VIS SYSTEM

2025/2026 Season

IMPORTANT CHANGES FOR NATIONAL FEDERATIONS

Please note that clubs will not be able to initiate transfers until the instructions
contained in this manual have been strictly followed.

As the system is being transitioned:

- The National Federations should use the VIS Software to create Championships Level.

- The Clubs and the players should use the VIS WebManager to create and sign the ITC.

The new version of VIS is available to manage the international transfers of players and should soon congregate all the features in a single platform. You will be updated in this regard in due course.

FIVB

Main changes to the VIS system: National Federations

- National Federations must use the VIS Software to create Championships Level.

Link to download the VIS software:

www.fivb.org/vis2009/downloadapplication.asmx?Code=VIS

- The International Transfer Certificate (ITC) is to be created and approved using the VIS WebManager.

Link to open the VIS WebManager:

https://app.fivb.com

- Please note that the http://www.fivb.org/vis2009/ (Internet Explorer "Silverlight") must still be (temporarily) used as follows:

   1. Open Microsoft Edge and click on the menu button and then "Settings";

   2. Select "Default browser" on the left;

   3. Select "Allow" for the "Allow sites to be reloaded in Internet Explorer mode" & restart the browser;

   4. Go to VIS2009, open the menu, and click "Reload in Internet Explorer mode".

Doing the above step should help you to open VIS 2009 in Edge.

Create Championships Level

- These instructions are addressed to the National Federations who will create for the first time their Championship Levels using the VIS Software (example below):

Enter your normal Log-in details and on the icon "Federations" to make the changes for the new season
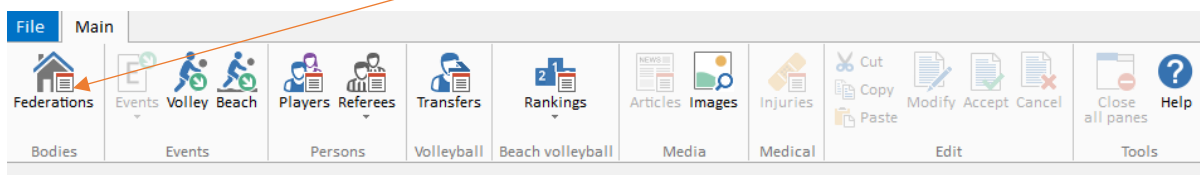
You will have a similar page as per the example (NF-SUI). Click on Volleyball Teams by Division

Code: SUI

Name: SWISS VOLLEY

Confederation: Confédération européenne de volleyball

| Information | Volleyball teams by division |

Persons

President: Mrs. Nora WILLI

General secretary: Mr Werner Augsburger

Address

Address:

Zip code / city:

Country:

Phone: +41 31 303 37 55

Fax: +41 31 303 37 77

e-mail addresses (one per line)

Federation:

info@volleyball.ch

Press:

claudia.imhasly@volleyball.ch

Referees:

info@volleyball.ch

Transfers:

info@volleyball.ch
alessandro.raffaeli@volleyball.ch

Code: BEN

Name: FEDERATION BENINOISE DE VOLLEY-BALL

Confederation: Confédération africaine de volleyball

| Information | Players | Referees | Volleyball clubs | Volleyball teams by division | Volleyball transfers |

Gender: Men ▼ Season: ▼ ✳ ⚙ | Divisions: ✚ ⚙ | Teams: Assign teams

Non-assigned teams: 0

A- Click on the star button

B- Fill the new season as below and then click on OK

New season ✖

Name: 2020/2021

Dates: from 01/08/2020 📅 to 31/07/2021 📅

OK   Cancel

C- Please, click on "Divisions" and click on the star button to open the Window "New division". Please fill in as it is shown in the next item (D).

