

Welcome

Create your Account and begin using the USA Wrestling Membership System.

- Claim/Create your Profiles
- Join USA Wrestling as an Athlete, Coach, or Official
- Charter your Club
- Sanction your Events

CREATE FREE ACCOUNT



E-Mail Address

Password

☐ Remember Me

[Forgot Your Password?](#)

LOGIN

USA Wrestling Membership System

User Guide

© September 2017

Table of Contents

Introduction	2
Creating An Account	3
Why do I need an account?	4
What happened to my data from the old system?	4
Why do you need my birthdate for an account?	4
Profile Management	5
Claiming a profile	6
Creating a new profile	7
How do I update my profiles?	9
How do I remove a profile from under my account?	9
What does the primary mean?	10
What are the bubbles under Athlete, Coach, Official, BG Check, SS Check?	10
What are club affiliations?	11
Purchasing A Membership	11
Purchase for my profile	12
Purchase for a profile I do not have claimed	12
Why does it say I need a background check to purchase?	14
Why does it say I need a SafeSport certification to purchase?	14
How do I print my membership card?	14
How do I purchase a hard card?	16
How do I verify memberships for others within USA Wrestling?	17
Club Charters	18
How do I charter a club?	18
How do I add additional insured entity(s)?	19
How do I renew a club charter?	20
How do I renew an additional insured entity(s)?	21
How do I print my club charter recognition certificate?	21
Why do I get an error that the club director has to have a current membership? ..	22
What are club positions tab for?	22
What are club permissions tab for?	23
What is the club members tab for?	24
What is the club uploads tab for?	25
Event Sanctions	26
How do I sanction as event?	26
How do I add additional insured entity(s) for my event?	28
Shopping Carts	29
Payment History	31
Account Info	32
How do I update the information on my account?	32
How do I reset my password?	33
Report Misconduct	35

Introduction

The USA Wrestling Membership System has been updated and now offers its members the chance to manage all their family and team profiles under one account.

The system now has the following workflow that will describe in detail within this document:

- Create an account on the system
- Claim or create profile(s) for you, your family, or teams
- Purchase memberships for your profile(s)
- Charter your club(s) and manage your additional insureds
- Sanction your event(s) and manage your additional insureds

The system maintains historical data from the previous system and once you have claimed your old profiles you will be able to see your past memberships as well as your past payment history.

The USA Wrestling Membership System does this all with an easy-to-use interface that helps you manage every aspect of your memberships.

Creating An Account

Creating an account is the first step to entering the USA Wrestling Membership System. You will be asked to give us some basic details to start your account. USA Wrestling is a COPPA compliant website and as such we cannot allow accounts for anyone under the age of 13, so we ask that parents and coaches create the accounts and claim their child/wrestler's profiles. Once the profile is claimed it cannot be claimed by anyone else until it has been released.

Create your account

Create your Account and begin using the USA Wrestling Membership System.

Once created be sure to take advantage of the following.

- Claim/Create your Profiles
- Join USA Wrestling as an Athlete, Coach, or Official
- Charter your Club
- Sanction your Events

BACK

Create Account

First Name

Last Name

Date of Birth

You must be 13 years of age or older to create a profile.

State

E-Mail Address

Password

Confirm Password

CREATE FREE ACCOUNT

Why do I need an account?

Due to the new system changes and the site being COPPA compliant we now require that all accounts that have access to the website and the profile(s) within the site only be for people above the age of 13. The new system has all your old data held as profile(s) that you will claim or create once you have an account. This is new to the system so creating your account is your first step.

What happened to my data from the old system?

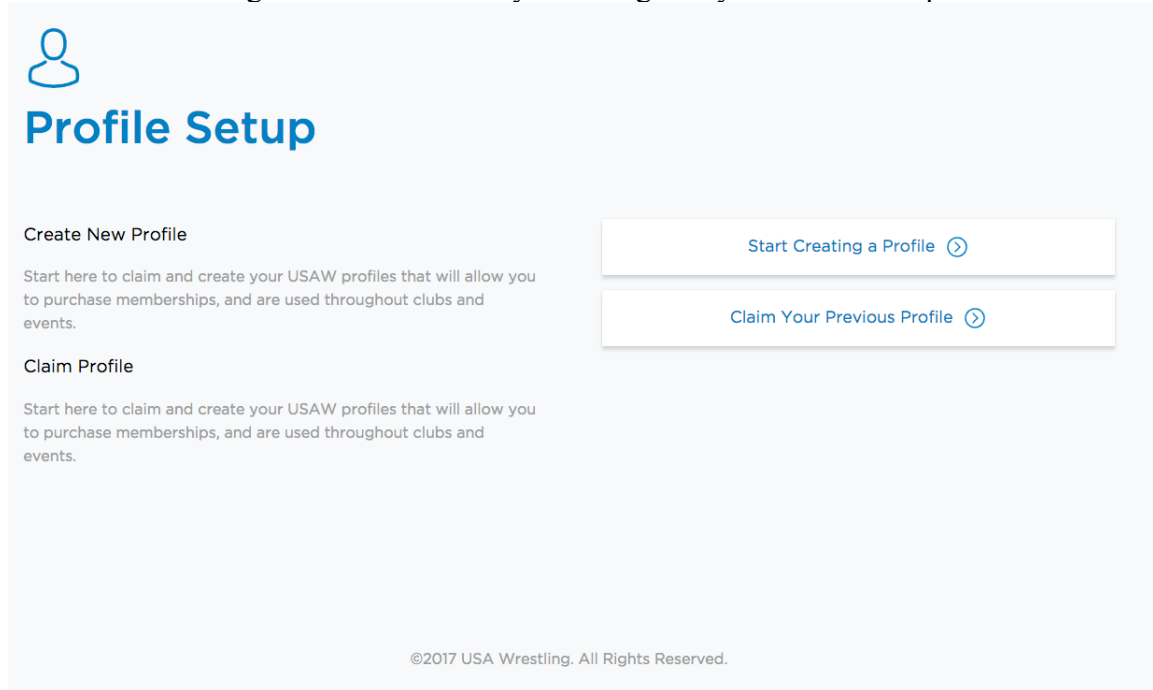
USA Wrestling pulled over your old data as profile(s) and memberships within the new membership system. After you create an account you will be able to “Claim” your old profile using your USAW ID or by searching by your name, state, and birthdate. The new system allows you to claim your whole family so there is only one account needed to manage everything your family does within USA Wrestling.

Why do you need my birthdate for an account?

The Children’s Online Privacy Protection Act (COPPA) was enacted in 1998 by the US Congress. The primary goal of COPPA is to allow parents to have control over what information is collected from their young children online. On July 1, 2013, a new rule concerning COPPA went into effect. The new rule applies to operators of commercial websites directed to children under 13 that collect, use, or disclose personal information from children. Because we do not engage in any such collection use or disclosure, this website is exempt from certain COPPA regulations, including the parental permission requirements. In order to ensure that we are not collecting information from people under the age of 13 we require that all account report to us a birthdate during the account creation.

Profile Management

After creating your account you can now click Profiles in the top menu in order to go to the profiles management screen. Profiles are the backbone of the USA Wrestling Membership System and is where all your personal information is stored in the system. This information is used in purchasing memberships, managing club charters, and event sanctions. You should keep all profile(s) updated frequently as this is the information that USA Wrestling will use to contact you throughout your membership seasons.



