



SPORT ENGINE & MEMBERSHIP REGISTRATION



TOKYO 2020

WE MOVE AS ONE

MEMBERSHIP CHANGES 2022-2023

- SafeSport is now required for anyone 18 and older, regardless of interactions with minor athletes
- Background screening discount available every other year for Athlete Safety Memberships
- Life Member Active vs. Life Member Retired
 - will not need to be renewed again
- Adult membership: anyone who turns 18 before Aug 31, 2023
- Youth memberships: anyone who is 17U on Aug 31, 2023

[Become a Member](#)



CLUB MEMBERSHIP & RESOURCES



USE THE RESOURCES POSTED ON THE WEBSITE

- <https://www.teamusa.org/usa-artistic-swimming/resources/clubs>
 - Club Membership
 - Starting a new club guide
 - Athlete Transfers
 - Certificate of Insurance request
 - Event sanctions

FINA A CLUB

- <https://www.teamusa.org/usa-artistic-swimming/find-an-artistic-swimming-club>
 - Make updates by emailing Alyssa@usaartisticswim.org

SPORT ENGINE - PERSONAL ACCOUNT

HOUSEHOLD ACCOUNTS

- <https://my.sportengin.com/user>
- Left hand column options
 - Home
 - Household - should only see names of those living under your roof
 - change/edit names, emails, address and personal information here
 - Schedule - not a function utilized by USAAS
 - Teams - not a function utilized by USAAS
 - Bills - view any paid or outstanding invoices
 - Registration - review past registration
 - Apps - not a function utilized by USAAS
 - Settings

