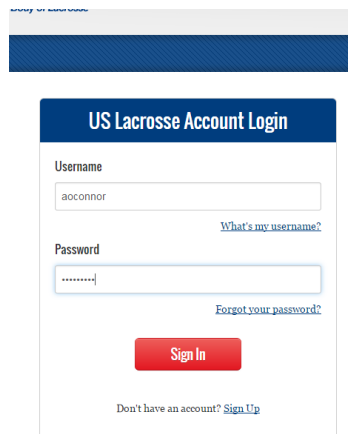


## Program Administrator Access Resource Instructions

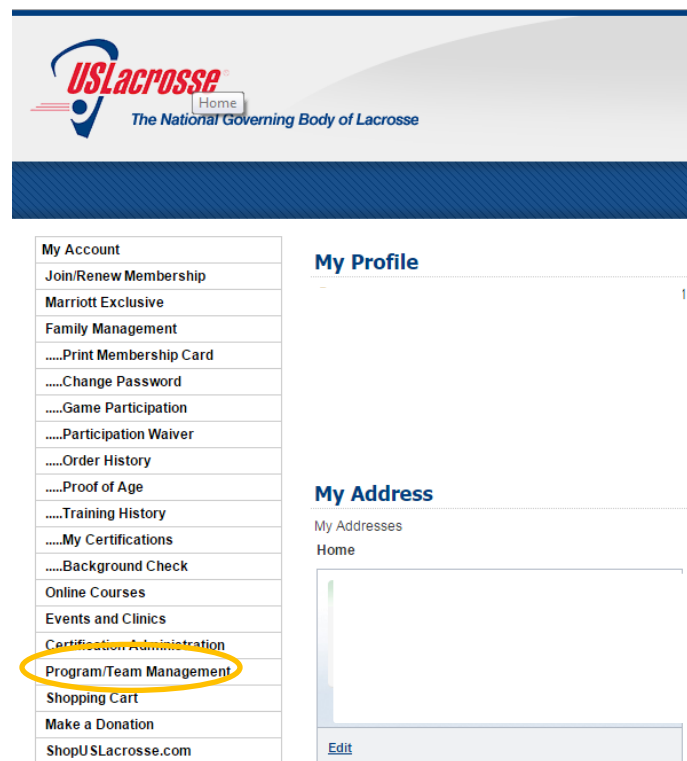
You will be managing your organization from your own personal login, if you have trouble remembering your username and password you can contact our call center at 410-235-6882#102 M-T from 8:30am EST -8pm EST, Friday from 8:30am – 5pm EST and Saturday from 10am to 2pm EST.



A screenshot of the US Lacrosse Account Login page. At the top, there is a blue header with the text "US Lacrosse Account Login". Below the header, there are two input fields: "Username" with the value "aoconnor" and "Password" with a masked value ".....". To the right of the password field is a link "Forgot your password?". Below the input fields is a red "Sign In" button. At the bottom, there is a link "Don't have an account? Sign Up".

### I. Group Set up and Administrative Access Renewal or Initial Request


STEP 1: Go to PROGRAM/TEAM MANAGEMENT on your PROFILE PAGE:



A screenshot of the US Lacrosse Profile Page. The top section features the US Lacrosse logo and the text "The National Governing Body of Lacrosse". Below the logo, there is a "Home" button. The main content area is divided into two columns. The left column is titled "My Account" and contains a list of links: "Join/Renew Membership", "Marriott Exclusive", "Family Management", ".....Print Membership Card", ".....Change Password", ".....Game Participation", ".....Participation Waiver", ".....Order History", ".....Proof of Age", ".....Training History", ".....My Certifications", ".....Background Check", "Online Courses", "Events and Clinics", "Certification Administration", "Program/Team Management" (highlighted with a yellow circle), "Shopping Cart", "Make a Donation", and "ShopUSLacrosse.com". The right column is titled "My Profile" and contains a section "My Address" with a "Home" button and an "Edit" button.

# Program Administrator Access Resource Instructions

## STEP 2: Select Program Administrator Radial



The National Governing Body of Lacrosse

Andrea O'Connor | Logout  
Shopping Cart

My Account

Join/Renew Membership

Marriott Exclusive

Family Management

.....Print Membership Card

.....Change Password

.....Game Participation

.....Participation Waiver

.....Order History

.....Proof of Age

.....Training History

.....My Certifications

.....Background Check

Online Courses

Events and Clinics

Certification Administration

Program/Team Management

Shopping Cart

Make a Donation

ShopUSLacrosse.com

### Parent Area (populated if a Parent is managing their Child's record)

#### Program and Team Set-up

##### Administrative Contacts (Directors, Managers, Treasurers, Etc.)

1. It's important to search for your organization in USLacrosse.org before creating a new program or team.
2. Proceed through Program/Team Management below.
3. If USLacrosse.org cannot find your program or team, you'll be given an option to create a new program or team.