The screenshot shows the 'Profile Setup' page. At the top left is a blue outline icon of a person's head and shoulders. Below it, the text 'Profile Setup' is displayed in a large, bold, blue font. Underneath this, there are two main sections. The first section is titled 'Create New Profile' in bold. Below the title is a paragraph: 'Start here to claim and create your USAW profiles that will allow you to purchase memberships, and are used throughout clubs and events.' To the right of this text is a white button with a blue border containing the text 'Start Creating a Profile' followed by a blue right-pointing arrow. The second section is titled 'Claim Profile' in bold. Below the title is a paragraph: 'Start here to claim and create your USAW profiles that will allow you to purchase memberships, and are used throughout clubs and events.' To the right of this text is a white button with a blue border containing the text 'Claim Your Previous Profile' followed by a blue right-pointing arrow. At the bottom center of the page, there is a small copyright notice: '©2017 USA Wrestling. All Rights Reserved.'

Profile Setup

Create New Profile

Start here to claim and create your USAW profiles that will allow you to purchase memberships, and are used throughout clubs and events.

[Start Creating a Profile ➔](#)

Claim Profile

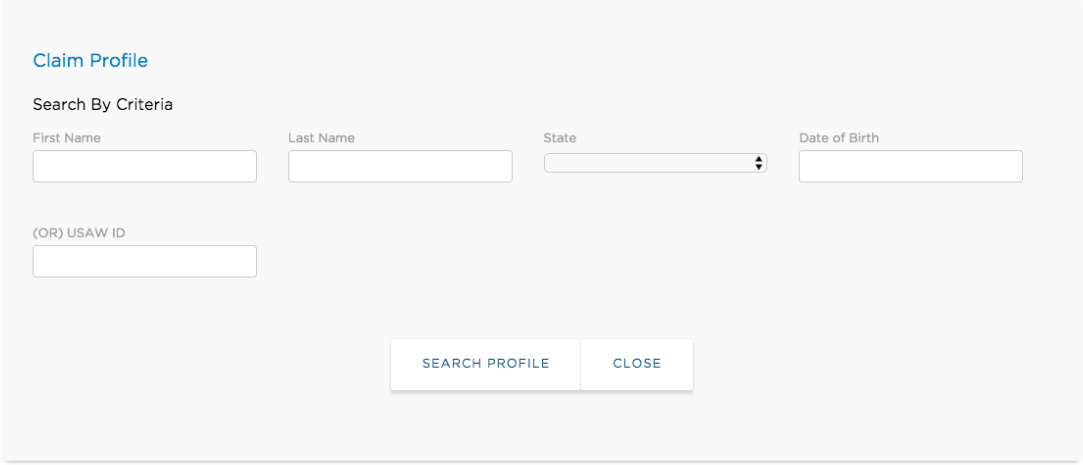
Start here to claim and create your USAW profiles that will allow you to purchase memberships, and are used throughout clubs and events.

[Claim Your Previous Profile ➔](#)

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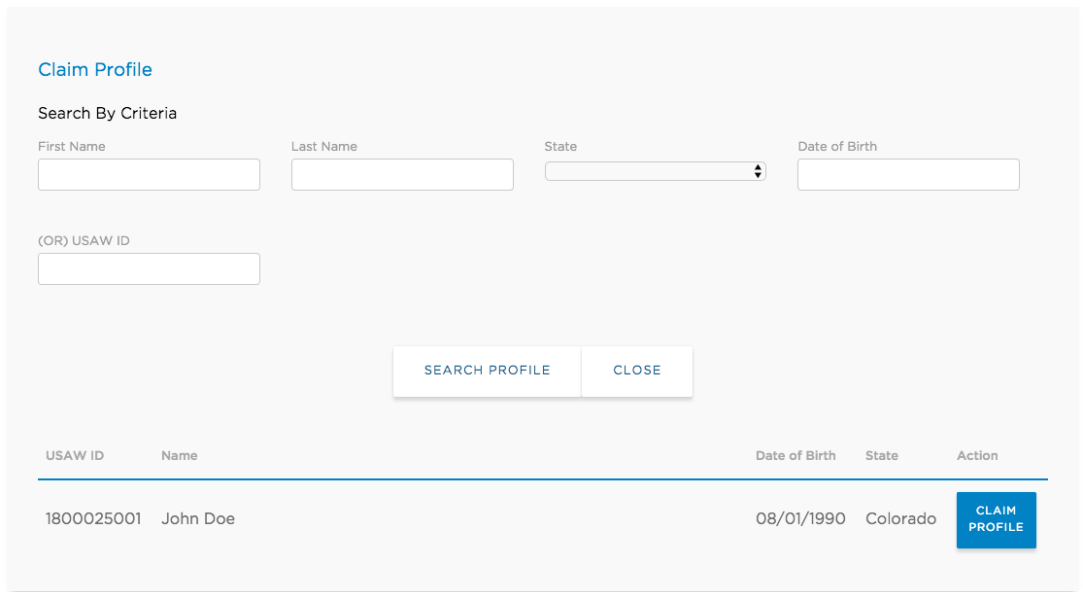
Claiming a Profile

Click on “Claim Your Previous Profile” and search for your child or children as well as your personal profile in order to claim it. You can search by entering the first name, last name, state, and date of birth, or you can provide us with your USAW ID.



The screenshot shows a web form titled "Claim Profile" in blue text. Below the title is the heading "Search By Criteria". There are four input fields: "First Name", "Last Name", "State" (a dropdown menu), and "Date of Birth". Below these is an alternative search option labeled "(OR) USAW ID" with a single input field. At the bottom of the form are two buttons: "SEARCH PROFILE" and "CLOSE".

After the search your results will be displayed as shown below and you can click “Claim Profile” to add it to under your account.



The screenshot shows the same "Claim Profile" form, but with search results displayed below the search buttons. The results are presented in a table with the following columns: USAW ID, Name, Date of Birth, State, and Action. One result is shown: USAW ID 1800025001, Name John Doe, Date of Birth 08/01/1990, State Colorado. In the Action column for this result, there is a blue button labeled "CLAIM PROFILE".

USAW ID	Name	Date of Birth	State	Action
1800025001	John Doe	08/01/1990	Colorado	CLAIM PROFILE

Once claimed under your account it will display in the “My Profiles” table and allow you to start managing your membership(s), club(s), and event(s), under that profile. Any previous clubs and events will now start populating for you.

My Profiles										CLAIM PROFILE	NEW PROFILE
USAW ID	Name	Gender	Date of Birth	State	Primary	Athlete	Coach	Official	BG Check	Remove	
1800025001	John Doe	M	08/01/1990	Colorado							

Creating a new Profile

If this is your first time with USA Wrestling and you have never had a membership previously then you will need to create yourself and/or your child and or children a profile as the first step towards becoming a member. Click on “Start creating a Profile” and giving us **your** contact information, gender, and date of birth.

Create New Profile

Personal Details

First Name

Last Name

E-Mail Address

Phone

Date of Birth

Gender

Address Details

Address Line 1

Address Line 2

City

State

Zip Code

☒ Send me USAW and/or USAW news and/or announcements
 ☒ Send our magazine and other mailings

CREATE PROFILE

CLOSE

If the profile you are creating is under the age of 18 you will be prompted to provide parent contact information as well.

Create New Profile

One last step to finish this profile!!

Parent/Guardian Details

Parent 1 First Name

Parent 1 Last Name

Parent 1 E-Mail Address

Parent 2 First Name

Parent 2 Last Name

Parent 2 E-Mail Address

CREATE PROFILE

CLOSE

Once created it will be added under your account and it will display in the “My Profiles” table and allow you to start managing your membership(s), club(s), and event(s) under that profile.

