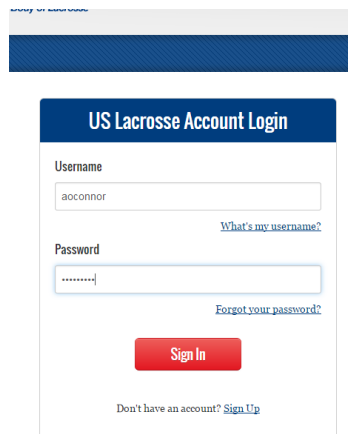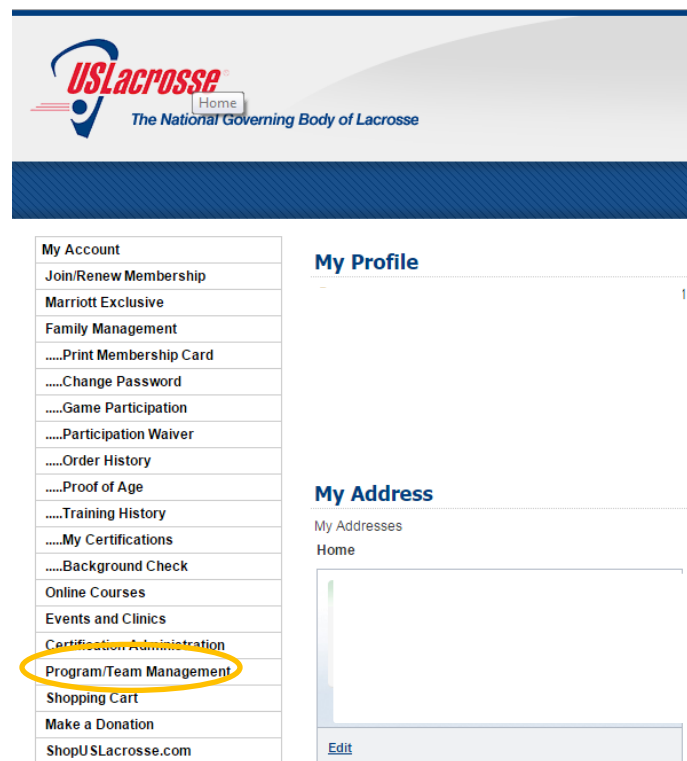# Program Administrator Access Resource Instructions

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.

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

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

Program Administrator Access Resource Instructions

STEP 2: Select Program Admnistrator Radial

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

Program Administrator Access Resource Instructions

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

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.

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

Search Again | Request Management Access

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.

STEP 2. Click on the Group Registration Export Tab.

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 MBRSHP 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	COMMITTE	ID	DOB	FirstName	MiddleNa	LastName	NickName	Suffix	Gender	HomeEma	HomePho	Address1	Address2	City	S
2	2569640													Baltimore	N
3	2569640													Lutherville	N
4	2569640													Eldersbur	N

	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
1	State	Zip	Graduatio	Membersl	Participati	Participati	Participati	Rulebook	Guardian	FirstName	LastName	Relationsl	GuardianF	GuardianE	GuardianD	YouthUpg	TeamPost	MBRSHP_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 |

☐	CustomerId	Name	Position	Chapter	Membership Expire	Status
☐			Player ▼	Greater Baltimore Chapter	10/31/15	Active
☐			Player ▼	Greater Baltimore Chapter	09/30/15	Active
☑			Player ▼	Greater Baltimore Chapter	12/31/14	Expired
☑			Coach ▼	Northern California Chapter of US Lacrosse	03/31/16	Active
☐			Player ▼	Greater Baltimore Chapter	09/30/15	Active
☐			Player ▼	Greater Baltimore Chapter	12/31/15	Active
☐			Player ▼	Greater Baltimore Chapter	05/31/15	Active
☐			Player ▼	Greater Baltimore Chapter	03/31/15	Active
☐			Player ▼	Greater Baltimore Chapter	02/28/15	Active
☐		Satch	Player ▼	Greater Baltimore Chapter	09/30/15	Active

