



TOKYO 2020

SPORT ENGINE GUIDE FOR CLUBS, ASSOCIATIONS AND ZONES

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 - ACCOUNTS

PERSONAL ACCOUNTS

- <https://my.sportengin.com/user>
- All sport engine accounts are set up under each individual, no sport engine account will be associated with a club, association or zone.
- The only individuals listed in your personal account, under household, should be those living under your same roof.
 - if you have additional names listed, please email baylee@usaartisticswim.org
- Your personal account will show your membership and eligibility requirements for the membership type you have, under household.
- For more information on your personal account, please use the other guide.

SPORT ENGINE HELP

sportengine



Baylee Robinson

Home

Household

Schedule

Teams

Bills

Registrations

Apps

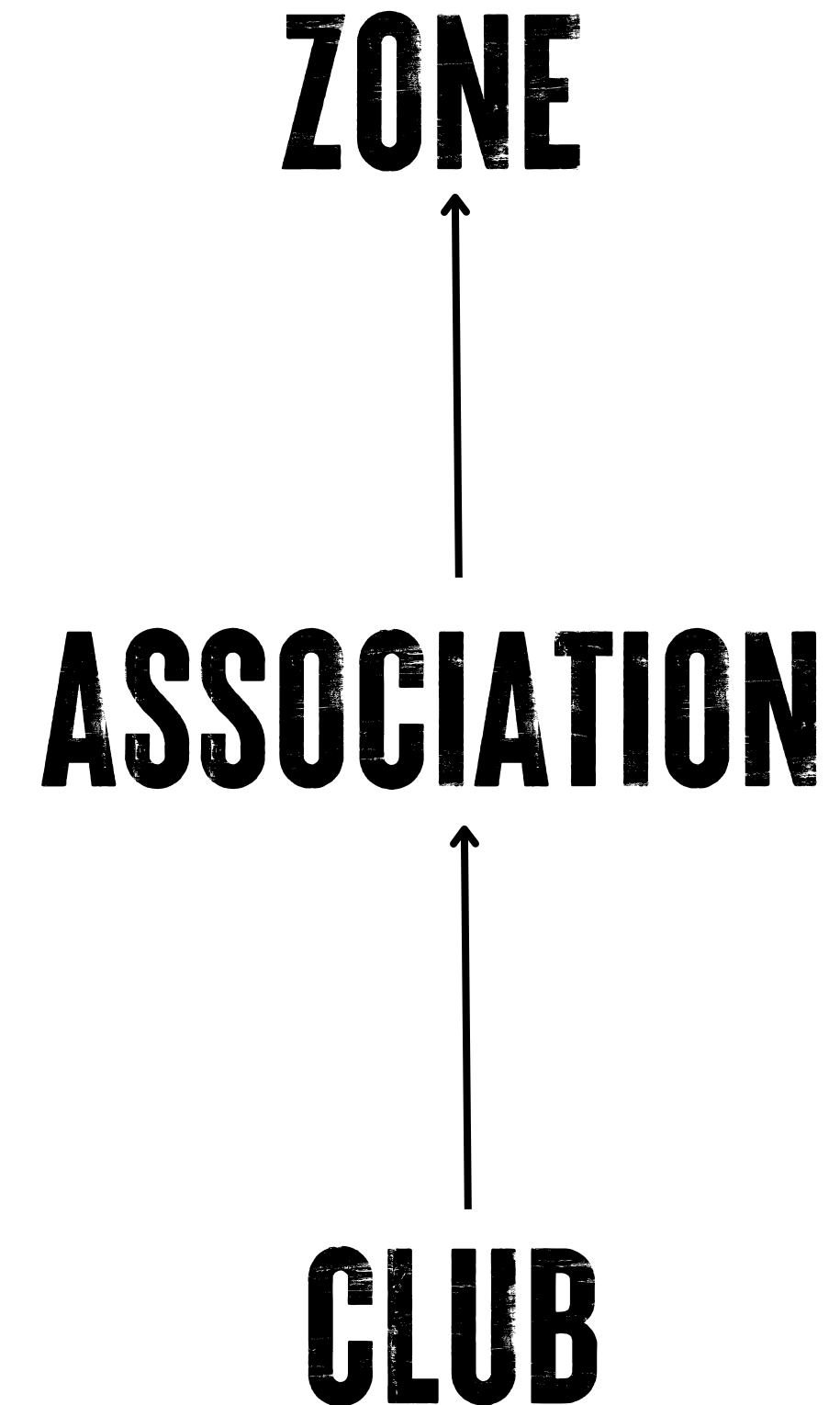
Settings

Home

SPORT ENGINE - HQ ACCOUNTS

HQ ACCOUNTS

- Every club, association and zone will have a personalized HQ account
- Clubs:
 - Clubs will use these accounts to purchase memberships, track memberships, add members to a directory, send a public club assignment and view eligibility of each member.
- Associations and Zone:
 - Associations and zones will ONLY have access to HQ pages to view members in their zone/association.
 - **NEVER** purchase a membership, add someone to a directory or send purchase link through these HQ pages
 - These HQ pages will only show clubs with an affiliation to that zone or association.



