

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

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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?

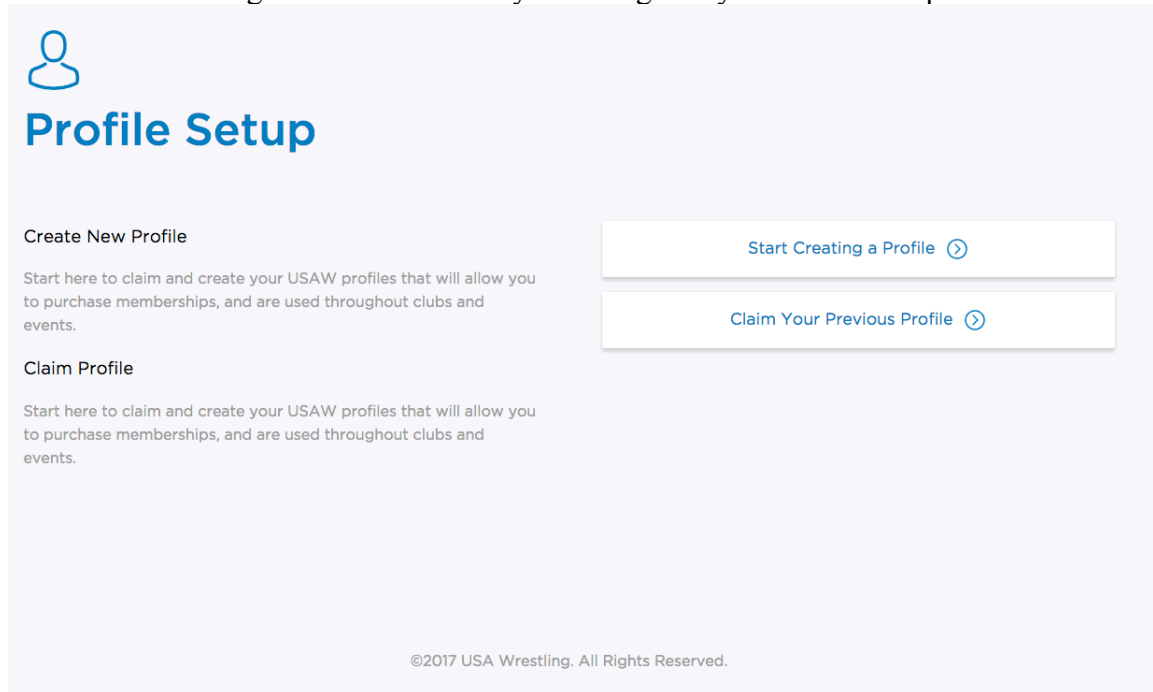
USA Wrestling pulled over your old data as profile(s) and memberships within the new membership system. After you create an account you will be able to “Claim” your old profile using your USAW ID or by searching by your name, state, and birthdate. The new system allows you to claim your whole family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





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.

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.