|◄ ◄ 1 2 3 4 5 6 7 8 9 10 ... ► ►| Page size: 10 ▼   255 items in 26 pages

| 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.
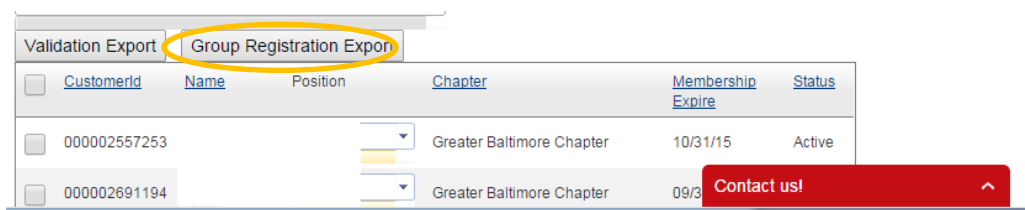
Program Administrator Access Resource Instructions
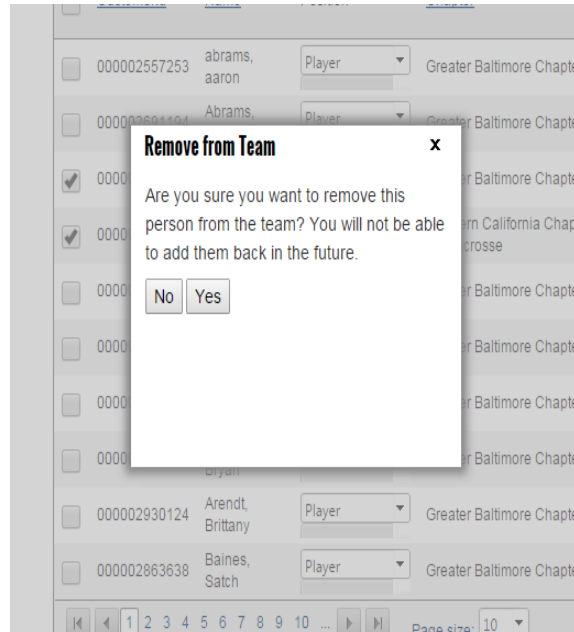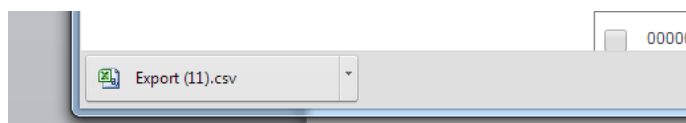
Program Administrator Access Resource Instructions

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 MBRSHP 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.

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:
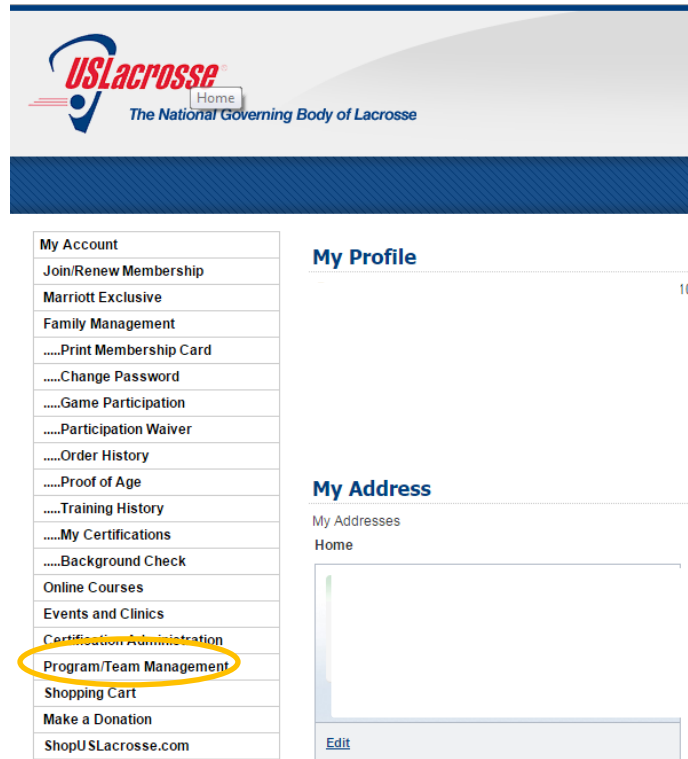
STEP 2: Select Program Admnistrator Radial

STEP 3: Select Coaches Certification Information from the dropdown

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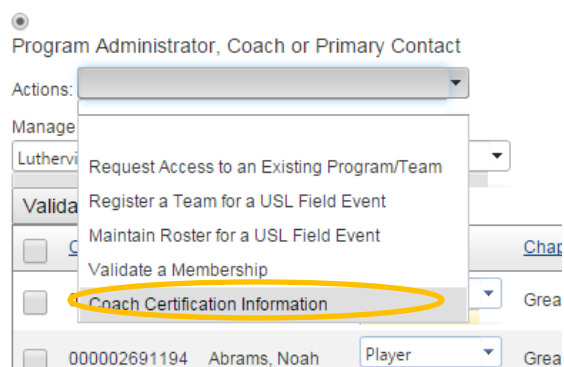
- A member of your program needs to have identified themselves as part of this program to appear on this listing.
- A member of your program needs to have a Position of Coach on the Program/Team management screen in order to appear here.
- Your coaches may appear several times in this list. Export your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

STEP 5 Click on Export tab

Program/Team:

Lutherville Lacrosse ▼

Export

Customer Id	Name	Type	Description	CRT Status	Date	Background Status	Background Expire

STEP 6 Open Export in EXCEL and filter by specific Certification piece.