New division ✖

Confederation volleyball transfer level: ▼

Level:

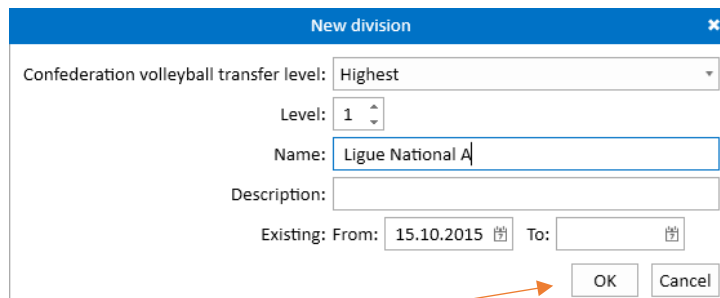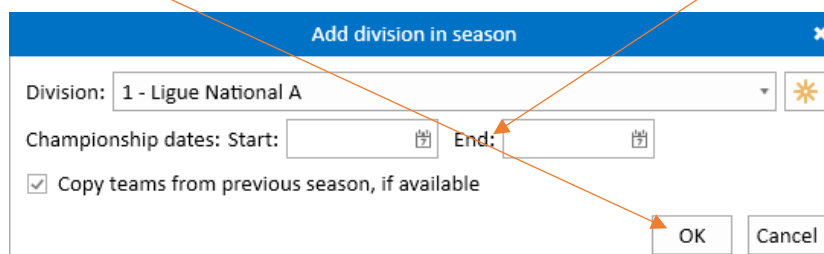Name:

Description:

Existing: From: 📅 To: 📅

OK   Cancel

Add division in season ✖

Division: All the existing divisions are already in the season ✳

Championship dates: Start: 📅 End: 📅

☑ Copy teams from previous season, if available

OK   Cancel

4

D- Click on OK and then fill in the Championship dates "Start" and "End" and then click on OK.
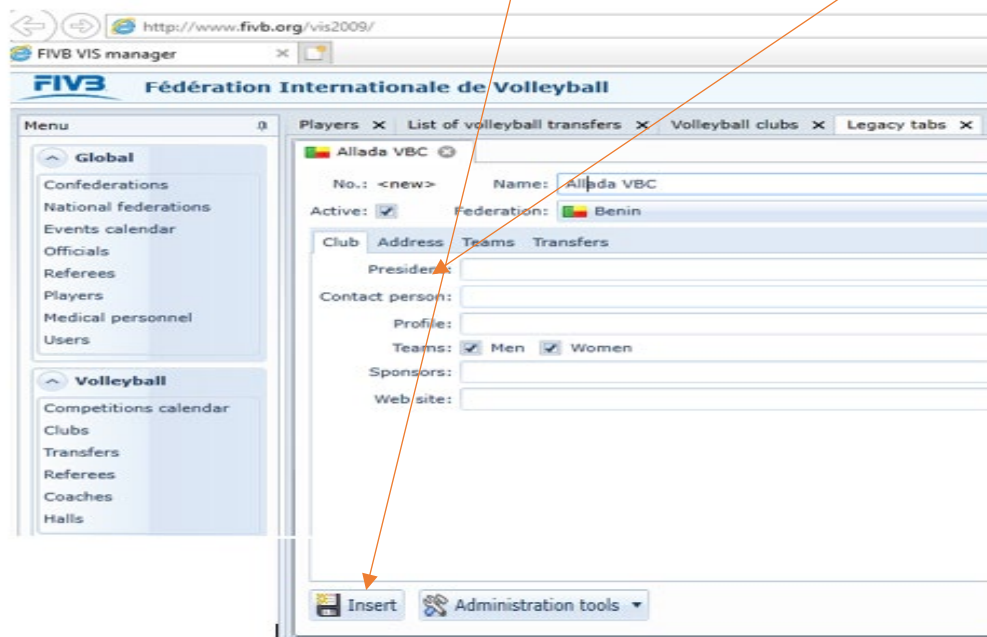
Adding Clubs

