How to Check if a User Does Not Meet the Established Rules or Warnings of US Club

1. Log in to your SportsEngine system

2. Find the *League*, and click **Overview**.

3. Click **Teams**.

4. Click **Players** or **Staff**.

5. On each line, the roster will show if the team member is "Approved", "Denied", or "Pending".

How to Purchase a Membership for a Team

NOTE: This feature will become available on July 7th.

A person will not be submitted until a membership is purchased. Registrars may wait to purchase memberships until the league association has been approved.

To purchase a membership:

1. From the teams page, click **Buy Memberships**.

2. Go through the membership purchasing process.

3. Once complete, the team members will be submitted.

- Once a person has been automatically submitted, the passcard process will begin.

- Information is shared with the US Club administrator. Violations and warnings will be displayed for each team member.

- If rules are met, the person will be automatically approved, and you will see "Approved" next to the team members name.

- If rules are not met, "Pending" will appear until the team member is approved or denied.

How to Transfer Players to Another Team [CSV Upload & Manual Addition]

NOTE: This action is only possible if using CSV Upload or Manual Addition option.

1. Sign in to your account and go to "SportsEngine HQ".

2. On the left-hand navigation bar, click on the **US Club Soccer** tab.

3. Under the *National Registration System*, click **Players**.

4. Under the *Actions* column, click **More**.

5. Choose **Transfer to Another Team**.

6. Select the new team and click **Transfer**.

How to Add a Player to Another Team [CSV Upload & Manual Addition]

NOTE: This action is only possible if using CSV Upload or Manual Addition option.

1. Sign in to your account and go to "SportsEngine HQ".

2. On the left-hand navigation bar, click on the **US Club Soccer** tab.

3. Under the *National Registration System*, click **Players**.

4. Under the *Actions* column, click **More**.

5. Choose **Add to an Additional Team**.

6. Select the Team and click **Add**.

How to Upload Proof of Birth

Important Announcement! This feature will be available on July 3.

1. Sign in to your account and go to "SportsEngine HQ".

2. On the left-hand navigation bar, click on the **US Club Soccer** tab.

3. Choose the **Proof of Birth** sub tab.

4. Locate the athlete you need to upload a document to.

5. On the right side of the page under the *Actions* column, click the **Upload** button.

a. A modal window will appear.

6. Either click the **Add Image** button or click, drag, and drop your document into the upload area.

7. After your image is added, confirm that the Legal Information matches the document.

8. Click **Submit.**

How to Send Eligibility Reminders

Step 1 of 1

Important Announcement! This feature will be available on July 3.

1. Sign in to your account and go to "SportsEngine HQ".

2. On the left-hand navigation bar, click on the **US Club Soccer** tab.

3. Click **Memberships**.

4. In the top-right corner, click **Send Reminders**

- The user will be sent an email outlining what steps to take in order to become eligible.

How to Print Cards

Step 1 of 1

1. Sign in to your account and go to "SportsEngine HQ".

2. On the left-hand navigation bar, click on the **US Club Soccer** tab.

3. Under the *National Registration System* season, click either the **Players** or **Staff** tab.

4. Check the box to the left of the player or staff name.

5. Above the *Actions* column on the right-side of the screen, click **Print Cards**.

- Only players or staff with valid memberships will have a card printed.

  NOTE: The next screen will generate your cards for you. You will also receive an email with a link to your cards.

How to Export a List of Players and Staff

Step 1 of 1

1. Sign in and go to "SportsEngine HQ".

2. On the left-hand navigation bar, click on the **US Club Soccer** tab.

3. Under the *National Registration System* click either the **Team, Players,** or **Staff** tab.

4. In the top-right corner, click **Export People**.

- Feel free to use the **Filters** option to sort by Roster Status, Teams, or Gender, etc.

5. Choose to **Export Current View** or **Export All**.

- **Export Current View:** Only shows data you filtered by.

- **Export All:** Shows all data.

6. Click **Export**.

7. Navigate to your email inbox.

8. Open the email from SportsEngine labeled "National Registration System is ready for download".

- **NOTE:**This may take awhile depending on how much data you are exporting.

9. In your email, click **Download Now**.

10. Open your downloaded CSV file.

How to Print Rosters

Step 1 of 1

You must have "Admin" or "Webmaster" permissions to print rosters.

1. Sign in to your account and go to SportsEngine HQ.

2. On the left-hand navigation bar, click on the **US Club Soccer** tab.

3. Under the *National Registration System* season, click the **Team** tab.

4. On the right-side under the *Actions* column, click **Print Roster**.

5. A new print window will appear, then click **Print**.

How to Purchase Memberships

NOTE: If your Team is seeking association with a League, make sure your League has approved your Team first before purchasing your membership.