My Profiles							CLAIM PROFILE		NEW PROFILE		
USAW ID	Name	Gender	Date of Birth	State	Primary	Athlete	Coach	Official	BG Check	Remove	
1800025001	John Doe	M	08/01/1990	Colorado	☒	☒	☐	☐	☐	X	
1800025101	Jane Doe	F	08/29/2017	Colorado	☐	☒	☐	☐	N/A	X	

How do I update my Profiles?

From the profile(s) listed under the “My Profiles” table simply click on the profile in the table that you are wanting to edit. The profile will load as seen below, you will have the options to View Profile, Edit Profile, Bio Details, Add Club Affiliation(s), and view the Profiles Membership History.

John Doe

View Profile

Edit Profile

Bio Details

Add Club Affiliation(s)

History

Personal Details

Name

John Doe

Email

jdoe@usawrestling.org

Date of Birth

08/01/1990

Background Check

Expired

[Begin New Background Check](#)

Contact

123 Nowhere Ln
Colorado Springs, CO 80829
(555) 555-5555

CLOSE

How do I remove a Profile from under my Account?

Clicking the X under the remove column on the “My Profiles” table will release that profile to be claimed by others within the system. Until this happens the profile cannot be claimed by any other individual.

My Profiles											CLAIM PROFILE	NEW PROFILE
USAW ID	Name	Gender	Date of Birth	State	Primary	Athlete	Coach	Official	BG Check	Remove		
1800025001	John Doe	M	08/01/1990	Colorado	☒	☒	☒	☒	☒	☒		
1800025101	Jane Doe	F	08/29/2017	Colorado	☐	☒	☒	☒	N/A	☒		

What does the primary mean?

The primary radio button on the “My Profiles” table specifies which profile is the primary for your account. As you move through out the system we will use that profile to pre-fill contact data as needed.

My Profiles						CLAIM PROFILE		NEW PROFILE		
USAW ID	Name	Gender	Date of Birth	State	Primary	Athlete	Coach	Official	BG Check	Remove
1800025001	John Doe	M	08/01/1990	Colorado	☒					
1800025101	Jane Doe	F	08/29/2017	Colorado	☐				N/A	

What are the bubbles under Athlete, Coach, Official, BG Check?

The bubbles you see are an easy way to check your profiles and their membership status. Below is a key that explains the color coding.

Athlete:

- Red = Expired Membership
- Green = Full or Traditional Athlete Membership
- Yellow = Limited Folkstyle Athlete Membership
- Blue = Open License Membership
- Grey = High Performance Athlete Membership

Coach:

- Red = Expired Membership
- Green = Current Year Membership

Official:

- Red = Expired Membership
- Green = Current Year Membership

BG Check:

- Red = No Background Check or the Background Check is Expired
- Green = Has a Current Background Check
- N/A = The Profile birthdate is under age and a Background check is not required

SS Check:

- Red = No SafeSport certification
- Green = Has completed the safe sport certification

What are Club Affiliations?

Club affiliations are a way for you to tie your profile to the clubs that you or your family attends and participate under. By affiliating your profiles with clubs, those club administrators have the ability to help manage your profiles and memberships without having to claim them. You can add as many affiliations as you would like. Your primary affiliations will show up as your club listed on your membership.

Search for clubs by name and state, or by the Org ID if you know it. Just like claiming a profile once the search results are returned you can click “Affiliate Club” to add the club to your profile.

John Doe

View Profile Edit Profile Bio Details **Add Club Affiliation(s)** History

Search By Criteria

Club Name State OR USAW Org ID

Org ID	Name	State	Action
1809501	Mid State Wrestling Academy	GA	AFFILIATE CLUB

John Doe

View Profile Edit Profile Bio Details Add Club Affiliation(s) History

Personal Details

Name: John Doe
Email: jdoe@usawrestling.org
Date of Birth: 08/01/1990
Background Check: Expired
[Begin New Background Check](#)

Contact:
123 Nowhere Ln
Colorado Springs, CO 80829
(555) 555-5555

Current Club Affiliation(s)

Org ID	Name	State	Primary	Remove
1809501	Mid State Wrestling Academy	GA	☒	X

Purchasing A Membership

Under the memberships section of the system you can purchase and renew all your profile(s) membership(s). Here you can manage your athlete, coach, and official memberships.

Purchase for my profile

Clicking the “Purchase Membership” link will allow you to choose the profile you wish to purchase a membership for, then you can select your type of membership (Athlete, Coach, or Official) that you wish to purchase.

Purchase Membership

My Profiles

Search Profiles

Choose Profile For Membership

USAW ID	Name	Date of Birth	State	Action
1800025001	John Doe	08/01/1990	Colorado	PURCHASE
1800025101	Jane Doe	08/29/2017	Colorado	PURCHASE
1800025201	Dan Joe	08/29/2017	Colorado	PURCHASE

CLOSE

Purchase Membership

My Profiles

Search Profiles

Profile Data For Membership Purchase

Name

Email

Date of Birth

Contact

John Doe

jdoe@usawrestling.org

08/01/1990

123 Nowhere Ln
Colorado Springs, CO 80829
(555) 555-5555

Type of Membership for Purchase

Athlete Membership

Available Memberships

\$55.00 - Athlete - Open L

SAMPLE

USA

SAMPLE

John Doe

Athlete Membership

Colorado Springs, CO

Membership # 1800025001 ID# 08011990 Expires 08/01/2018

Sponsored by USA Wrestling Inc.

☐ Please include plastic membership card for \$10 to be mailed by USA Wrestling.

WIN

Magazine

☐ All members* of USA Wrestling receive 6 issues of USA Wrestler/WIN Magazine Edition FREE. By selecting this, you will receive 6 additional WIN Magazine editions in the months between the USA Wrestler for the price of \$18. (* = Limited Folkstyle athlete members receive only digital version of USA Wrestler.)

BACK TO PROFILE SELECTION

SAVE & CONTINUE TO CHECKOUT

CLOSE

USA Wrestling Membership System User Guide

12

Purchase for a profile I do not have claimed

To purchase a membership for a profile that you do not have claimed, after you click “Purchase Membership” you will click the “Search Profiles” tab and search for the name and state or USAW Id number of the profile you are wanting to purchase for. When the search results return you will need to click the “Purchase” link to load that profile for purchasing.

Purchase Membership

My Profiles Search Profiles

[Search By Criteria \(Help\)](#)

First Name: Last Name: State:

(OR) USAW ID:

USAW ID	Name	Date of Birth	State	Action
1800025101	Jane Doe	08/29/2017	Colorado	PURCHASE

Once loaded you can select your type of membership (Athlete, Coach, or Official) and the membership you want to purchase.

Purchase Membership

My Profiles Search Profiles

Profile Data For Membership Purchase

Name: Jane Doe Email: jdoe@usawrestling.org Date of Birth: 08/29/2017 Contact: 123 Nowhere Ln, Colorado Springs, CO 80829 (555) 555-5555

Parent Info: David Doe dmathews@usawrestling.org

Type of Membership for Purchase: Athlete Membership

Available Memberships: \$45.00 - Athlete - Full Att

☐ Please include plastic membership card for \$10 to be mailed by USA Wrestling.

WIN Magazine

☐ All members* of USA Wrestling receive 6 issues of USA Wrestling/WIN Magazine Edition FREE. By selecting this, you will receive 6 additional WIN Magazine editions in the months between the USA Wrestler for the price of \$18. (* = Limited Folkstyle athlete members receive only digital version of USA Wrestling.)