SPORT ENGINE - HOW TO ACCESS HQ ACCOUNTS

HQ ACCOUNT

- <https://my.sportngin.com/user>
- Select "My Organizations"
- Select the club/association/zone name

CLUB HQ ACCOUNT WILL USE:

- Members/Directory
 - check membership
 - generate reports
- USA Artistic Swimming
 - Membership & Eligibility Search
 - Governing Season (wont work)

CLUB HQ ACCOUNT WILL USE:

- USA Artistic Swimming
 - Membership & Eligibility Search

The screenshot shows the SportsEngine HQ dashboard for a user named Baylee. The dashboard is for an "Unaffiliated Club" and displays the following information:

- Header:** "Good afternoon, Baylee" and "Here are the latest updates for Unaffiliated Club."
- Stats:** Total members: 132, Invoiced in 2022: \$0.00. A button "REQUEST A WEBSITE" is visible.
- Navigation:** A sidebar menu on the left includes: Home, Members, USA Artistic Swimming, Financials, Registration, Competition, Promotion, Website, Safety, and Settings.
- Content:** "Your Quick Start Guide" section with a "Get to Know SportsEngine" video player. The video content includes: "See what you can do with SportsEngine", "Welcome! We're excited to help you build stronger relationships with your members, grow your programs, and streamline administrative tasks.", and "Please watch this quick video overview of the steps you'll need to take to get your organization up and running in SportsEngine HQ."
- Dropdown Menu:** A "My Organizations" dropdown menu is open, showing: USA Artistic Swimming, CLUB DEMO, and USA Artistic Swim CLUB DEMO 2. Below it are "MY TEAMS" with "CC Team" and "View all teams".
- Footer:** "Need Help?" button on the right side.