##### Trying to Register a Team for a US Lacrosse Tournament

Go to [the Events and Clinics page](#) for registration instructions.

##### Players, Coaches or Officials

You can better [manage your program, team or organization affiliations on the Game Participation page](#).

##### Parents

Manage your child's account by first selecting his/her name in [Family Management](#).

### Program/Team Management

Select from one of the following roles. Note that each role has different options for next steps.

☒ Program Administrator, Coach or Primary Contact

Contact us!

## STEP 3: Request Administrative Access To an Existing Program/Team.

### Program/Team Management

Select from one of the following roles. Note that each role has different options for next

☒ Program Administrator, Coach or Primary Contact

Actions:

Manage

Request Access to an Existing Program/Team

Register a Team for a USL Field Event

Maintain Roster for a USL Field Event

Validate a Membership

Coach Certification Information

Chapter

Mem

Greater Baltimore Chapter

10/31

000002691194

Abrams, Noah

Player

Greater Baltimore Chapter

09/30

## Program Administrator Access Resource Instructions

STEP 4: Type in the first few characters of your organizations name and the state and click on Search.

My Account
Join/Renew Membership
Marriott Exclusive
Family Management
.....Print Membership Card
.....Change Password
.....Game Participation
.....Participation Waiver
.....Order History
.....Proof of Age
.....Training History
.....My Certifications
.....Background Check
Online Courses
Events and Clinics
Certification Administration
Program/Team Management
Shopping Cart
Make a Donation
ShopUSLacrosse.com

### USLacrosse.org Administrative Rights to Existing Programs or Teams

The program or team you would like to manage in USLacrosse.org may have been created by one of your predecessors. Use these tips for the search function below:

1. Enter the organization name. Entering fewer characters may yield more results than entering many characters.
2. Enter the state.
3. Data in the "type" field is not required for this search. Click "Search."
4. Click the "Select" link on the line of the organization for which you need USLacrosse.org administrative rights.
5. If you cannot find the program or team but believe it exists in USLacrosse.org, contact [groups@uslacrosse.org](mailto:groups@uslacrosse.org) or call 410-235-6882, ext. # 171.

If your program or team has not existed previously in USLacrosse.org, you can create a new program or team using the link below.

### Renew/Request USLacrosse.org Administrative Rights to Existing

#### Program/Team

Organization Name:

State:

Type:

Program	Team	Type	City	State
No records to display.				
<a href="#">Create a Program or Team</a>				
<input type="button" value="Close"/>				

STEP 5:

**Option 1-** If your organization does not appear click on Create a Program or Team and create and save . From the Program/Team Management Program Administrator radial Request Access to An Existing Team/Program, search, select and proceed to Option 2.

Type:

Program	Team	Type	City	State
No records to display.				
<a href="#">Create a Program or Team</a>				
<input type="button" value="Close"/>				

teams users US Laxd teams videos US Lacrosse | Nation... USlaxteamads US Lacrosse TEST O...

## Creation of a Program or Team

When completing the address information for a new Team, please use the location of the primary field that team uses to practice. For a new Program, please use the mailing location.

If you have any questions about this information, please contact the Program or Team Administrator or Coach, or contact USL at (410) 235-6882, ext 102.

☒ I have read and accepted the [Privacy Policy](#)

## Program Administrator Access Resource Instructions

**Option 2** – If your organization does appear, click on Select and go through the process to sign an annual electronic privacy waiver.

	Program Type
	<div>Search Again</div> <div>Request Management Access</div>

## **Program Administrator Access Resource Instructions**

# Program Administrator Access Resource Instructions

## II. Verification of Membership

STEP 1- Go to Program Team Management , Click on Program Administrator radial and select the Program/Team you wish to manage. You may click on the header of each column to sort.

The screenshot shows the US Lacrosse Program Administrator interface. On the left is a sidebar menu with options: Join/Renew Membership, Marriott Exclusive, Family Management, Print Membership Card, Change Password, Game Participation, Participation Waiver, Order History, Proof of Age, Training History, My Certifications, Background Check, Online Courses, Events and Clinics, Certification Administration, Program/Team Management (highlighted), Shopping Cart, Make a Donation, and ShopUSLacrosse.com.

The main content area is titled "Program and Team Set-up" and includes sections for Administrative Contacts, Trying to Register a Team for a US Lacrosse Tournament, Players, Coaches or Officials, and Parents.

