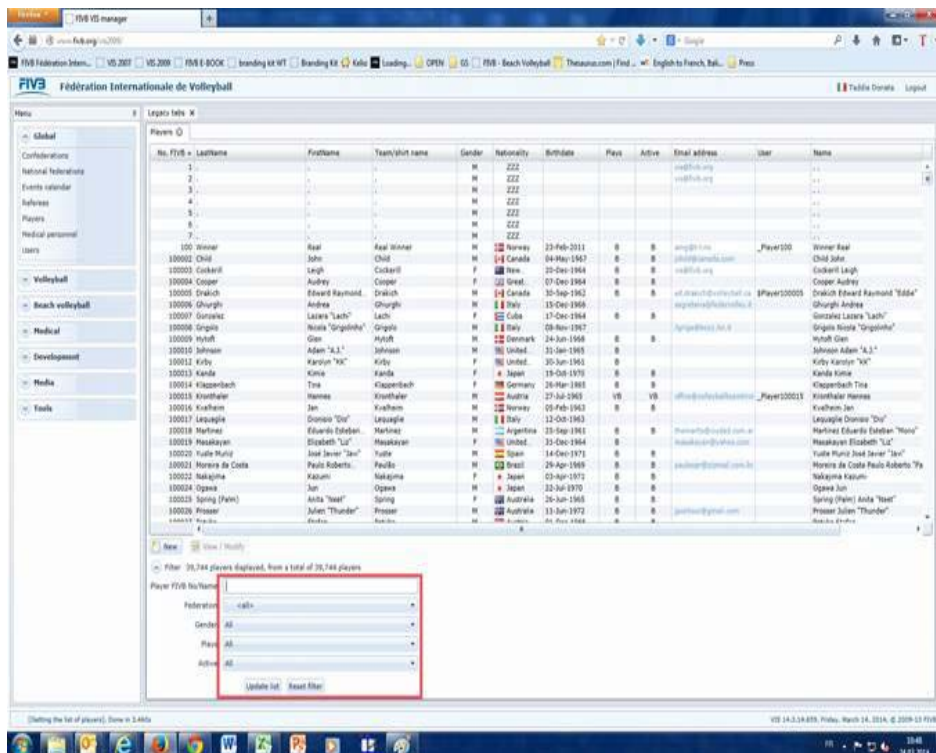
1. Please, enter the VIS2009 system with your National Federations credentials.



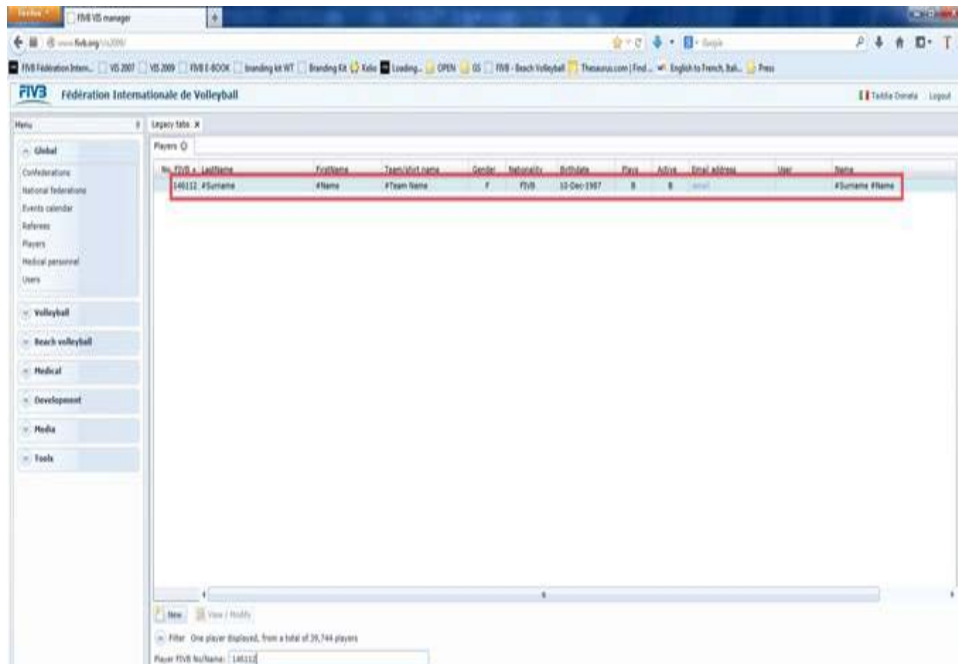
- In the Menu, column at your left, please click on “**Players**”.