Important Announcement! This feature will be available on July 3.

1. Sign in to your account and go to "SportsEngine HQ".

2. On the left-hand navigation bar, click on the **US Club Soccer** tab.

3. Under the *National Registration System* season, click the **Team** tab.

4. Under the *Actions* column, click **Buy Memberships**.

5. Click **Review Order.**

6. Review the membership recipients.

7. Click **Done**.

8. On the checkout page, click **Proceed to Checkout**.

9. Under *Checkout*, choose your payment method.

10. Input your payment information, click **Pay**.

How to View a Team's League Association Status

1. Sign in to your account and go to "SportsEngine HQ".

2. On the left-hand navigation bar, click on the **US Club Soccer** tab.

3. Under the *National Registration System* season, click the **Team** tab.

4. Under the *League Status* column, you will see one of three statuses.

• **Decision Needed**: League still needs to approve your Team.

• **Approved**: League has approved your Team.

- **Denied:** League has denied your Team.

  NOTE: The League(s) column will also display all the Leagues that the Team is associated with.

How to Update Teams and People [SE Sync]: Step 1 of 4

Step 1 of 4

NOTE: You can only update your teams and people if you are using the SportsEngine sync.

If you are using SportsEngine to manage your Teams and Rosters and you add or update that information on your website, you will be able to update your teams and people within your governing season.

1. Sign in to your account and go to "SportsEngine HQ".

2. On the left-hand navigation bar, click on the **US Club Soccer** tab.

3. Under the *National Registration System*, either click **Teams, Player,** or **Staff** sub tabs.

4. Under the *Teams* sub tab, on the right-side of the screen, click the **Update Teams and People** option.

5. Click **Get Started**.

6. On the next screen, in the top-right corner click the blue plus sign (**+**).

7. Click **Add Team** next to any new team you have created.

8. Click **Next**.

How to Update Teams and People [SE Sync]: Step 2 of 4

Step 2 of 4

1. On the next screen, click **Let's Assign Teams**.

2. Under the left-hand column, click, drag, and drop the team(s) into column on the right to specific division(s).

3. Click **Next**.

How to Update Teams and People [SE Sync]: Step 3 of 4

1. Click **Let's Find Leagues**.

2. This screen is where you associate your Teams with Leagues.

3. Click, drag, and drop your teams from the left-side column over to their respected "League" under the right-side column.

- **NOTE:**If your Teams are not associated with any Leagues, feel free to skip this step.

4. Click **Next**.

How to Update Teams and People [SE Sync]: Step 4 of 4

1. The next two screens will allow you to review your player and staff data.

- If you need to remove someone, click on **Remove**.

2. Click **Next**on the bottom of the two pages.

3. Click **Close**to finish the process.
   NOTE: Your US Club Soccer League will be notified to approve or deny the rosters you have submitted to their League.

How to Submit a Completed Roster to US Club Soccer - National Registration System

Teams are able to be submitted by either SE Team Management, through a .csv import, or manually.

For all team submissions, the following fields are required.

- First Name

- Last Name

- Date of Birth (DOB)

- Gender

- Email

- Physical Address

- City

- State

- Zip Code

1. Log in to SE HQ.

2. In the left-hand navigation panel, click US Club.

3. Click Governing Season.

4. Click Join.

5. Click either SE Sync, Import, or Manual. Manual will drop you directly to the teams page, and will default you to Import.

6. Add the teams based on the option selected in the previous step.

7. Once teams have been submitted, choose the division for each team. If needed, divisions may be edited later.

8. Associate the teams to their leagues. If needed, leagues may be edited later.

9. If a membership is required, it may be purchased. A person will not be submitted until a membership is purchased.

   A person will not be submitted until a membership is purchased. Registrars may wait to purchase memberships until the league association has been approved.

To purchase a membership:

1. From the teams page, click Buy Memberships.

2. Go through the membership purchasing process.

3. Once complete, the team members will be submitted.

- Once a person has been automatically submitted, the passcard process will begin.

- Information is shared with the US Club administrator. Violations and warnings will be displayed for each team member.

- If rules are met, the person will be automatically approved, and you will see "Approved" next to the team members name.

- If rules are not met, "Pending" will appear until the team member is approved or denied.

What Happens When Users Do Not Meet the Established Violations or Warnings of US Club?

Divisions all have specific rules for players and staff. If rules are met, the players/staff will be automatically approved, and the roster status will show "Approved".

There are two types of rules:

- **Violations** - Roster status will show "Submitted", which will require further action by US Club. Violations are indicated in red.
- **Warnings** - These will be automatically approved. Warnings are indicated in yellow.