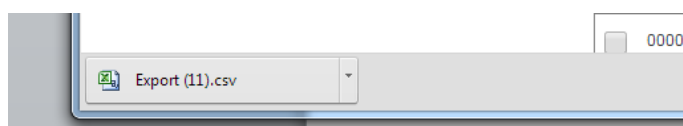
The "Program/Team Management" section is active, showing a form to select a role (Program Administrator, Coach or Primary Contact) and manage a program/team. The "Group Registration Export" tab is selected, displaying a table of players.

<input type="checkbox"/>	<a href="#">CustomerId</a>	<a href="#">Name</a>	<a href="#">Position</a>	<a href="#">Chapter</a>	<a href="#">Membership Expire</a>	<a href="#">Status</a>
<input type="checkbox"/>			Player	Greater Baltimore Chapter	10/31/15	Active
<input type="checkbox"/>			Player	Greater Baltimore Chapter	09/3	Contact us!

STEP 2. Click on the Group Registration Export Tab.

This close-up screenshot shows the "Group Registration Export" tab highlighted with a yellow circle. Below the tab is a table with columns: CustomerId, Name, Position, Chapter, Membership Expire, and Status. The table contains two rows of player data, with the second row having a red "Contact us!" button in the status column.

STEP 3 Open the export in the bottom left corner of your screen.



## Program Administrator Access Resource Instructions

STEP 4 Save report to EXCEL and sort by either MBRSHIP END DATE , DOB or Last Name. First identify anyone that has an expiration date prior to the end of the season and look for anyone that is missing from your group. Send an email to all that need to [join or renew](#).

STEP 5 Identify anyone that is no longer with your program.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	COMMITTEE	ID	DOB	FirstName	MiddleName	LastName	NickName	Suffix	Gender	HomeEmail	HomePhone	Address1	Address2	City	State
2	2569640													Baltimore	MD
3	2569640													Lutherville	MD
4	2569640													Eldersburg	MD

	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
1	State	Zip	Graduation	Members	Participate	Participate	Participate	Rulebook	Guardian	FirstName	LastName	Relationship	GuardianF	GuardianE	GuardianC	YouthUp	TeamPost	MBRSHIP_END_DATE	
2	MD	21213-2804		Adult	N	Y	N	BBOOK								N	COACH	#####	
3	MD	21093-5338		Adult	N	Y	N	MBOOK								N	COACH	#####	
4	MD	21784-6776		Adult	Y	N	N									N	COACH	#####	

STEP 6 Click on the left box next to the people that are no longer associated with your organization and go to the bottom of the page and Click on the Remove from Program/Team. This will clean up your view to better enable you to look at current participants and ensure that their membership is valid through the end of your season.

## Program Administrator Access Resource Instructions

Program Administrator, Coach or Primary Contact

Actions: Select

Manage Program/Team:

Lutherville Lacrosse

Validation Export

Group Registration Export

<input type="checkbox"/>	<a href="#">CustomerId</a>	<a href="#">Name</a>	Position	<a href="#">Chapter</a>	<a href="#">Membership Expire</a>	<a href="#">Status</a>
<input type="checkbox"/>			<span>Player</span>	Greater Baltimore Chapter	10/31/15	Active
<input type="checkbox"/>			<span>Player</span>	Greater Baltimore Chapter	09/30/15	Active
<input checked="" type="checkbox"/>			<span>Player</span>	Greater Baltimore Chapter	12/31/14	Expired
<input checked="" type="checkbox"/>			<span>Coach</span>	Northern California Chapter of US Lacrosse	03/31/16	Active
<input type="checkbox"/>			<span>Player</span>	Greater Baltimore Chapter	09/30/15	Active
<input type="checkbox"/>			<span>Player</span>	Greater Baltimore Chapter	12/31/15	Active
<input type="checkbox"/>			<span>Player</span>	Greater Baltimore Chapter	05/31/15	Active
<input type="checkbox"/>			<span>Player</span>	Greater Baltimore Chapter	03/31/15	Active
<input type="checkbox"/>			<span>Player</span>	Greater Baltimore Chapter	02/28/15	Active
<input type="checkbox"/>		Satchn	<span>Player</span>	Greater Baltimore Chapter	09/30/15	Active