Why does it say I need a background check to purchase?

If you are receiving a message about needing a background to purchase the membership you are attempting to buy, it is because USA Wrestling requires that all coaches and officials must have a current background check in order to become a member. USA Wrestling provides the link to obtain the background check under the “View Profile” as well as within the message you have received. Once your background check is complete USA Wrestling will be notified and you will see the “BG Check” bubble turn green. At that time you can continue purchasing your Coach/Official Membership.

Why does it say I need a SafeSport certification to purchase?

If you are receiving a message about needing a SafeSport certification to purchase the membership you are attempting to, it is because USA Wrestling requires that all coaches and officials must have a SafeSport certification in order to become a member. USA Wrestling provides the link to obtain the s SafeSport certification under the “View Profile” as well as within the message you have received. Once your SafeSport certification is complete USA Wrestling will be notified and you will see the “SS Check” bubble turn green. At that time you can continue purchasing your Coach/Official Membership.

How do I print my membership card?

Printing your membership card can be done in one of two ways.

1. Under your memberships, if you click on the membership you are trying to print a card for you will then see a “Print Card” button. Clicking it will download a pdf with the membership so you can print it or save it to your phone or computer.

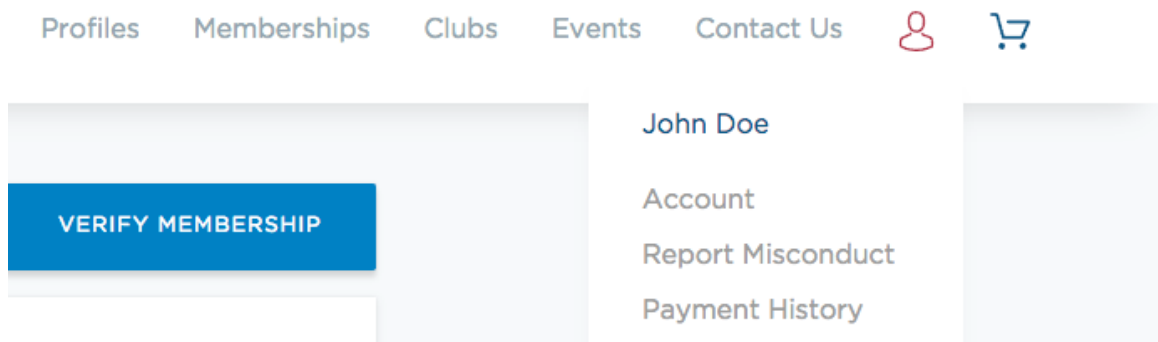
John Doe Athlete Membership

[Personal Details](#)

Name	Email	Date of Birth	Contact
John Doe	jdoe@usawrestling.org	08/01/1990	123 Nowhere Ln Colorado Springs, CO 80829 (555) 555-5555
Membership Type	Membership Year	Membership Expires	
Athlete - Open License Membership	2018	08/31/2018	

[PRINT CARD](#) [CLOSE](#)

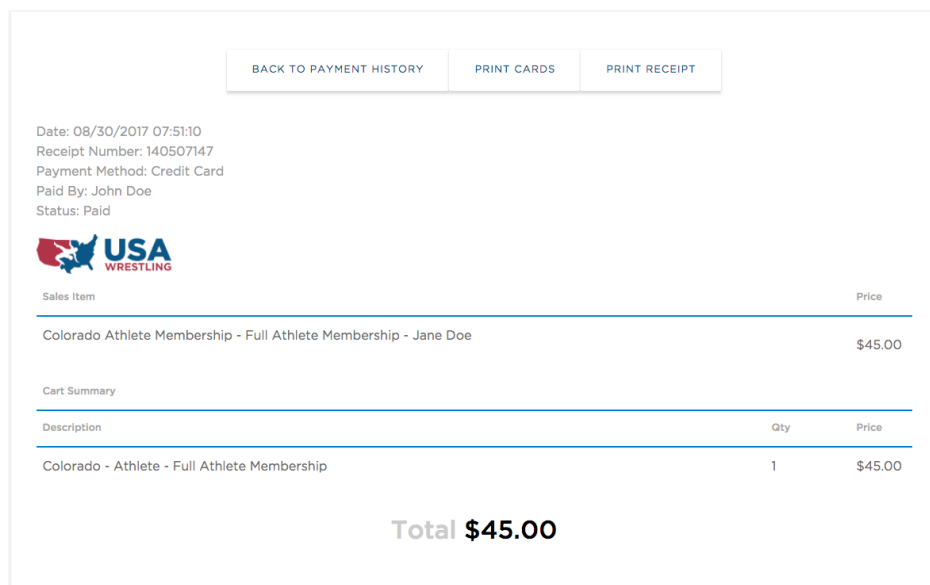
2. You can print the membership from the receipt that you purchased the membership on. Under your “Payment History” located under the account icon in the menu.



Once you are under your “Payment History” click the receipt to load it on the page.

Payment History				
Receipt ID	Date	Number of Items	Total	
140507147	08/30/2017 07:51:10	1	\$45.00	
140507146	08/30/2017 07:42:29	1	\$55.00	

Clicking on the “Print Cards” button on the receipt will download a pdf with all the cards purchased on that receipt so you can print it or save it to your phone or computer.



How do I purchase a hard card?

At the time of your membership purchase you can add a hard card to your cart by clicking the check box below the sample hard card. The hard card will be added to the profile you are purchasing for. The hard card will be processed and sent to the address listed on the profile you purchased it for from the National Office.

Purchase Membership

[My Profiles](#)[Search Profiles](#)

Profile Data For Membership Purchase

Name	Email	Date of Birth	Contact
John Doe	jdoe@usawrestling.org	08/01/1990	123 Nowhere Ln Colorado Springs, CO 80829 (555) 555-5555

Type of Membership for Purchase

Athlete Membership

Available Memberships

\$55.00 - Athlete - Open L



John Doe
Athlete Membership
Colorado Springs, CO

Membership Id: 1800025001 DOB: 08/01/1990 Expires: 08/31/2018
Colorado USA Wrestling Inc.

☐ Please include plastic membership card for \$10 to be mailed by USA Wrestling.



☐ All members* of USA Wrestling receive 6 issues of USA Wrestler/WIN Magazine Edition FREE. By selecting this, you will receive 6 additional WIN Magazines editions in the months between the USA Wrestler for the price of \$18. (* = Limited Folkstyle athlete members receive only digital version of USA Wrestler.)

[BACK TO PROFILE SELECTION](#)[SAVE & CONTINUE TO CHECKOUT](#)[CLOSE](#)

How do I verify memberships for others within USA Wrestling?

Verifying memberships is an easy way for you to check the membership status of anyone within USA Wrestling Membership System. Under the memberships section of the website you can click the “Verify Membership” button at the top of the page and do a search on name and state or USAW ID. The returned result will show you the same bubbles described under your profiles. As an addition you can see their highest coach’s certification.

Below is a key that explains the color coding.