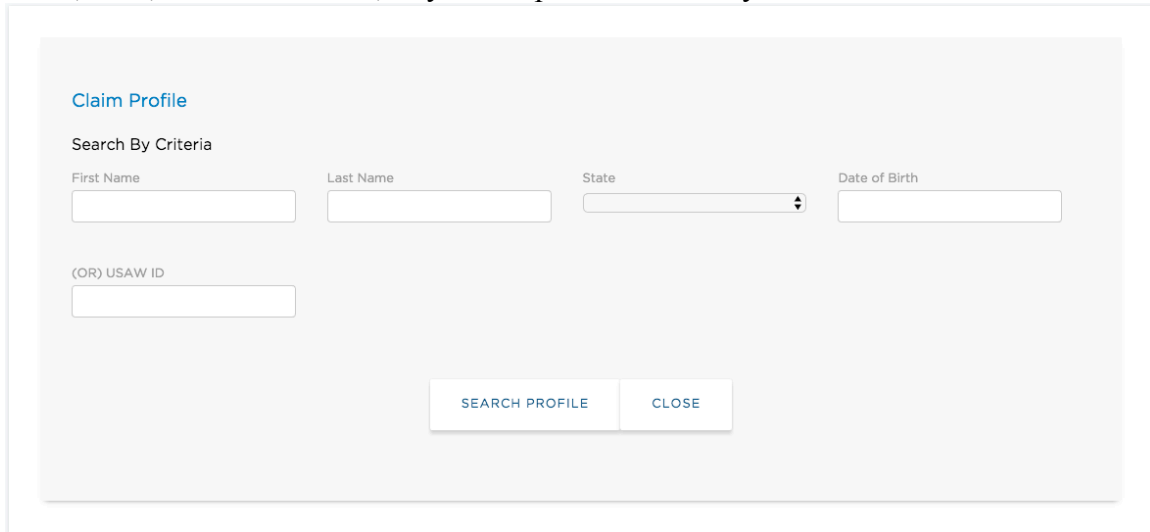
[Start Creating a Profile](#) ➤

[Claim Your Previous Profile](#) ➤

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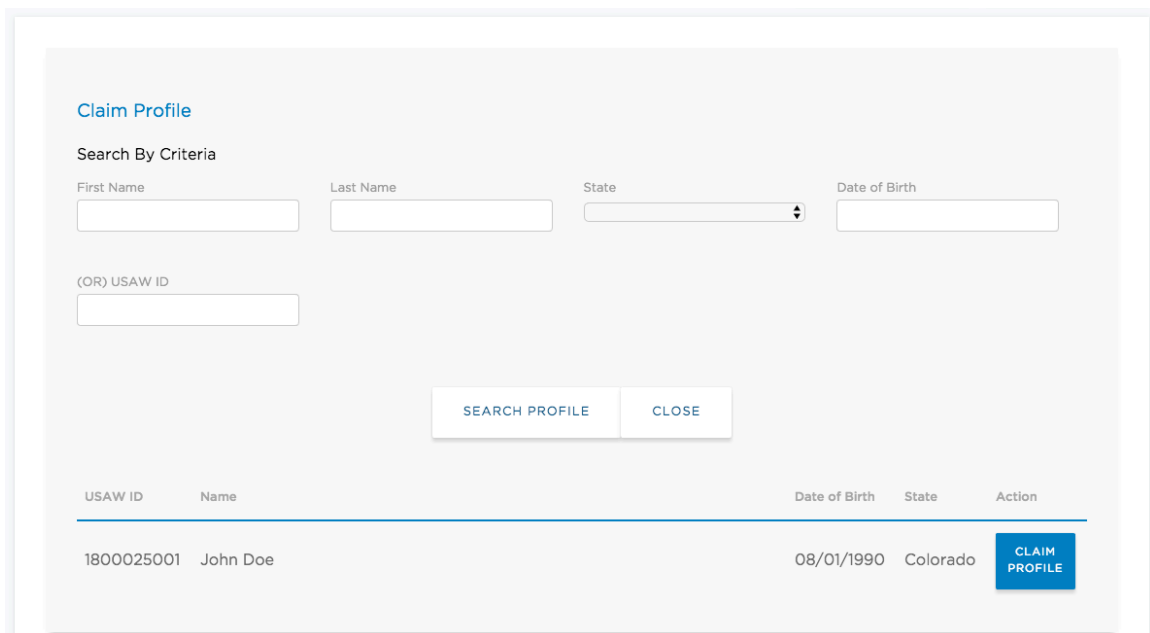
Claiming a Profile

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". Under 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 search results page. It features the same search form as above. Below the form is a table with the following data:

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
USA ID	Name	Gender	Date of Birth	State	Primary	Athlete	Coach	Official	BG Check	Remove		
1800025001	John Doe	M	08/01/1990	Colorado	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

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

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:

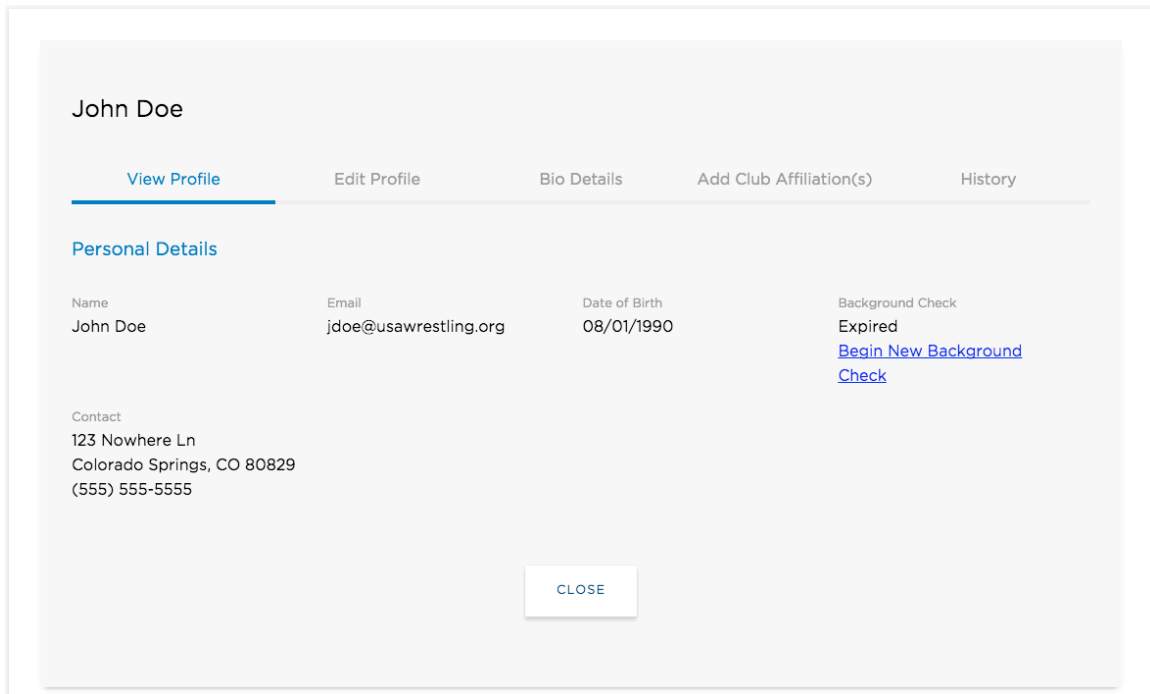
Parent 2 First Name: Parent 2 Last Name: Parent 2 E-Mail Address:

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.

USAW ID	Name	Gender	Date of Birth	State	Primary	Athlete	Coach	Official	BG Check	Remove
1800025001	John Doe	M	08/01/1990	Colorado	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="X"/>
1800025101	Jane Doe	F	08/29/2017	Colorado	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="button" value="X"/>

How do I update my Profiles?

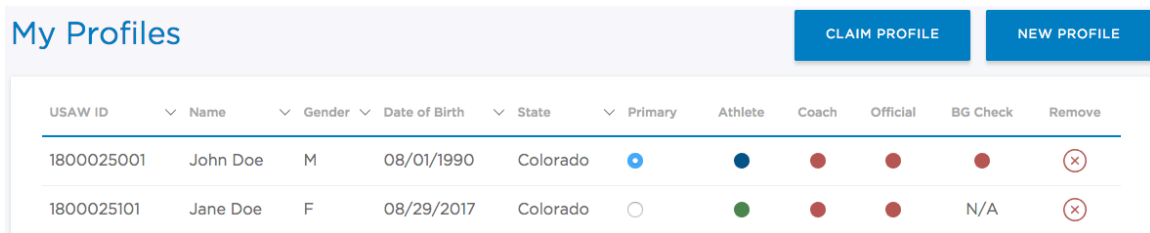
From the profile(s) listed under the “My Profiles” table simply click on the profile in the table that you are wanting to edit. The profile will load as seen below, you will have the options to View Profile, Edit Profile, Bio Details, Add Club Affiliation(s), and view the Profiles Membership History.



The screenshot shows a user profile for John Doe. At the top, the name "John Doe" is displayed. Below it are five navigation tabs: "View Profile" (which is active and underlined), "Edit Profile", "Bio Details", "Add Club Affiliation(s)", and "History". Under the "View Profile" tab, there is a section titled "Personal Details". This section is divided into two columns. The left column contains "Name" (John Doe) and "Contact" (123 Nowhere Ln, Colorado Springs, CO 80829, (555) 555-5555). The right column contains "Email" (jdoe@usawrestling.org), "Date of Birth" (08/01/1990), and "Background Check" (Expired, with a link to "Begin New Background Check"). At the bottom center of the profile view is a "CLOSE" button.