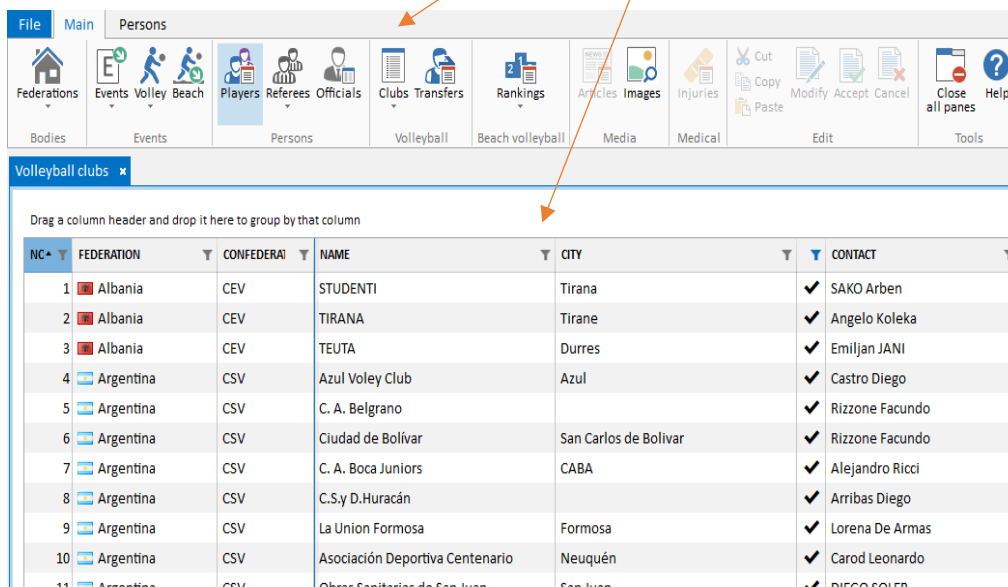- The National Federations must create Club's profile using the VIS Web platform (VIS 2009):
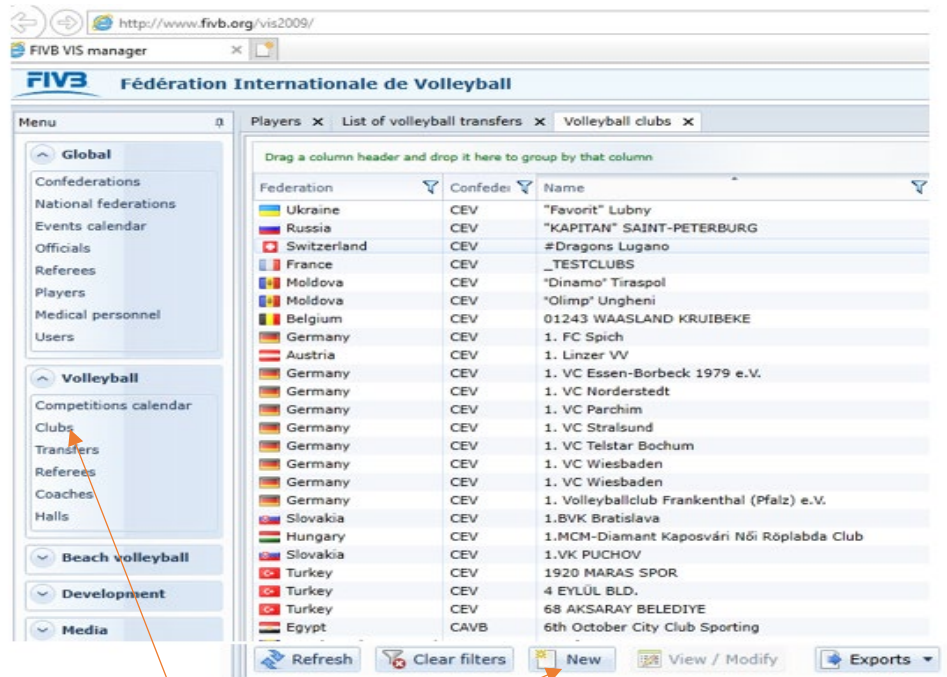
1- Click on "Clubs" and then

2- Click on "New"

3- You will have a similar page as the example (NF-BEN) filling the Club and Address and then clicking on Insert
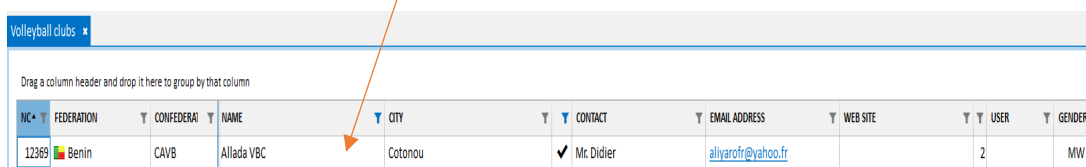
4- Once the Club is created (VIS 2009) it is automatically registered in the VIS Software and VIS WebManager. You can then find it by clicking on Clubs and by typing the name of the Club (ex: Allada VBC) by clicking on this icon and then filter

5- You will see a similar page as per the example (Club Allada VBC). Double click on the row