Remove from Program/Team

Add/Edit Program/Team Participants

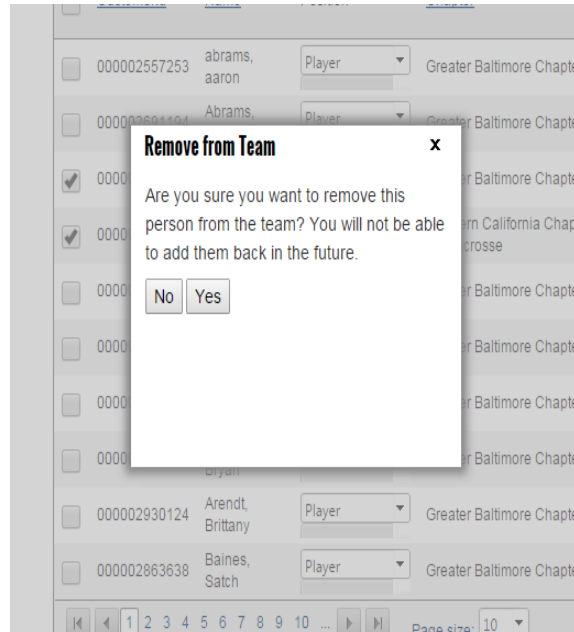
☐ Player or Chaperone

Contact us!

STEP 6 Select Yes to remove from current view, participant will be saved in as past participant for future reference. We are working towards adding an additional export so that you can invite Alumni to come back for an alumni game, outing or to help coach.



## Program Administrator Access Resource Instructions

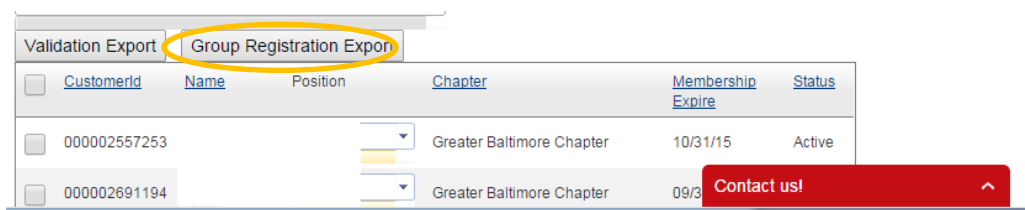


## Program Administrator Access Resource Instructions

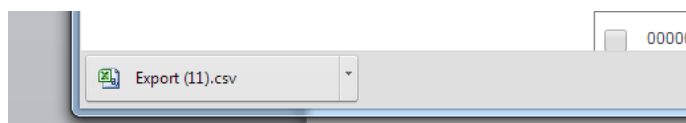
### III. Group Registration

STEP 1- Go to Program Team Management , Click on Program Administrator radial and select the Program/Team you wish to manage.

STEP 2 - Click on the Group Registration Export Tab.



STEP 3 Open the export in the bottom left corner of your screen.



STEP 4 Save report to EXCEL and sort by either MBRSH END DATE , DOB or Last Name. First identify anyone that is no longer associated with your group and delete from sheet. Next identify anyone who has already renewed their membership and has an expiration date past the end of your season. Finally add any new participants to this spreadsheet and email to group-processing@uslacrosse.org and submit one payment for all players and coaches with credit card called into 410-235-6882, ext. # 102, or with a check mailed to US Lacrosse, Group Membership, 113 W. University Parkway, Baltimore, MD 21210. Hard-copy membership forms and excel templates may be mailed to the same address, if need be. Note: If you choose not to mail hard-copy membership forms to US Lacrosse, by law you or another representative of your group must retain the forms either in hard copy or electronically for a period of seven years.

STEP 5 Finally, identify anyone that is no longer with your program.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	COMMITTEE	ID	DOB	FirstName	MiddleName	LastName	NickName	Suffix	Gender	HomeEmail	HomePhone	Address1	Address2	City	State
2	2569640													Baltimore	MD
3	2569640													Lutherville	MD
4	2569640													Eldersburg	MD