Athlete:

- Red = Expired Membership
- Green = Full or Traditional Athlete Membership
- Yellow = Limited Folkstyle Athlete Membership
- Blue = Open License Membership
- Grey = High Performance Athlete Membership

Coach:

- Red = Expired Membership
- Green = Current Year Membership

Official:

- Red = Expired Membership
- Green = Current Year Membership

BG Check:

- Red = No Background Check or the Background Check is Expired
- Green = Has a Current Background Check
- N/A = The profile birthdate is under age and a Background Check is not required

SS Check:

- Red = No SafeSport certification
- Green = Has completed the SafeSport certification

My Memberships

[PURCHASE MEMBERSHIP](#)[VERIFY MEMBERSHIP](#)

Search By Criteria

USAW ID

First Name

Last Name

State

SEARCH MEMBERSHIPS

CLOSE

USAW ID	Name	State	Athlete	Coach	Official	BG Check	SS Check	Coaches Cert
1800025001	John Doe	Colorado						

Club Charters

Under the “Clubs” section of the website you are able to purchase/renew club charters, as well as manage all aspects of your club. As a club administrator you can view/edit your club information, add insured details, and manage your clubs positions, permissions, and its members. You will see all clubs that you have permissions for under the clubs list.

How do I charter a club?

To charter a club you click the “Charter Your Club” button and fill out the required information, once completed you will be asked if you want to “Continue to Checkout” or “Continue and Add Additional Insured Entity(s)”.

Charter New Club

Club Details

Name Phone E-Mail Address Website

Address Details

Address Line 1 Address Line 2 City State

Zip Code

☒ Make Club Contact Information Available on TheMat.com

SAVE & CONTINUE CLOSE

If you are trying to renew your club and it is not in your clubs section please contact USA Wrestling at info@usawrestling.org for help before trying to create a new club charter. Old clubs are in the system but you may not have permissions assigned.

How do I add additional insured entity(s)?

Besides adding during the creation of charter you can add additional insured entity(s) by going to the clubs section of the system and clicking on the club you are wanting to add one to.

My Club ChartersCHARTER CLUB

Org ID	Name	State	Contact	Status	Remove
1800004102	Testing	GA	12345 NoWhere Ln Nowhere, GA 30187 (555) 555-5555	DOWNLOAD CURRENT CHARTER	

This will open the club admin where you can view/edit club information, manage the clubs insured details, as well as the positions, permissions, and club members.

My Club ChartersCHARTER CLUB

Testing Details
[View](#) [Edit](#) [Insured Details](#) [Positions](#) [Permissions](#) [Members](#) [Uploads](#)

Club Details

Name	Email	State	Contact
Testing	jdoe@usawrestling.org	GA	12345 NoWhere Ln Nowhere, GA 30187 (555) 555-5555

[CLOSE](#)

Clicking the “Insured Details” tab will allow you to manage additional insured entity(s) and add them to your shopping cart.

Testing Details
[View](#) [Edit](#) [Insured Details](#) [Positions](#) [Permissions](#) [Members](#)

Additional Insured Entity(s) Details

Additional Insured Entity	Address Line 1	Address Line 2	City
State	Zip Code		
E-Mail for Receiving Certificate of Insurance	Association to Club		

[ADD ADDITIONAL INSURED ENTITY\(S\)](#) [CLOSE](#)

How do I renew a club charter?

Renewing a club charter is easy inside the new system. Start by going to the clubs section of the system and within the table you will see a “Renew Now” button.

My Club Charters						CHARTER CLUB
Org ID	Name	State	Contact	Status	Remove	
1800004102	Testing	GA	12345 NoWhere Ln Nowhere, GA 30187 (555) 555-5555	RENEW NOW		

Clicking the button will load the club into the edit window for you to make changes if needed and add the charter to your shopping cart.

My Club Charters				CHARTER CLUB
Club Details				
Name Testing	Phone (555) 555-5555	E-Mail Address jdoe@usawrestling.org	Website 	
Address Details				
Address Line 1 12345 NoWhere Ln	Address Line 2 	City Nowhere	State Georgia	
Club Director 906701 - David Mathews, GA	Zip Code 30187			
☒ Make Club Contact Information Available on TheMat.com				
SAVE CLUB INFORMATION AND ADD CHARTER TO CART			CLOSE	

If you are trying to renew your club and it is not in your clubs section please contact USA Wrestling at info@usawrestling.org for help before trying to create a new club charter. Old clubs are in the system but you may not have permissions assigned.

How do I renew an additional insured entity(s)?

Just as with the club charter you can renew the additional insured entity(s) by “Insured Details” tab of the club admin. Clicking Renew from the “Current Additional Insured Entity(s) table will load the insured for editing and then adding to your shopping cart.

Mid State Wrestling Academy Details

[View](#) [Edit](#) [Insured Details](#) [Positions](#) [Permissions](#) [Members](#) [Uploads](#)

Additional Insured Entity(s) Details

Additional Insured Entity
Test School District

Address Line 1
555 Nowhere Ln

Address Line 2

City
Winston

State
Georgia

Zip Code
30187

E-Mail for Receiving Certificate of Insurance
jdoe@usawrestling.org

Association to Club
Building Operator

[RENEW ADDITIONAL INSURED ENTITY\(S\)](#) [CLOSE](#)

Current Additional Insured Entity(s)

Additionally Insured Entity	Entity Address	Email Receiving Certificate	Status
Test School District	555 Nowhere Ln Winston, GA 30187	jdoe@usawrestling.org	RENEW NOW

How do I print my club charter recognition certificate?

If you have a current club charter then you will see in the “My Club Charters” table a button to “Download Current Charter” this will start a download of the charter pdf so you can print it or save it to your computer.

My Club Charters					CHARTER CLUB
Org ID	Name	State	Contact	Status	Remove
1800004102	Testing	GA	12345 NoWhere Ln Nowhere, GA 30187 (555) 555-5555	DOWNLOAD CURRENT CHARTER	✕

Why do I get an error that the club director has to have a current membership?

When creating/renewing a club charter USA Wrestling now requires that the person listed as the Club Director must be a current member of USA Wrestling and over the age of 18. If you have any questions on this please contact USA Wrestling at info@usawrestling.org

What are club positions tab for?

Here is where you can assign profiles in the system to be listed in positions within your club. Click in the club members box and enter the name or the USAW ID of the person you are looking for, select them, then select the club position they will hold. Finally click the “Add Position” button and they will now be listed within USA Wrestling as holding that position within your club.

Testing Details

View Edit Insured Details **Positions** Permissions Members Uploads

Club Positions

Club Member Club Position

Search Profiles...

ADD POSITION CLOSE

USAW Id	Name	State	Position
---------	------	-------	----------

What are club permissions tab for?

Club permissions allow you to assign the admin panel ability to others. Once you assign someone to a permission they will now be able to see the club under their clubs list and administer the club as well as renew it if needed. To add a club permission click in the club members box and enter the name or the USAW ID of the person you are looking for and select them. Finally click the “Add Permission for Member” button and now when they log in they will have access to the club.