6- You will see a similar page as per the example (Club Allada VBC) below
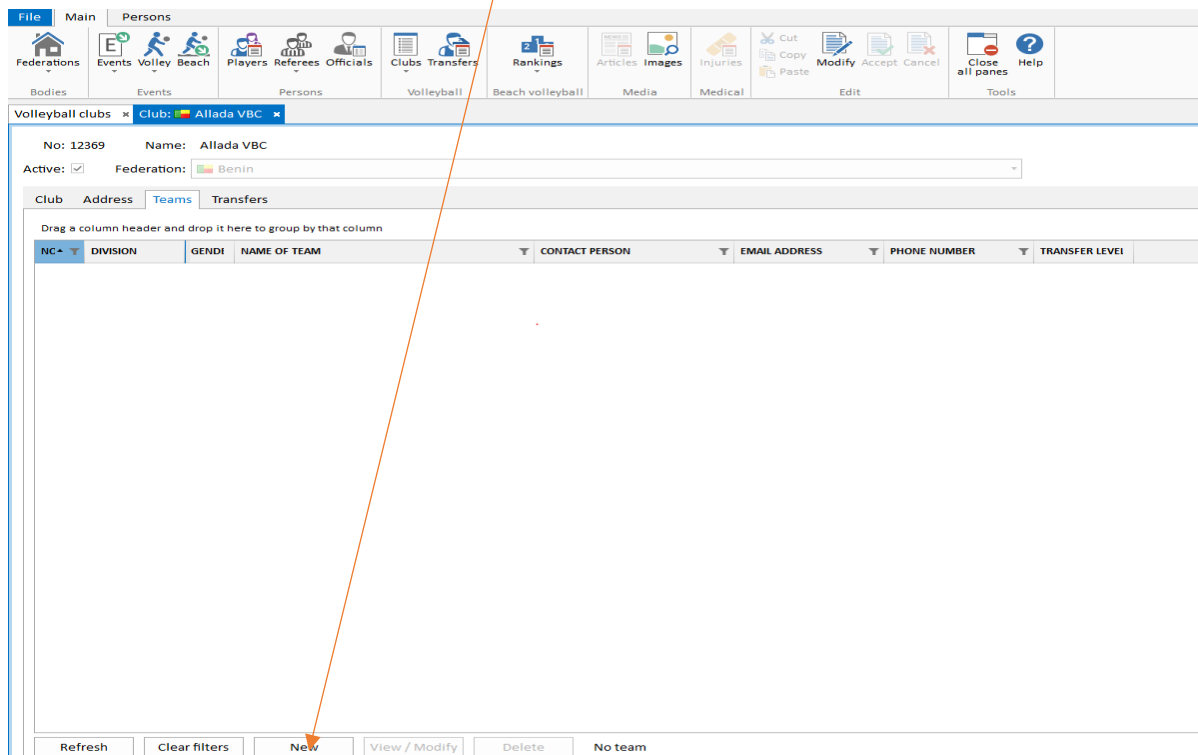

Adding Teams

7- Click on Teams to create the name and gender of the Teams

8- You will have a similar page as per example (Club Allada VBC) here below. Please click on "new"

9- When pop-up window New Team opens (see below), please insert the name of the Team and Gender and then click on OK.

10- You will see a similar page as below

NC▲	DIVISION	GENDE	NAME OF TEAM	CONTACT PERSON	EMAIL ADDRESS	PHONE NUMBER	TRANSFER LEVEL
5157		Men	Allada				

11- If you have more Teams in the Club, please follow the sequence from the item 8 by clicking on "new" and then item 9.The pop-up window New Team opens (see below) for you to insert the name of the Team and Gender and then click on OK.