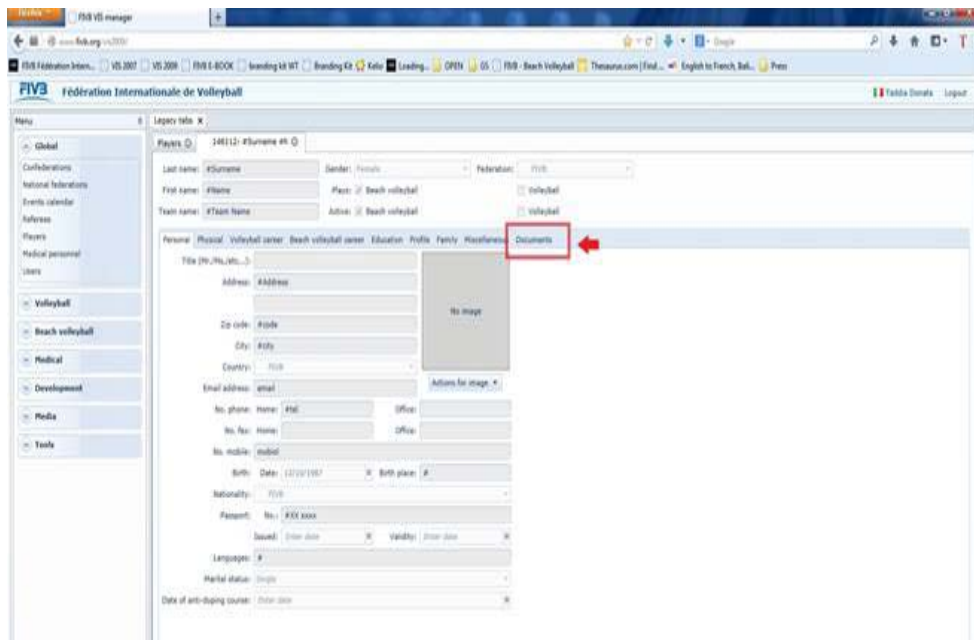
- You will see, in the main centre space, the list of all players. Below, there is the search tab: please write all information that you find relevant. For the purpose of the search, it is enough to insert either the FIVB ID# number or the name/surname of the player.



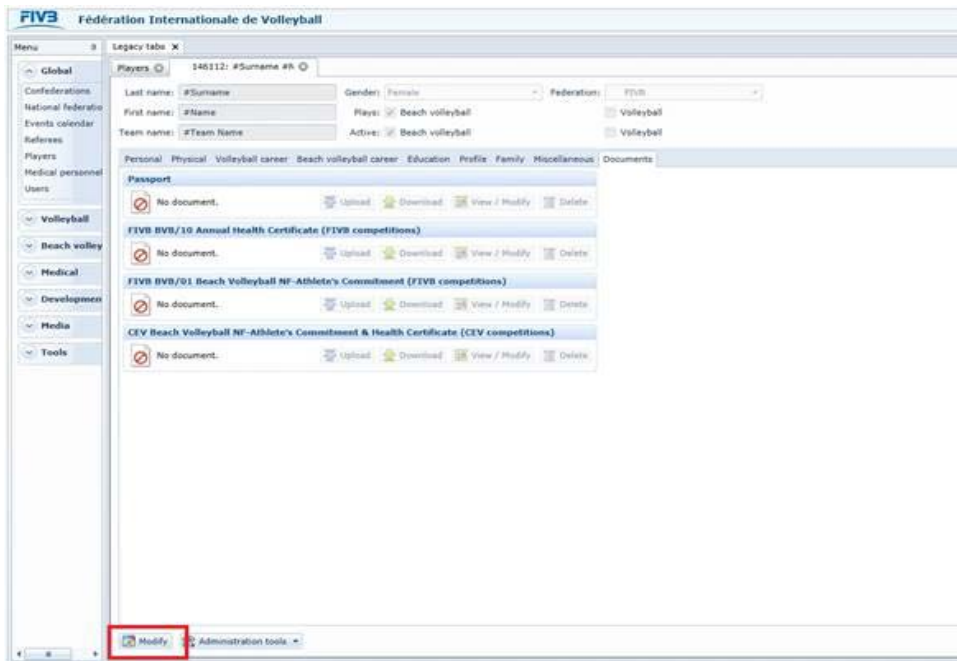
4. Click on the player whose documents you want to upload or update.