SPORT ENGINE HELP

sportengine



Baylee Robinson

Home

Household

Schedule

Teams

Bills

Registrations

Apps

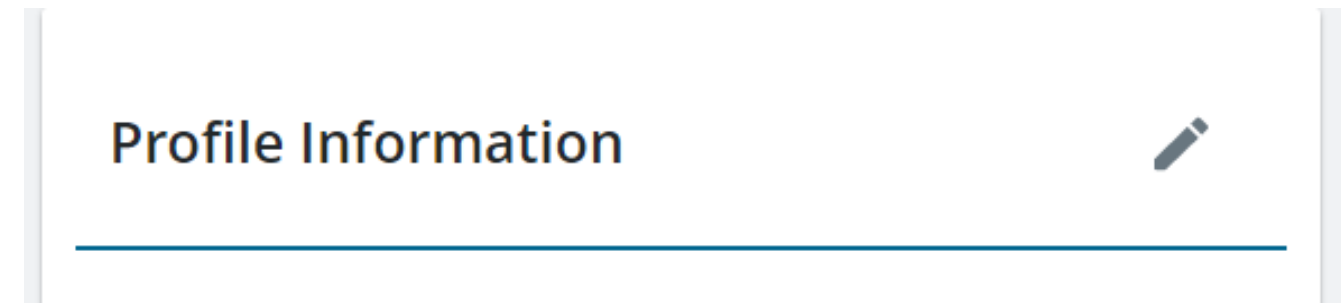
Settings

Home

SPORT ENGINE - PERSONAL ACCOUNT

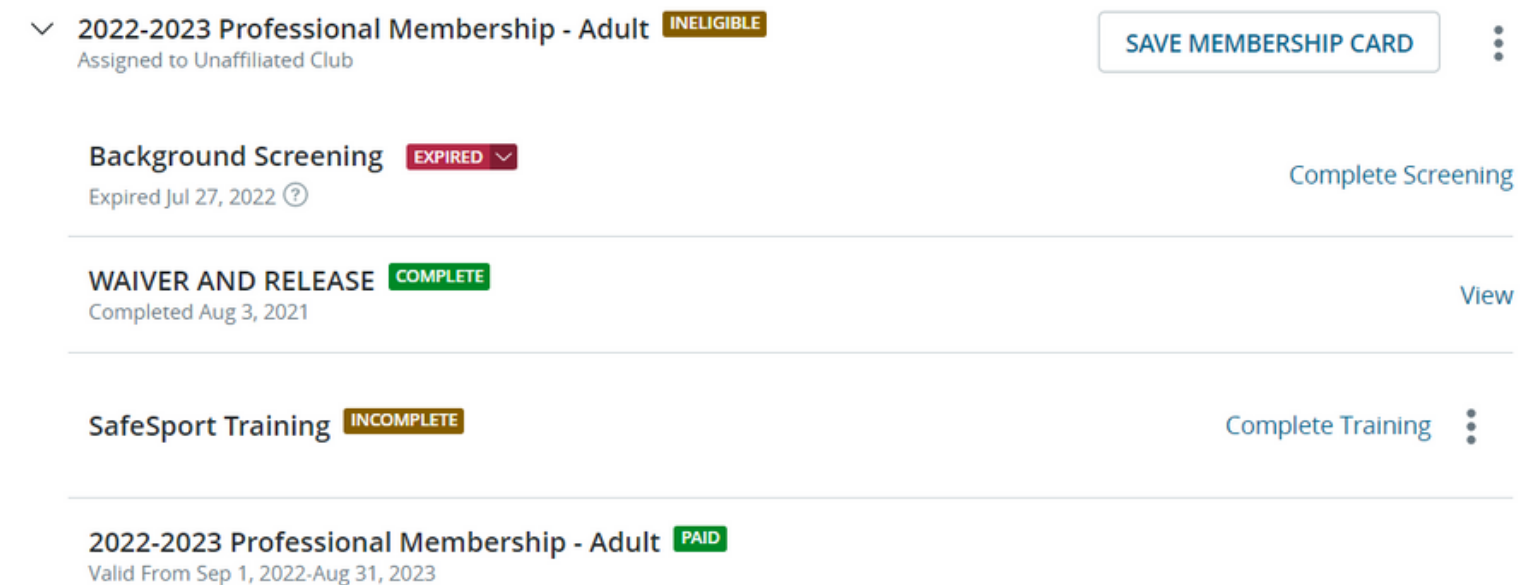
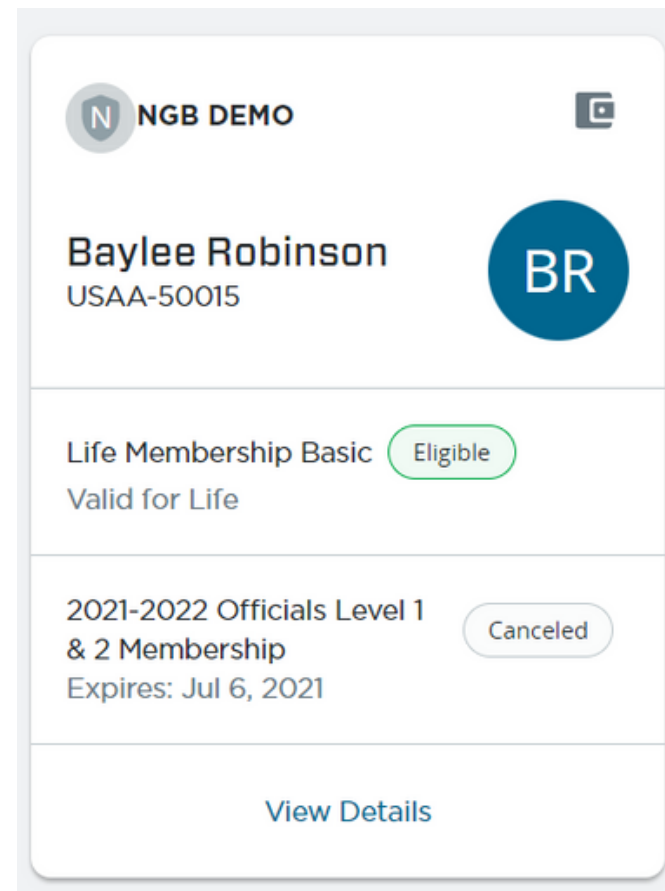
UPDATING PERSONAL INFORMATION

- Household - view profile - click the pencil in right corner to edit information



VIEWING MEMBERSHIP NUMBER AND ELGIBILITY

- Household - view profile
- Your membership card and number will be on the right
- USAA-##### is the number you use to register for events
 - please enter the full number
- Eligible vs Ineligible
 - click view details
 - If you are missing a required item, it will be noted
 - please email memcoord@usaartisticswim.org if the information shown is incorrect