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

SPORT ENGINE - CLUB HQ ACCOUNT ONLY

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

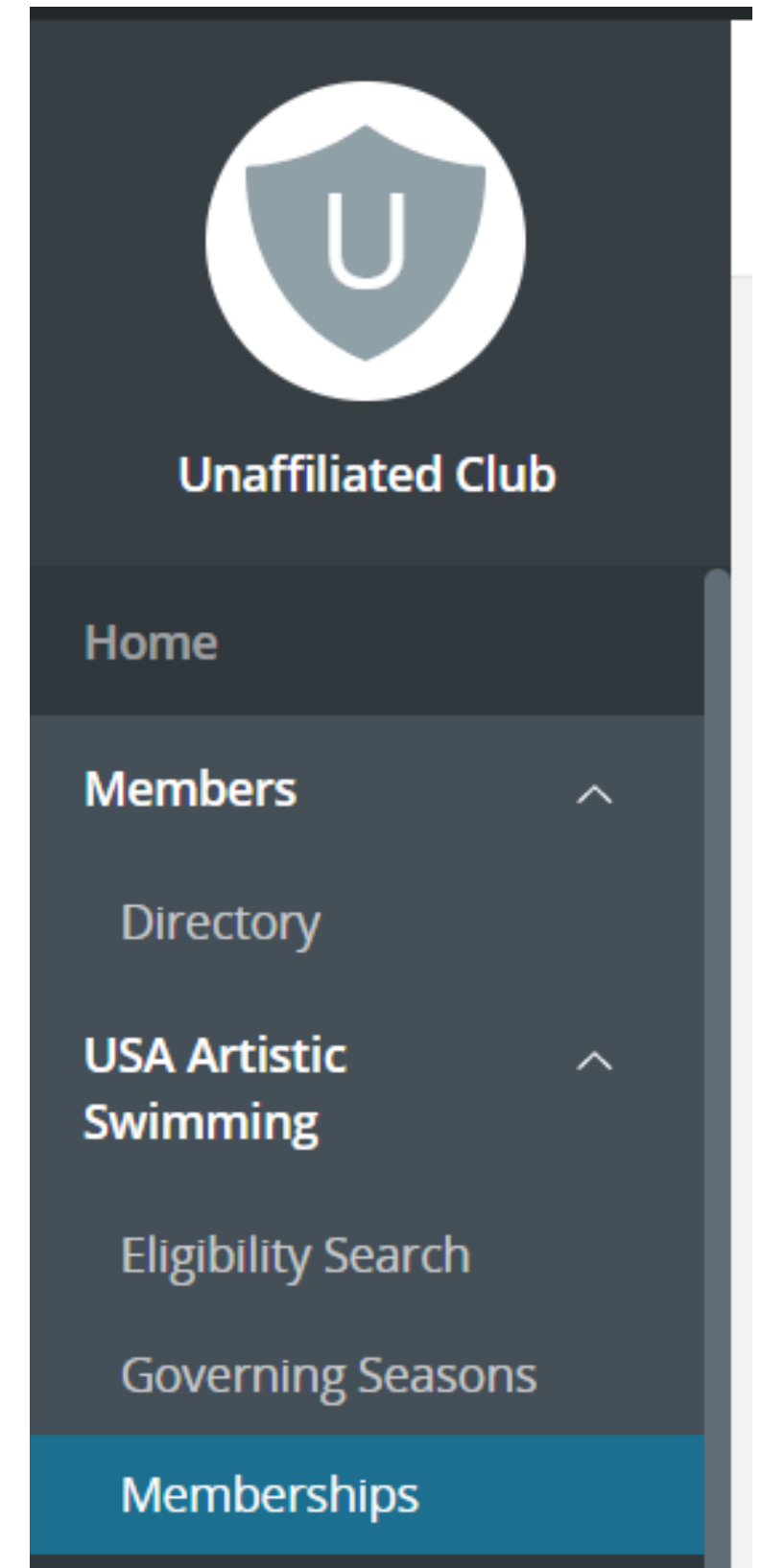
ZONE & ASSOCIATIONS WILL NOT
USE ANY FUNCTIONS ON THIS PAGE

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
 - All public club assignment links are also posted [HERE](#)

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

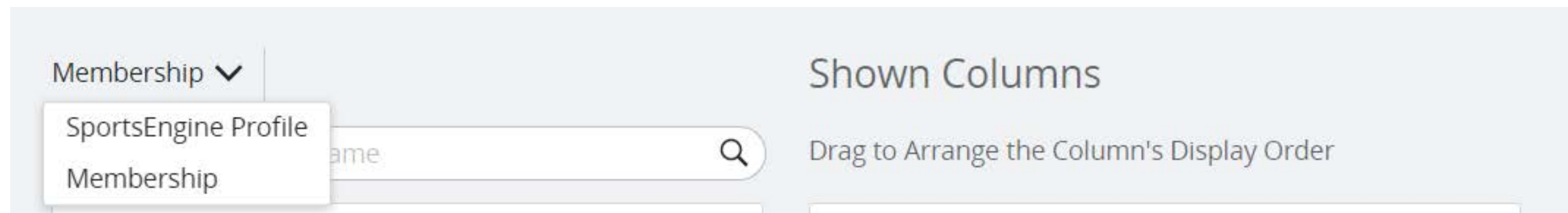
CREATING A REPORT TO VIEW AND EDITING VIEW

- 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



ZONE & ASSOCIATIONS

WILL NOT USE ANY
FUNCTIONS ON THIS
PAGE. THIS FUNCTION
WILL BE AVAILABLE AT A
LATER TIME.



ZONE, ASSOCIATION AND CLUB HQ ACCOUNT

CHECKING MEMBERSHIP ELIGIBILITY - CLUBS ONLY!

- 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

CHECKING MEMBERSHIP ELIGIBILITY - ALL HQ ACCOUNTS

- Option 1 - Eligibility Search
 - type the name of the individual you need to check
- Option 2 - Memberships (recommended)
 - Select the membership type by clicking three dots, view eligible/ineligible
 - Click each name to review what is still missing
 - check the dot next to teach name to send reminders

REQUIREMENTS TRACKED ON [CERTIFICATION LIST](#)

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

ZONE, ASSOCIATION AND CLUB HQ ACCOUNT

ASSIGNING ADMIN TO THE HQ PAGE

- You can add multiple admins to your HQ page, manage and remove admins at anytime.
- This is the only time a Zone or Association should manually add someone to their directory
- Members - Directory
 - search for the name or add person
 - click their name
 - select permissions
 - click edit tool
 - select the access level

The screenshot shows a user management interface with the following elements:

- Navigation tabs: Profile, Memberships, Credentials, Registration History, Roster History, and **Permissions** (selected).
- Modal window: **Edit Roles and Permissions** (with a close button 'X').
- Permission Level: Full Access, Limited Access, No Access.
- Additional Permissions: USA Artistic Swimming Access. Description: Access to manage/view USA Artistic Swimming memberships and governing seasons. Dropdown menu: Manage.
- Role: Input field containing 'Other' with a clear button 'X'.
- Buttons: CANCEL, SAVE.

FAQ

- Pending Membership: when you add a member to your directory, they are sent an invite to join your club. The status will remain pending until they accept your club affiliation - Club HQ accounts only
- Upgrading Membership: if a member or club director purchased the wrong membership or needs to upgrade, the process remains the same. The system will automatically notice the individual already has a membership and will charge the difference for the upgrade/membership change.
- Athlete Transfers: when an athlete transfers from one club to another, USAAS staff has to manually change their affiliation. If a transfer has been approved and the new athlete doesn't appear, please message memcoord@usaartisticsswim.org

**ADDITIONAL RESOURCES AND VIDEOS WILL BE ADDED TO
THE CLUB RESOURCE PAGE ON THE USAAS WEBSITE.**

QUESTIONS?



BAYLEE ROBINSON

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WE MOVE AS ONE