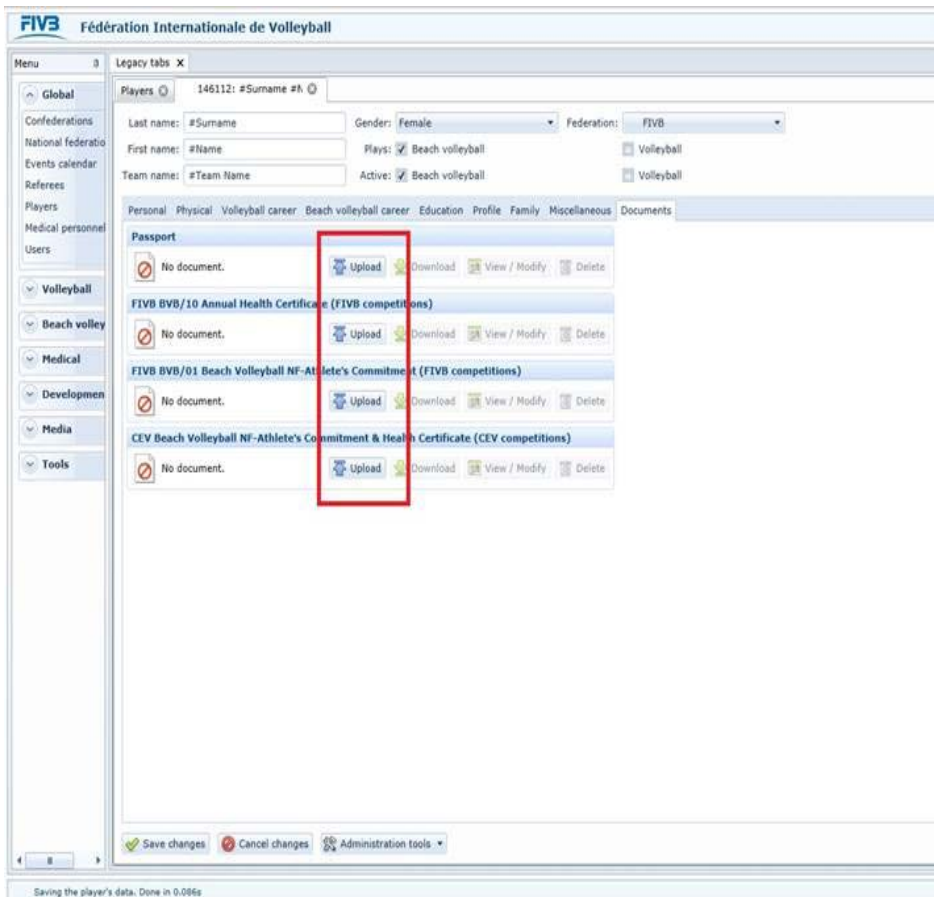
5. In this space you can modify any information regarding the player. In order to upload the aforementioned documents, please click on **“Documents”**.