SPORT ENGINE - CLUB HQ ACCOUNT

CLUB HQ ACCOUNT

- <https://my.sportngin.com/user>
- Select "My Organizations"
 - Select the team name from the drop down menu.
- Members/Directory
 - check membership
 - grant HQ permission
 - generate reports
- USA Artistic Swimming
 - Eligibility Search
 - Membership public purchase link

The screenshot shows the SportsEngine HQ Club HQ account dashboard. The top navigation bar includes the SportsEngine HQ logo, a "My Organizations" dropdown menu, and user profile information (BR). The main header area displays a greeting "Good afternoon, Baylee" and a message "Here are the latest updates for Unaffiliated Club." Below this, there are three key metrics: "Total members" (132), "Invoiced in 2022" (\$0.00), and a "REQUEST A WEBSITE" button. The left sidebar contains a navigation menu with options: Home, Members, USA Artistic Swimming, Financials, Registration, Competition, Promotion, Website, Safety, and Settings. The main content area features a "Your Quick Start Guide" section with a "Get to Know SportsEngine" video player. A "MY ORGANIZATIONS" dropdown menu is open, showing a list of organizations: USA Artistic Swimming, CLUB DEMO, and USA Artistic Swim CLUB DEMO 2, along with a "View all organizations" link. A "MY TEAMS" section below it shows "CC Team" and a "View all teams" link. A "Need Help?" button is visible on the right side of the dashboard.

USAAS DOES NOT USE ANY OTHER FUNCTIONS ON THE CLUB HQ PAGE THAT YOU SEE ON THE LEFT.

SPORT ENGINE - CLUB HQ ACCOUNT

BUY MEMBERSHIPS FOR YOUR MEMBERS

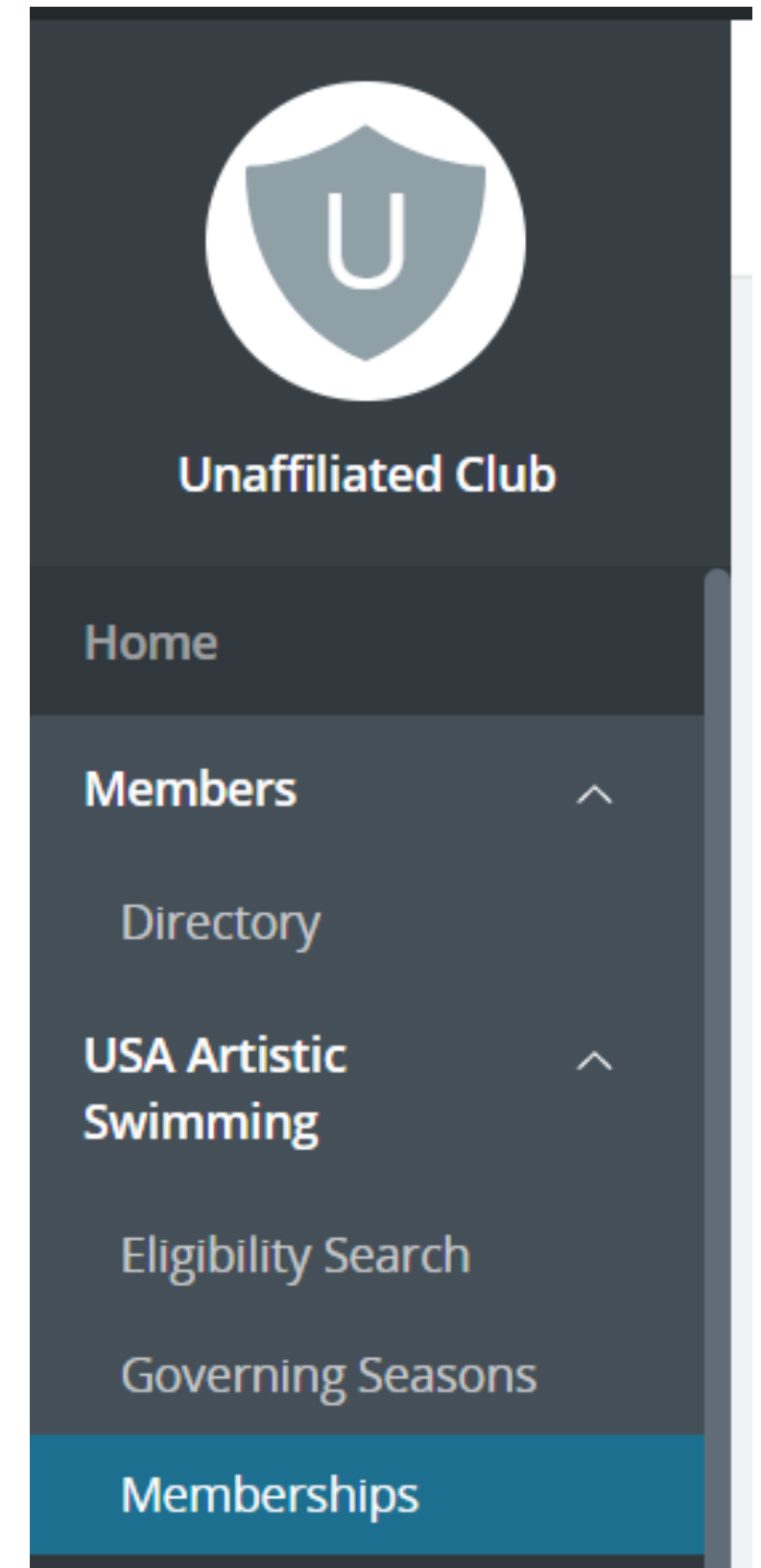
- Membership - Directory
- Check the box next to the name/names of the individuals that need a membership
 - Can only do one membership type at a time
 - Click the three dots on the right and select "buy memberships"
 - Select the membership type and continue to payment