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.



The screenshot shows a table titled "My Profiles" with two buttons at the top right: "CLAIM PROFILE" and "NEW PROFILE". The table has the following columns: USAW ID, Name, Gender, Date of Birth, State, Primary, Athlete, Coach, Official, BG Check, and Remove. There are two rows of data.

USAW ID	Name	Gender	Date of Birth	State	Primary	Athlete	Coach	Official	BG Check	Remove
1800025001	John Doe	M	08/01/1990	Colorado	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1800025101	Jane Doe	F	08/29/2017	Colorado	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A	<input type="radio"/>

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.

USAW ID	Name	Gender	Date of Birth	State	Primary	Athlete	Coach	Official	BG Check	Remove	
1800025001	John Doe	M	08/01/1990	Colorado	<input checked="" type="radio"/>	●	●	●	●	●	⊗
1800025101	Jane Doe	F	08/29/2017	Colorado	<input type="radio"/>	●	●	●	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

SEARCH CLUBS CLOSE

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	<input checked="" type="radio"/>	<input type="radio"/>

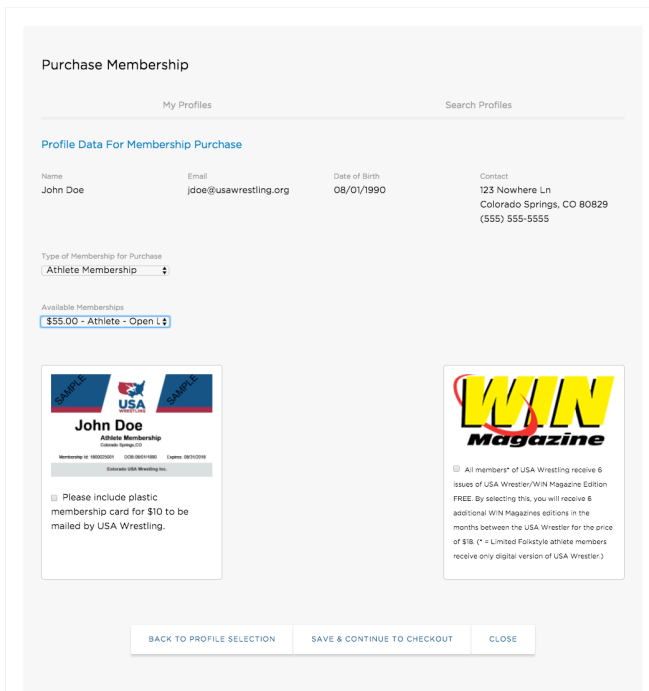
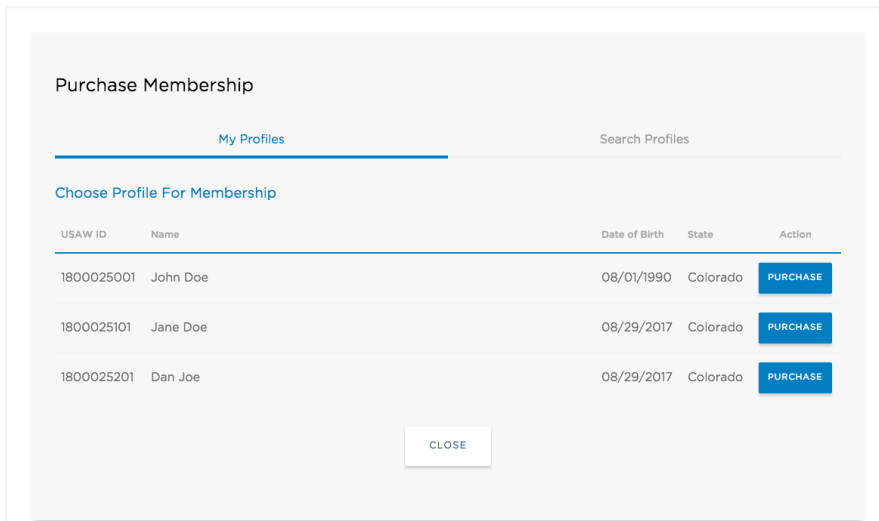
CLOSE

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 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	<input type="button" value="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 Act

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 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.)