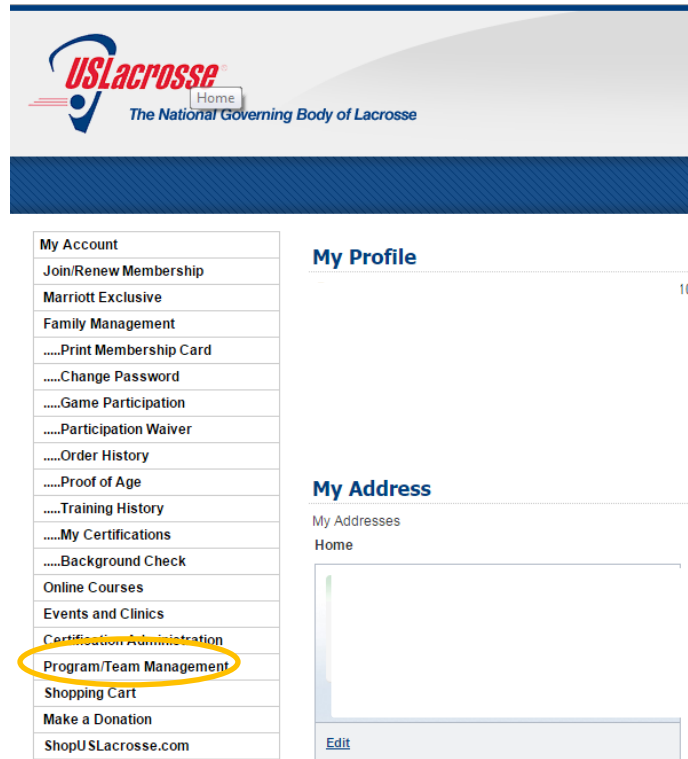
	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	
1	State	Zip	Graduation	Members	Participated	Participated	Participated	Rulebook	Guardian	FirstName	LastName	Relationship	GuardianF	GuardianE	GuardianL	YouthUp	TeamPost	MBRSH	END_DATE	
2	MD	21213-2804		Adult	N	Y	N	BBOOK								N	COACH	#####		
3	MD	21093-5338		Adult	N	Y	N	MBOOK								N	COACH	#####		
4	MD	21784-6776		Adult	Y	N	N									N	COACH	#####		

STEP 6 Click on the left box next to the people that are no longer associated with your organization and go to the bottom of the page and Click on the Remove from Program/Team. This will clean up your view to better enable you to look at current participants and ensure that their membership is valid through the end of your season.

# Program Administrator Access Resource Instructions

## IV. Coaches Certification Information

STEP 1 STEP 1: Go to PROGRAM/TEAM MANAGEMENT on your PROFILE PAGE:

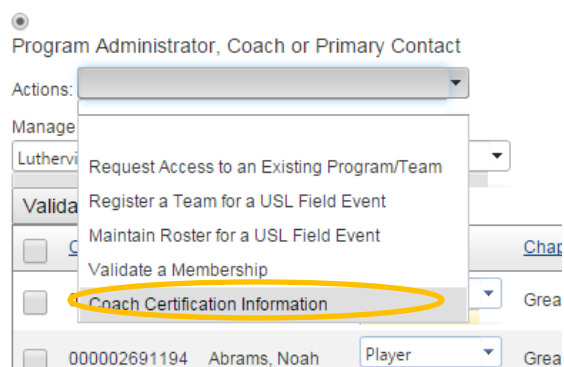


STEP 2: Select Program Administrator Radial

STEP 3: Select Coaches Certification Information from the dropdown

### Program/Team Management

Select from one of the following roles. Note that each role has



# Program Administrator Access Resource Instructions

## STEP 4: Read Explanation of Data on Screen

### Coach Certification and Training Information

On this page you will find current and past coach participants within your program and their certifications and individual training activities.

- A member of your program needs to have identified themselves as part of this program to appear on this listing.
- A member of your program needs to have a Position of Coach on the Program/Team management screen in order to appear here.
- Your coaches may appear several times in this list. Export your data to Microsoft Excel to sort more specifically.

### Viewing the Data:

- Export the training data for ease of filtering and sorting your coaches using the Microsoft Excel
- You may click on any column header to sort the list in either ascending or descending order.

### Explanation of the Data:

**CRT**--In the Type Column, CRT means a certification, and the description column tells you which certification. A certification is an accumulation of all of USL's individual training requirements for that certification

**TNT**--In the Type Column TNT means a specific training has been taken. The description tells you what training it was. Trainings are NOT certifications.

### Background Status

Background Status means the status of a coach's NCSI background screening through US Lacrosse. If the column is blank, this means that the coach does not have a green light (passed screening) on record with US Lacrosse.

Have questions using this page? Call USL at (410) 235-6882, ext 131. [Click here to download the user guide for this page.](#)

Listed below are the current and past coach participants within this organization.

You may click on a column header to sort the list in either ascending or descending order.

Program/Team:

Lutherville Lacrosse

Contact USL

## STEP 5 Click on Export tab

Program/Team:

Lutherville Lacrosse

Export

<a href="#">Customer Id</a>	<a href="#">Name</a>	<a href="#">Type</a>	<a href="#">Description</a>	<a href="#">CRT Status</a>	<a href="#">Date</a>	<a href="#">Background Status</a>	<a href="#">Background Expire</a>
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## STEP 6 Open Export in EXCEL and filter by specific Certification piece.