6. Click on **“Modify”**

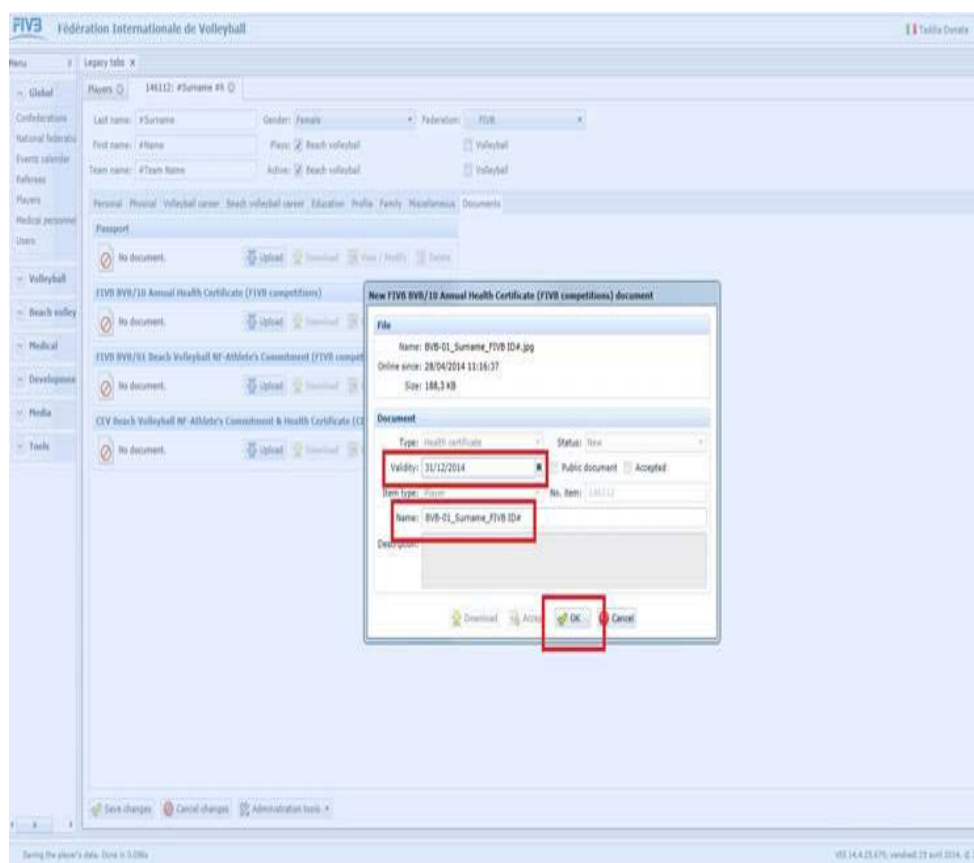


7. By clicking on “**Upload**” you will be able to upload the documents or forms required.

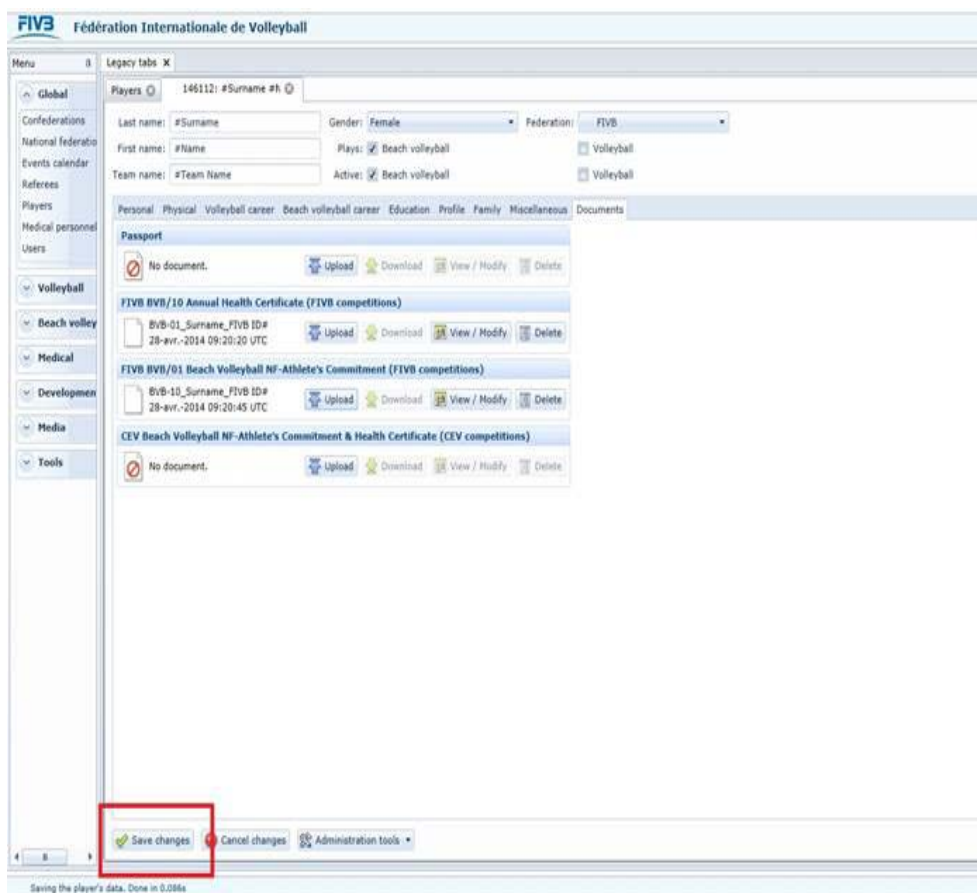


8. Please, fill in the required spaces:
 - Validity:
 - Passport: December 31st 2014 – for the current FIVB 2014 season
 - BVB-10: December 31st 2014 – please note that FIVB Health certificate is annual.
 - BVB-01: December 31st 2014 – please note that the current Agreement is valid for 2013 and 2014, so you do not need to upload a new one for this year.
 - Name: please name the document you are uploading: *i.e.*
BVB-01_Surname_FIVB ID#

Finally, click on “Ok”.



9. Once you have made that, and uploaded/updated the documents, you have to click on “**Save changes**”, because the system will not save the changes automatically.



10. Finally, send an email to the Beach Volleyball Department indicating the following information:
- Subject: **BVB-01/10 upload – VIS**
 - The **names and FIVB number** of the players whose documents you have either uploaded or updated

Once you have done that, we will enter in VIS2009, check the documents and eventually validate them by clicking on the “**Accept**” button..

Please, note that in order to make sure that the status of athletes' form is OK, check the presence of the “dots” next to their FIVB ID number.

NB: for those of you who have sent the BVB-01 and the BVB-10 by email:

- Please, check if grey (BVB-01) and the green (BVB-10) dots are still on.
If so, please note that this means that the FIVB Beach Volleyball Department has not yet accepted them, due to the huge amount of forms we are receiving.
- Please, upload the forms as per the guidelines aforementioned.

3. Please, send an email to beach@fivb.org in order to let us know the progression on BVB forms status, with the following information:
 - a. Subject: **BVB-01/10 upload – VIS**
 - b. The **names and FIVB number** of the players whose documents you have either uploaded or updated
 - c. Please write “**please, disregard the same forms that were sent by email**”, so as we are aware that the forms are already in the BVIS.

We would like to ask you to follow this fast and accessible procedure.

This will benefit all of us!

On the one side, you will give the FIVB a precious support for the successful implementation of all Beach Volleyball projects and, on the other side, this will benefit you in becoming increasingly more fluent in the use of the VIS2009, which lays at the very core of our events and guarantees an efficient, transparent and user-friendly way of interacting with FIVB.

FIVB Beach Volleyball Department will really appreciate your efforts and commitment to follow the indications you have been provided with in this email.

Thank you for your precious cooperation.

Kind regards,

Ms. Donata Taddia
FIVB Beach Volleyball Department



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