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.

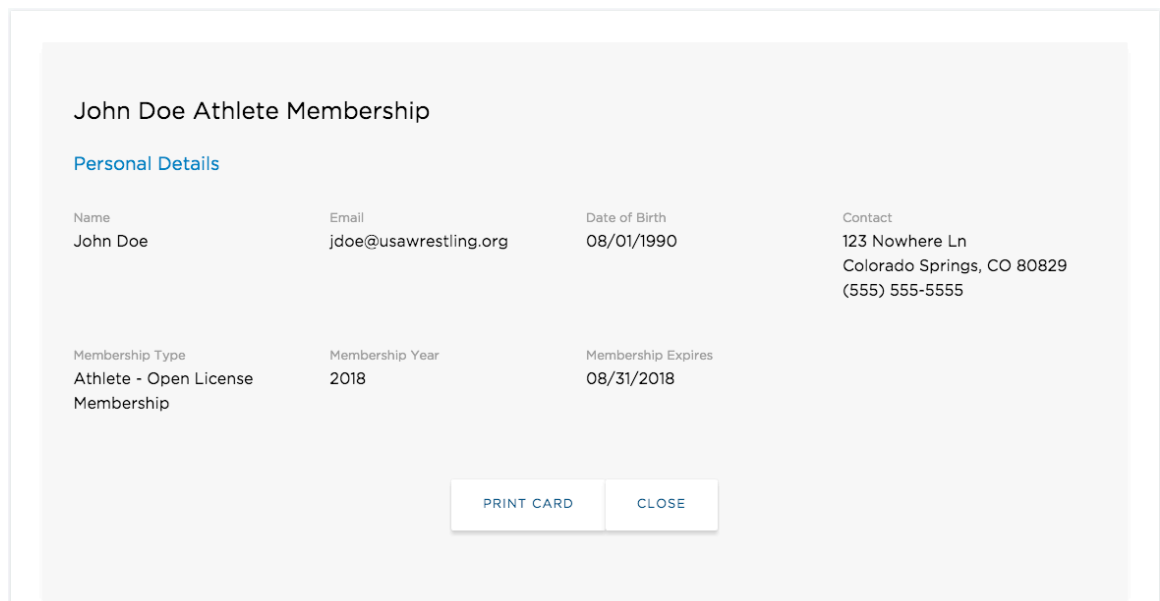
Why does it say I need a SafeSport certification to purchase?

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.

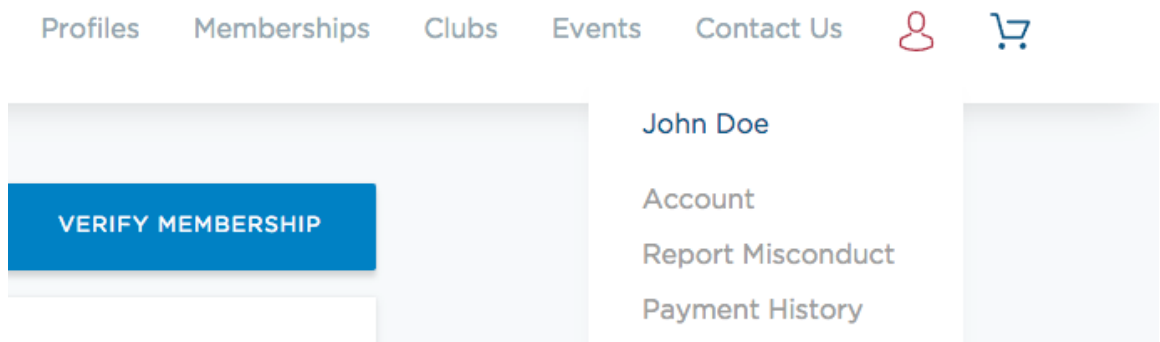
1. Under your memberships, if you click on the membership you are trying to print a card for you will then see a “Print Card” button. Clicking it will download a pdf with the membership so you can print it or save it to your phone or computer.



The screenshot shows a membership card preview for John Doe Athlete Membership. It includes personal details such as Name, Email, Date of Birth, and Contact information. It also displays membership information like Membership Type, Membership Year, and Membership Expires. At the bottom, there are two buttons: PRINT CARD and CLOSE.