12- You will see a similar page as below

No: 12369   Name: Allada VBC
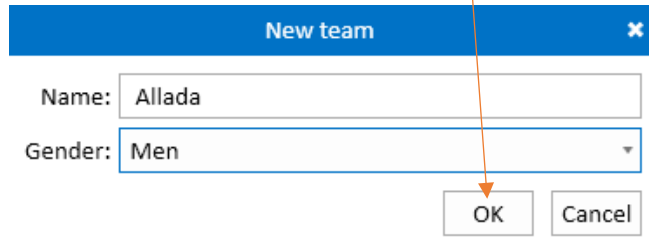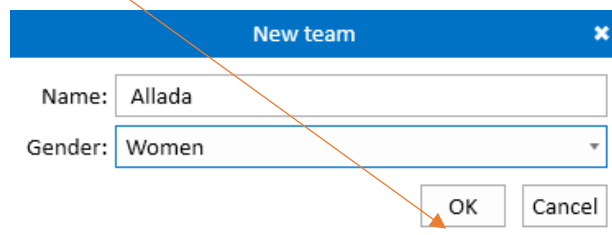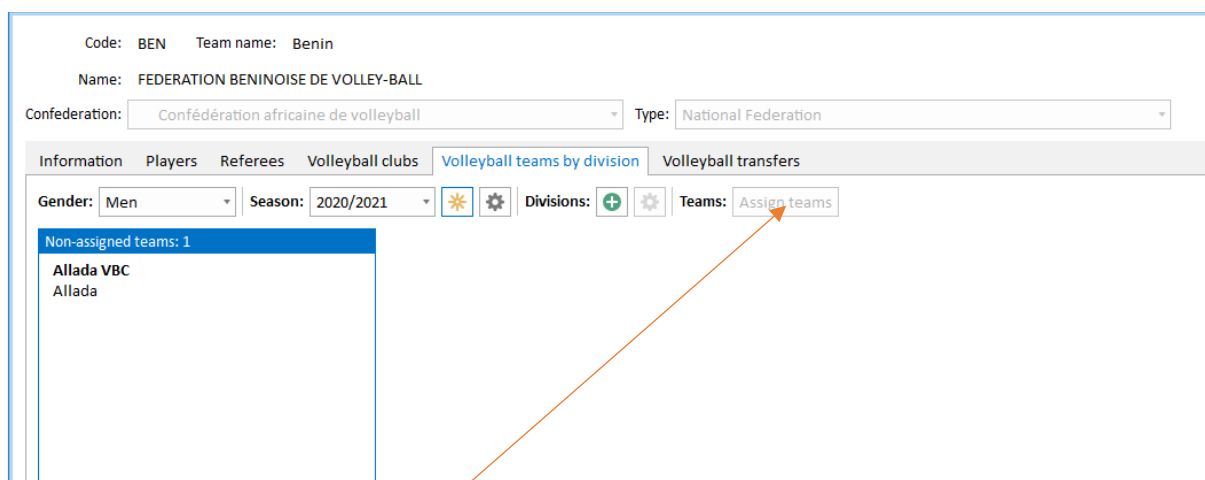Active: ☑   Federation: 🏴 Benin

Club   Address   Teams   Transfers

Drag a column header and drop it here to group by that column

NC▲	DIVISION	GENDE	NAME OF TEAM	CONTACT PERSON	EMAIL ADDRESS	PHONE NUMBER	TRANSFER LEVEL
5157		Men	Allada				
5158		Wom...	Allada				

13- Once the new season and the division have been updated you will find all teams in the "Non-assigned" column (see below):
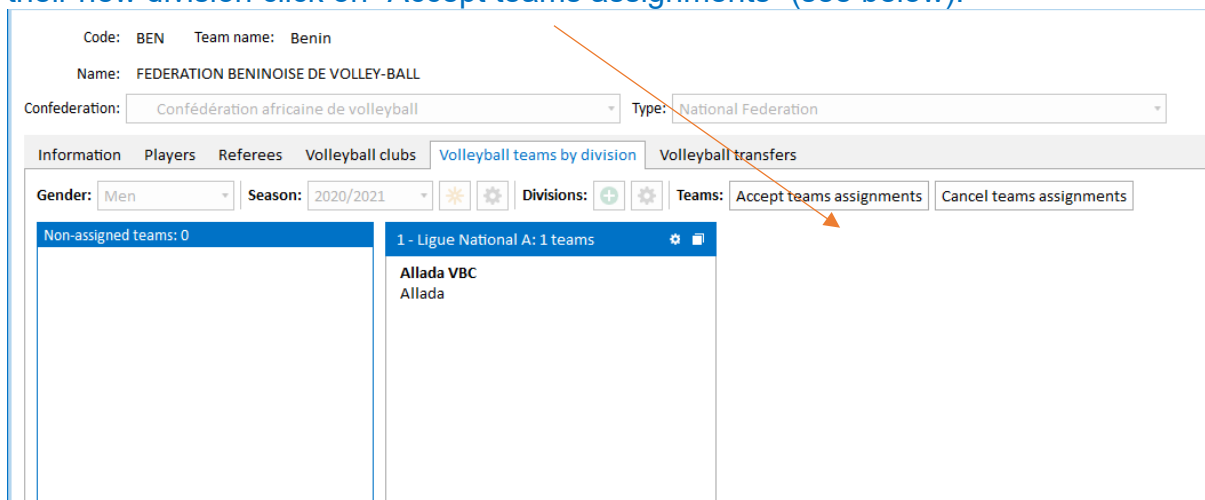
14-Now you have to allocate the relevant club to the relevant division. You have to click on "assign teams" and drag the teams from "Nom-assigned teams" and drop them in the chosen division. After you have moved/updated the relevant teams to their new division click on "Accept teams assignments" (see below):