MEMBERSHIPS PURCHASE THEIR OWN MEMBERSHIPS

- USA Artistic Swimming - Membership
 - Public club assignment - generate an open link
 - send this link to your members to purchase a membership with your club affiliation

ADDING MEMBERS TO YOUR DIRECTORY

- Membership - Directory
 - Click "add member"
 - need full name, date of birth, email address, gender



SPORT ENGINE - EMAILS

IMPORTANT

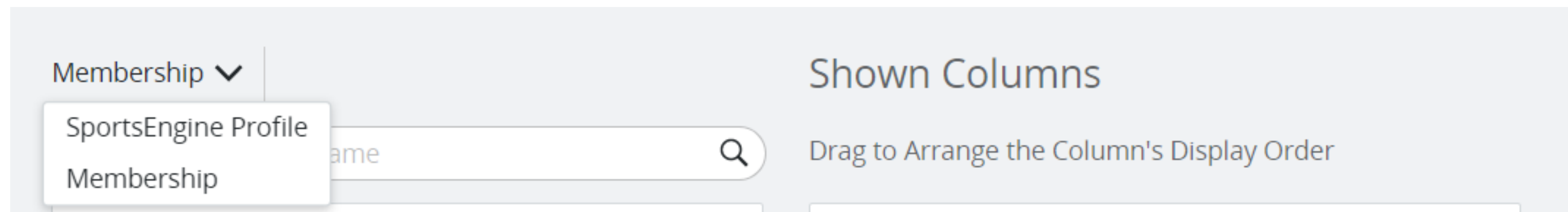
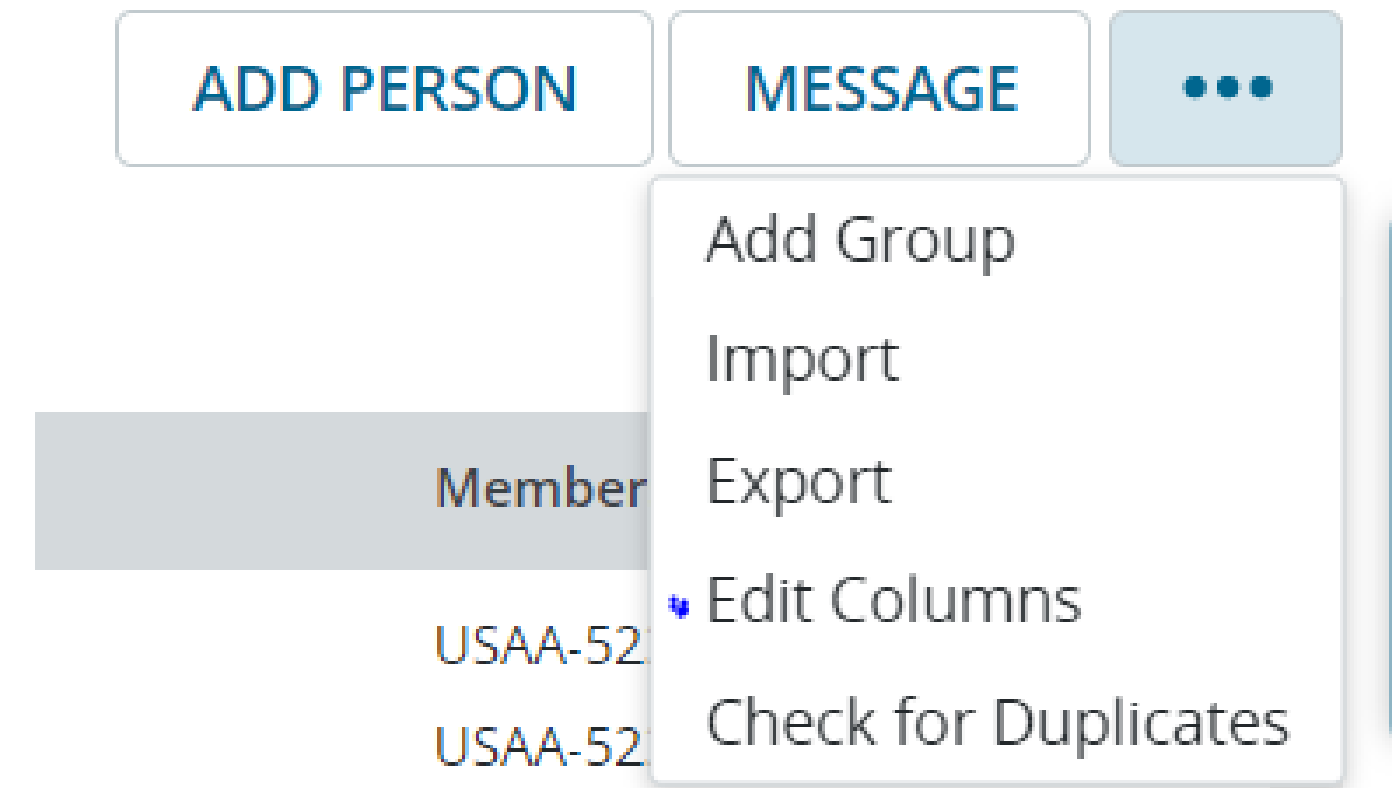
**USE MEMBERS PERSONAL EMAIL ADDRESS, NOT YOUR OWN
AND NOT THE CLUB EMAIL.**

If you use your personal email address or the club email address to add members to your club then the membership wont be available to the member, they wont be able to sign the member waiver and they will not be eligible to participate.

SPORT ENGINE - CLUB HQ ACCOUNT

CREATING A REPORT TO VIEW AND EDITING VIEW

- Membership - Directory
 - click three dots and edit columns
 - from the drop down select profile information or membership information
- Suggested columns
 - Email
 - Membership ID
 - Membership Name
- Note: membership status will only show paid, not eligible or indelible



SPORT ENGINE - CLUB HQ ACCOUNT

CHECKING MEMBERSHIP ELGIBILITY

- Membership - Directory
 - search the name of the member you are checking
 - click on their name
 - click membership
 - click the three dots then view eligibility

REQUIREMENTS TRACKED IN SPORT ENGINE

- Youth Membership
 - Waiver
- Adult Memberships
 - Waiver
 - Safe Sport
 - Background Screening

REQUIREMENTS TRACKED ON CERTIFICATION LIST

- Athletes
 - Level testing
- Judges and Coaches
 - CCP Training
 - First Aid/CPR
 - Judge Training

ZOOM RECORDING & HELPFUL LINKS

- How to get to team's HQ
- Buying memberships through directory and adding people to directory.
- Assigning an administrative role
- Where to find your public club assignment link for people to register
- Pending membership vs eligibility review
- Creating a report in directory to view USAA ID's
- Upgrading a membership through the directory.
- Check eligibility status
- 2022-2023 Zoom Training:
 - Meeting Recording:
 - Access Passcode: Artistic22-23

QUESTIONS?



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WE MOVE AS ONE