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	

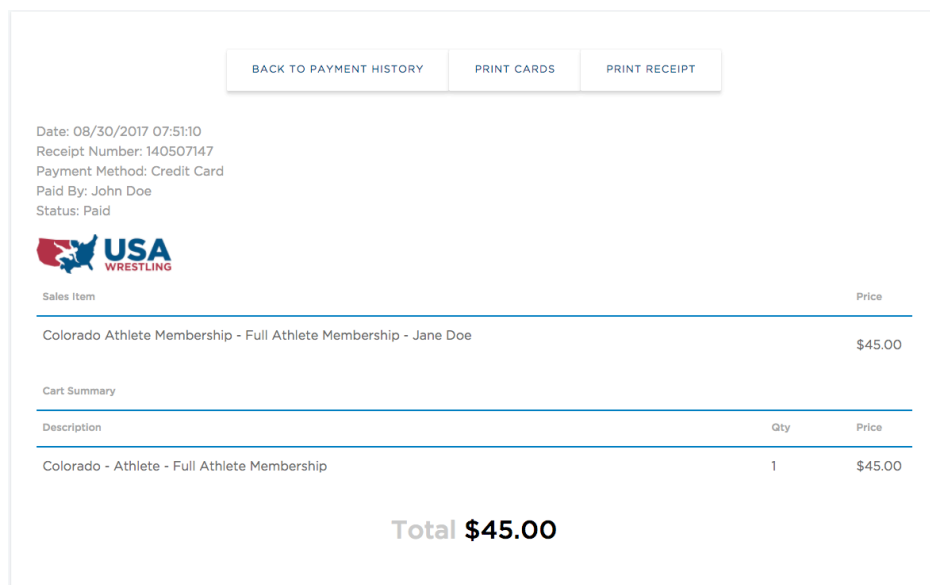
- You can print the membership from the receipt that you purchased the membership on. Under your “Payment History” located under the account icon in the menu.



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

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


Available Memberships



John Doe
Athlete Membership
Colorado Springs, CO

Membership Id: 180025021 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

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

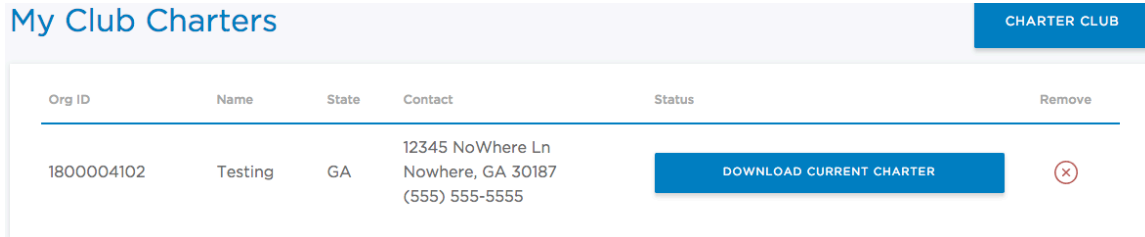
Zip Code

Make Club Contact Information Available on TheMat.com

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.

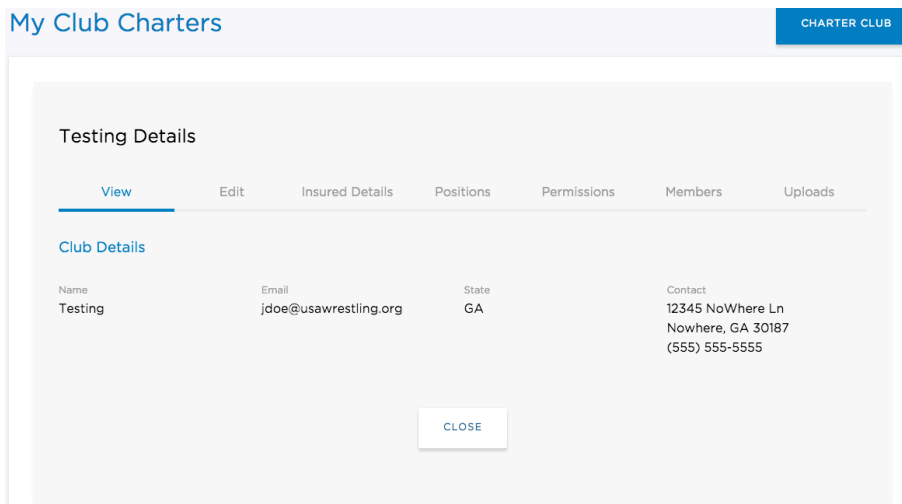
How do I add additional insured entity(s)?