Testing Details

[View](#)[Edit](#)[Insured Details](#)[Positions](#)[Permissions](#)[Members](#)[Uploads](#)

Club Permissions

Club Member

Search Profiles... ▼

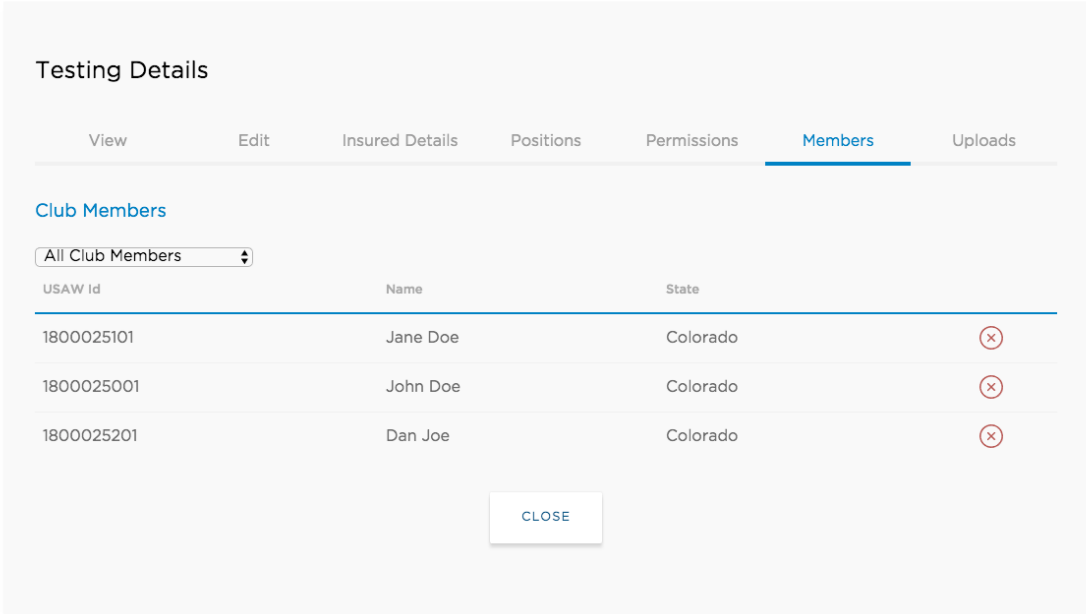
ADD PERMISSION FOR MEMBER

CLOSE

USAW Id	Name	State
1800025001	John Doe	Colorado

What is the club members tab for?

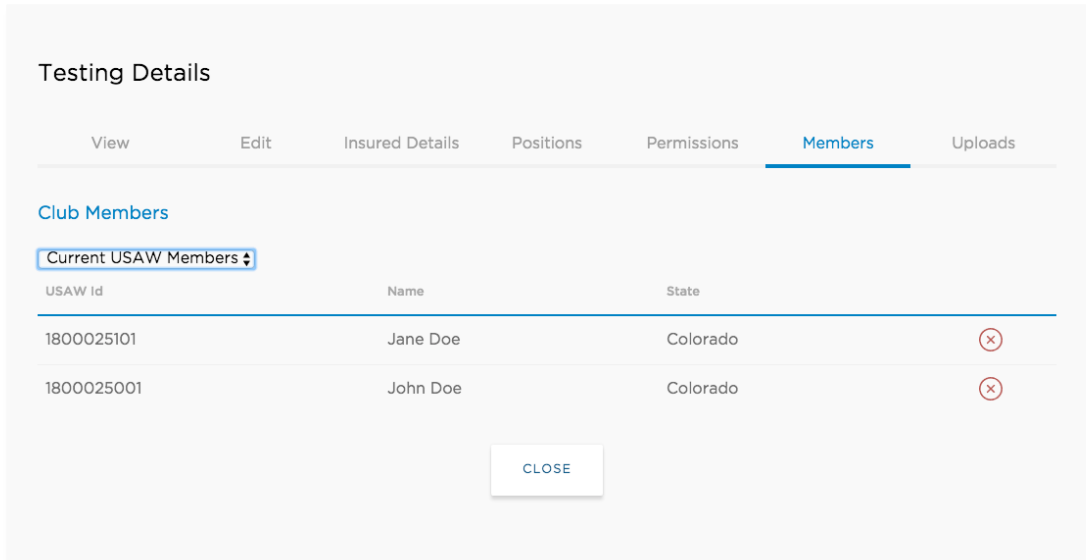
The club members tab shows you all the current profiles that are affiliated with your club. By default it shows you all the affiliated members, but you can filter then to show only the “Current USAW Members”, meaning those who are affiliated to your club and have a current membership.



The screenshot shows a modal window titled "Testing Details". At the top, there is a horizontal menu with tabs: View, Edit, Insured Details, Positions, Permissions, **Members** (which is highlighted with a blue underline), and Uploads. Below the tabs, the section is titled "Club Members". Under this title is a dropdown menu currently set to "All Club Members". Below the dropdown is a table with three columns: "USAW Id", "Name", and "State". The table contains three rows of data, each with a red 'X' icon in the right margin. At the bottom center of the modal is a "CLOSE" button.

USAW Id	Name	State
1800025101	Jane Doe	Colorado
1800025001	John Doe	Colorado
1800025201	Dan Joe	Colorado

You can use the dropdown filter to see “Non USAW Members”, which are those who are affiliated and do not have a current membership for the current membership year.



This screenshot is similar to the one above, showing the "Testing Details" modal with the "Members" tab selected. However, the dropdown filter is now set to "Current USAW Members". The table below it shows only two rows of data, as the member "Dan Joe" has been filtered out. The "CLOSE" button remains at the bottom.

USAW Id	Name	State
1800025101	Jane Doe	Colorado
1800025001	John Doe	Colorado

From the “Non USAW Members” filter you will have the ability to purchase their athlete memberships by selecting the dropdown beside their name and clicking the “Add to Cart” button.

Testing Details

View Edit Insured Details Positions Permissions **Members** Uploads

Club Members

Non USAW Members

USAW Id	Name	State	Membership
1800025201	Dan Joe	Colorado	\$45.00 - Full Athlete Membership

ADD MEMBERSHIPS TO CART CLOSE

What is the club uploads tab for?

Club uploads allow you to purchase USA Wrestling athlete memberships for your club members, as well as add new members. You will download the example excel file and fill out the file as in the examples. When you upload the file it will then add those memberships to your cart for purchase. If you have questions or concerns on this please contact USA Wrestling at info@usawrestling.org.

Testing Details

View Edit Insured Details Positions Permissions Members **Uploads**

Using the supplied spreadsheet please upload your needed memberships.

[Download Example File](#)

Choose File No file chosen

UPLOAD FILE CLOSE

Event Sanctions

Event sanctions are where you will go to add your events to the system and add your additional insured entity(s). You will see all events that you sanctioned or that you are listed as the Event Director on.

How do I sanction as event?

Under the events section of the website you can click the “Sanction Your Event” button and enter the information on the event.

Sanction New Event

Event Details

Event Name

Event Start Date

Event End Date

Styles

Age Groups

Facility Details

Facility Name

Address Line 1

Address Line 2

City

State

Zip Code

Phone

E-Mail Address

Optional Details

Event Website

Registration Link

Event Flyer Link

Waiver Details

☐ I acknowledge that I have had sufficient opportunity to review the provisions of the document below and understand its purpose, meaning and intent.

SAVE & CONTINUE

CLOSE

Upon clicking the “Save & Continue” button you will be prompted to add your additional insured entity(s) or continue to checkout.

Sanction New Event

Now that you completed the sanction information you have the following options

[CONTINUE AND ADD ADDITIONAL INSURED ENTITY\(S\)](#)

[CONTINUE TO CHECKOUT](#)

[BACK TO MY EVENTS](#)

Adding your additional insured entity(s) can now be done by providing the insured details and clicking the “Add Additional Insured Entity(s)” button.

Sanction New Event

Now that you completed the event sanction you can add your Additional Insured Entity(s)

Additional Insured Entity(s) Details

Additional Insured Entity

Address Line 1

Address Line 2

City

State

Zip Code

E-Mail for Receiving Certificate of Insurance

Association to Event

[ADD ADDITIONAL INSURED ENTITY\(S\)](#) [CONTINUE TO CHECKOUT](#) [CLOSE](#)

After these items are purchased it will go through an approval process with your state and then be processed and an insurance certificate will be issued for the event. The certificate will be emailed to the provided email address for the insured.

How do I add additional insured entities for my event?