The National Federation can start updating the others existing divisions following the same procedure as above.

Adding teams – contact details & officials names

To access the Information tab, please click twice on the team name

You can then fill in all the team contact details (phone, email, etc) and officials names

Adding teams – adding players

You can add players to your teams by clicking on New

Adding teams – adding players

You can select the players from the list

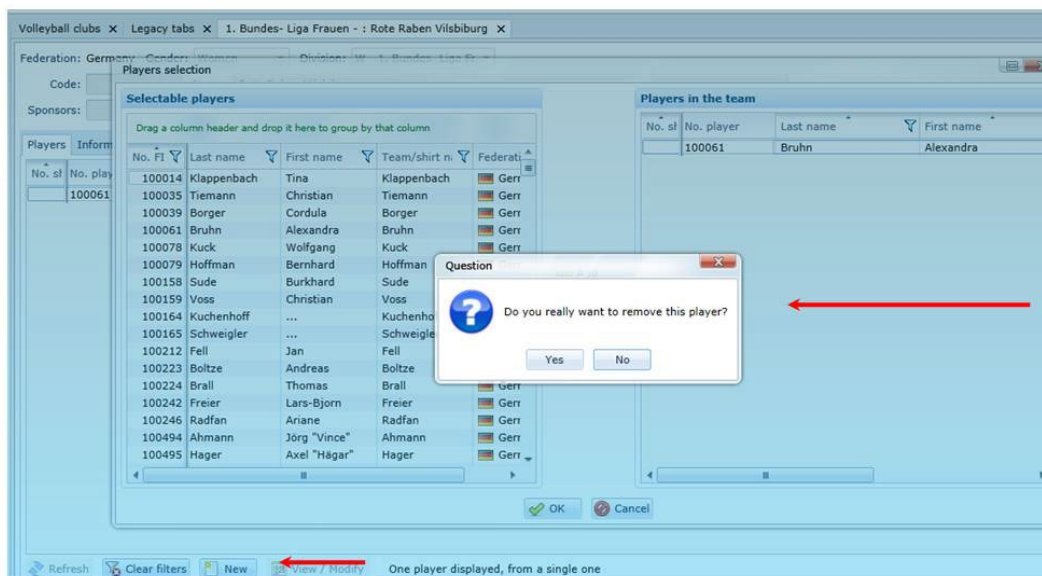Adding teams – adding players

You can fill in all the players details before adding the player in your team

Adding teams – removing players

To remove players,
- Click on New
- Click on the player you want to remove
- Click on "-"
- Click "yes"

Please note that the http://www.fivb.org/vis2009/ (Internet Explorer "Silverlight") must still be (temporarily) used:

- If a new team must be created
- To find the affiliated clubs who still do not have a division's level defined.
- To register their affiliated players.

Observation:
- The National Federations who have created or amended their Championship Levels must use the VIS Software. Should you require any assistance, please contact your Confederation and/or the FIVB.

<u>MANDATORY RECOMMENDATIONS TO RECEIVING FEDERATIONS:</u>

1- **The Receiving Federation cannot deliver a player's license to foreign players without a valid ITC approved by all parties on the FIVB VIS system;**

2- **For players who have dual nationalities and who are not already registered on the FIVB VIS System, the Receiving Federation must provide the FIVB and the respective Confederation with a copy of one and/or both passports;**

3- **For any changes regarding a player's profile, you have to keep the same FIVB VIS number for that player in order to avoid duplicates. Players are not allowed to have more than one (1) FIVB number or VIS profile.**

4- **Regarding any issue with the date of birth and/or family name of the player, you have to contact the FIVB and provide us with a scanned passport copy in order to be able to make the necessary corrections.**