If you have already purchased your event sanction and wish to go back and add an additional insured entity you will first go to the events section of the system. Click on the event you wish to add the insured.

My Event Sanctions

SANCTION EVENT

Name	Start Date	End Date	State	Facility	Status
Test Event	09/06/2017	09/06/2017	CO	Test Facility 555 Nowhere Ln Colorado Springs, CO 80829 (555) 555-5555	PAYMENT NEEDED

Then click the “Additional Insured Entity(s) Details” tab and fill out the information. Afterward clicking the “Add Additional Insured Entity(s)” button will save it and add to your cart for finalizing. All event insureds must go through the shopping cart (at no cost) and have a receipt before it can be sent to the insurance company.

Test Event Details

View Event Details

Additional Insured Entity(s) Details

Additional Insured Entity

Address Line 1

Address Line 2

City

State

Zip Code

E-Mail for Receiving Certificate of Insurance

Email

Association to Event

ADD ADDITIONAL INSURED ENTITY(S)

CLOSE

Name	Start Date	End Date	State	Facility	Status
Test Event	09/06/2017	09/06/2017	CO	Test Facility 555 Nowhere Ln Colorado Springs, CO 80829 (555) 555-5555	PAYMENT NEEDED

Shopping Carts

With items in your shopping cart you will be able to see the items line by line as well as the Cart Summary.

Shopping Cart

Sales Item	Price	Remove
Club Charter - Testing	\$90.00	

Cart Summary

Description	Qty	
Georgia - Club - Club Charter	1	\$90.00
Total		\$90.00

Pay by Credit Card

To finalize the purchase you click the “Pay by Credit Card” and fill out the appropriate card information.

USA Wrestling Purchases

jdoe@usawrestling.org

Card number

MM / YY

CVC

Pay \$90.00

Summary

Charter	1
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After the purchase you will be presented with a copy of your receipt for the purchase and it will also be available in your “Payment History” from now on.

BACK TO PAYMENT HISTORY

PRINT RECEIPT

Date: 08/30/2017 16:02:14
Receipt Number: 140507148
Payment Method: Credit Card
Paid By: John Doe
Status: Paid



Sales Item	Price
Club Charter - Testing	\$90.00

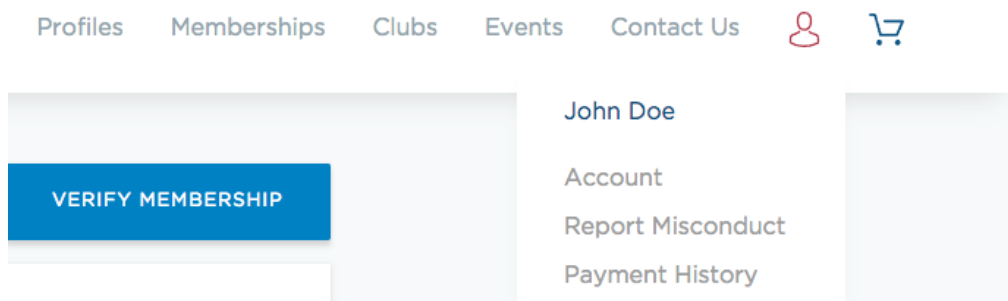
Cart Summary

Description	Qty	Price
Georgia - Club - Club Charter	1	\$90.00

Total \$90.00

Payment History

Payment history is located under the account icon in the top menu.

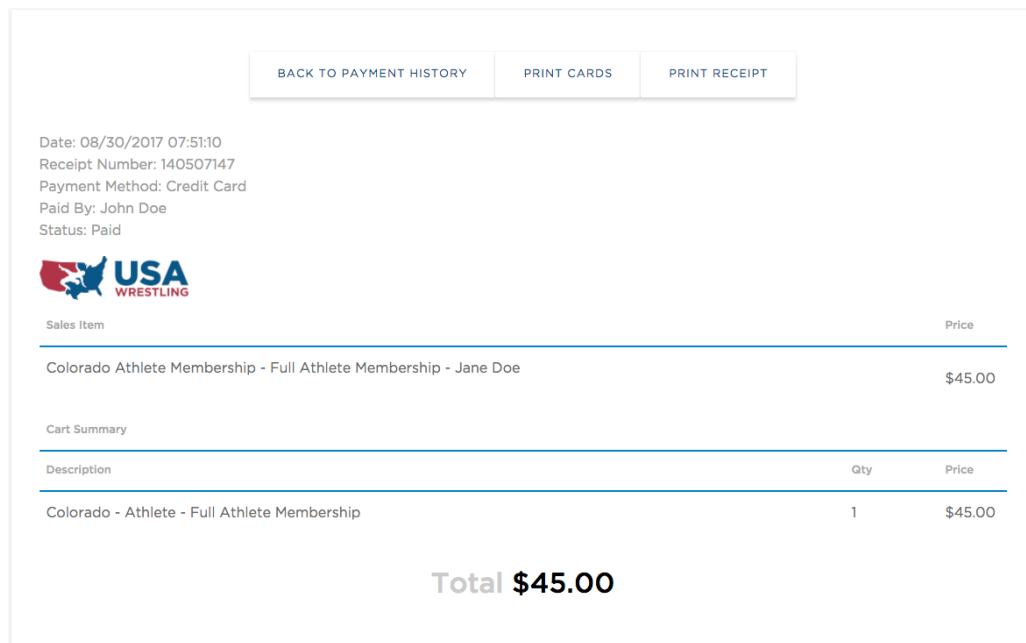


Here you will see a list of previous payments made to USA Wrestling by your account or from profile(s) you have claimed.

Payment History

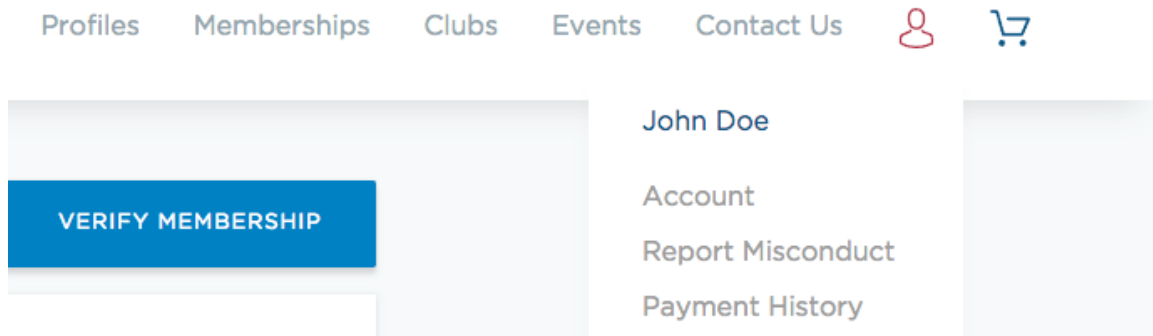
Receipt ID	Date	Number of Items	Total
140507147	08/30/2017 07:51:10	1	\$45.00
140507146	08/30/2017 07:42:29	1	\$55.00

Clicking on a receipt will load it up for you to print the receipt or the membership cards that were purchased on the receipt. You can contact USA Wrestling regarding any questions you may have on your receipts and please provide the “Receipt ID” to USA Wrestling.



Account Info

The account link under the account icon in the top menu will allow you to access and change the personal data associated with your account.



How do I update the information on my account?

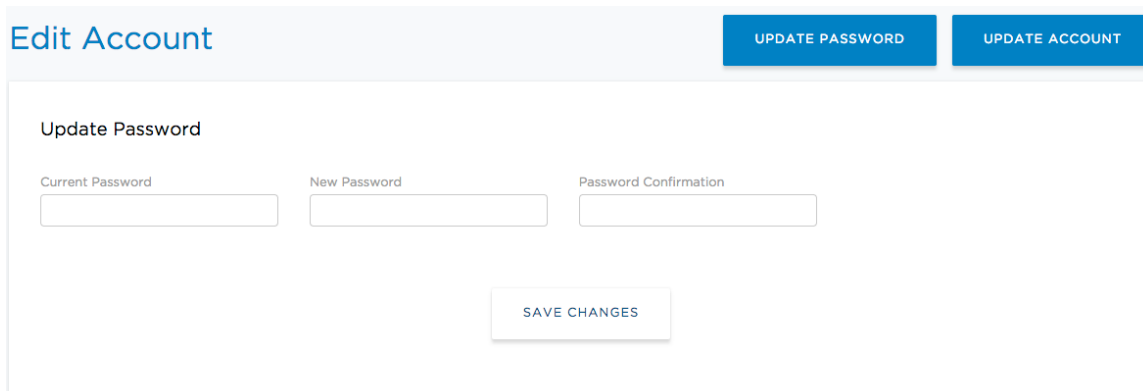
After you are in the account section of the system you can make updates by clicking the “Update Account” button and saving any needed changes.

The image shows a form titled 'Edit Account'. At the top right of the form are two blue buttons: 'UPDATE PASSWORD' and 'UPDATE ACCOUNT'. The form contains the following fields: First Name (John), Last Name (Doe), Email (jdoe@usawrestling.org), Date of Birth (08/01/1990), and State (Colorado). A 'SAVE CHANGES' button is located at the bottom center of the form.

How do I reset my password?

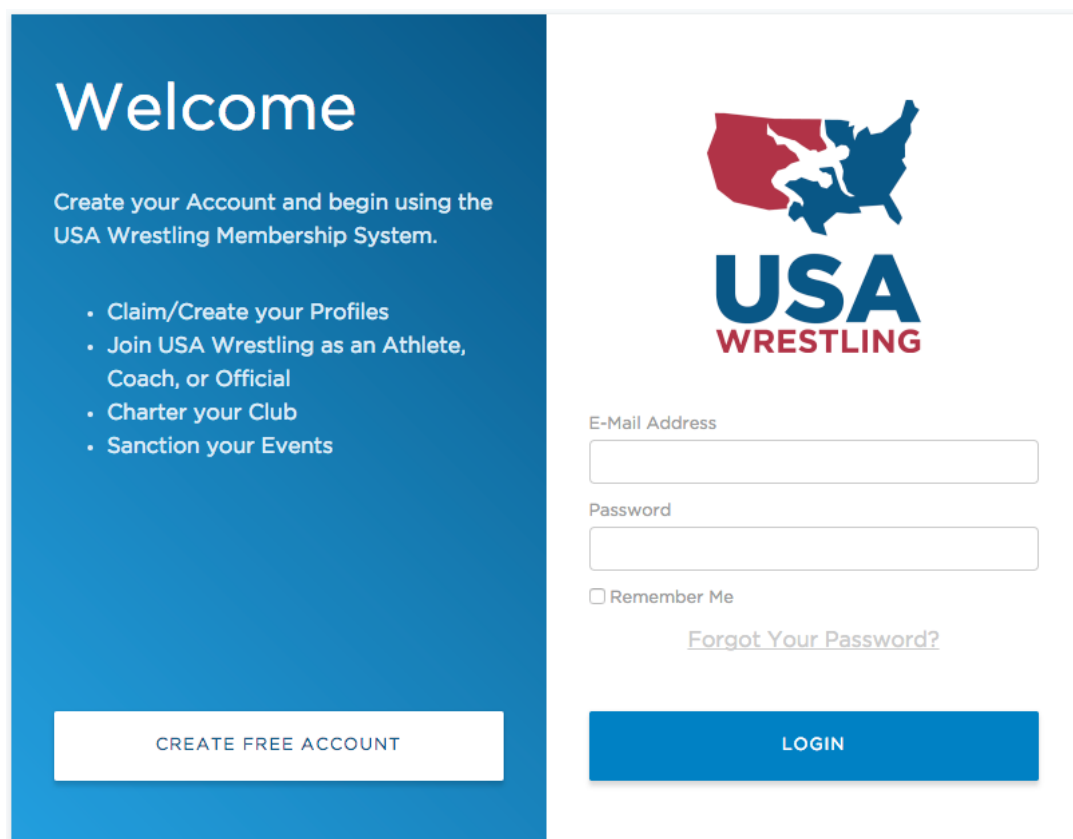
There are two ways to update your password within the system

1. Under the account section you can click the “Update Password” button and then giving your current password and the new password you are able to make the change.



The screenshot shows the 'Edit Account' page. At the top, there is a header with 'Edit Account' on the left and two buttons: 'UPDATE PASSWORD' and 'UPDATE ACCOUNT'. Below the header, the 'Update Password' section contains three input fields: 'Current Password', 'New Password', and 'Password Confirmation'. A 'SAVE CHANGES' button is located at the bottom center of the form.

2. From the login screen if you can click the “Forgot Password” link.



The screenshot shows the USA Wrestling login screen. On the left, a blue sidebar contains the text 'Welcome' and 'Create your Account and begin using the USA Wrestling Membership System.' Below this is a list of options: 'Claim/Create your Profiles', 'Join USA Wrestling as an Athlete, Coach, or Official', 'Charter your Club', and 'Sanction your Events'. At the bottom of the sidebar is a 'CREATE FREE ACCOUNT' button. On the right, the main content area features the USA Wrestling logo (a map of the USA with a wrestler silhouette) and the text 'USA WRESTLING'. Below the logo are input fields for 'E-Mail Address' and 'Password'. There is a 'Remember Me' checkbox and a 'Forgot Your Password?' link. At the bottom right is a 'LOGIN' button.

After providing the email address for the account you will be able receive and email with instructions on changing your password.

Reset Password

Enter the email address you used for your account, you will receive an email with further instructions on resetting your password.

If you cannot remember your account's email address please contact USAW at 719-598-8181

BACK



E-Mail Address

SEND PASSWORD RESET LINK

If you have issues resetting your password please contact USA Wrestling at info@usawrestling.org for help.

Report Misconduct

The safety of our participants is of paramount importance to USA Wrestling. USA Wrestling has a zero tolerance for abuse and misconduct. This includes not only on the mat safety, but also off the mat safety in any part of USA Wrestling's programs. USA Wrestling is committed to creating safe and fun environments for youth. This includes, but is not limited to, providing training, educational materials and resources for our events, clubs, officials, coaches and parents. As such we allow you to anonymously submit reports of misconduct to USA Wrestling from the website.

[Profiles](#) [Memberships](#) [Clubs](#) [Events](#) [Contact Us](#)  

VERIFY MEMBERSHIP

John Doe

Account

Report Misconduct

Payment History

Report Misconduct

The safety of our participants is of paramount importance to USA Wrestling. USA Wrestling has a ZERO TOLERANCE for abuse and misconduct. This includes not only on the mat safety, but also off the mat safety in any part of USA Wrestling's programs. USA Wrestling is committed to creating safe and fun environments for youth. This includes, but is not limited to, providing training, educational materials and resources for our events, clubs, officials, coaches and parents.

Your Name (Optional)

Your Email (Optional)

Your Phone (Optional)

Report Details

SUBMIT REPORT