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.



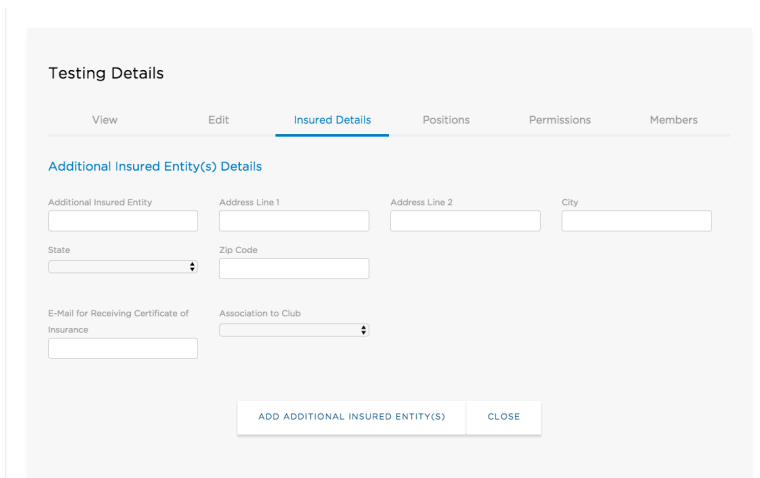
The screenshot shows the 'My Club Charters' interface. At the top right, there is a blue button labeled 'CHARTER CLUB'. Below this is a table with the following columns: Org ID, Name, State, Contact, Status, and Remove. The table contains one row with the following data: Org ID: 1800004102, Name: Testing, State: GA, Contact: 12345 NoWhere Ln, Nowhere, GA 30187 (555) 555-5555. To the right of the Contact information is a blue button labeled 'DOWNLOAD CURRENT CHARTER' and a red 'X' icon in a circle.

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.



The screenshot shows the 'Testing Details' club admin interface. At the top right, there is a blue button labeled 'CHARTER CLUB'. Below this is a header 'Testing Details' with several tabs: View, Edit, Insured Details, Positions, Permissions, Members, and Uploads. The 'View' tab is selected. Below the tabs is a section titled 'Club Details' with the following information: Name: Testing, Email: jdoe@usawrestling.org, State: GA, Contact: 12345 NoWhere Ln, Nowhere, GA 30187 (555) 555-5555. At the bottom center, there is a 'CLOSE' button.

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



The screenshot shows the 'Testing Details' club admin interface with the 'Insured Details' tab selected. Below the tabs is a section titled 'Additional Insured Entity(s) Details' with the following form fields: Additional Insured Entity, Address Line 1, Address Line 2, City, State, Zip Code, E-Mail for Receiving Certificate of Insurance, and Association to Club. At the bottom center, there are two buttons: 'ADD ADDITIONAL INSURED ENTITY(S)' and '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 <input type="text" value="Testing"/>	Phone <input type="text" value="(555) 555-5555"/>	E-Mail Address <input type="text" value="jdoe@usawrestling.org"/>	Website <input type="text"/>	
Address Details				
Address Line 1 <input type="text" value="12345 NoWhere Ln"/>	Address Line 2 <input type="text"/>	City <input type="text" value="Nowhere"/>	State <input type="text" value="Georgia"/>	
Club Director <input type="text" value="906701 - David Mathews, GA"/>	Zip Code <input type="text" value="30187"/>			
<input checked="" type="checkbox"/> 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	Address Line 1	Address Line 2	City
<input type="text" value="Test School District"/>	<input type="text" value="555 Nowhere Ln"/>	<input type="text"/>	<input type="text" value="Winston"/>
State	Zip Code		
<input type="text" value="Georgia"/>	<input type="text" value="30187"/>		
E-Mail for Receiving Certificate of Insurance	Association to Club		
<input type="text" value="jdoe@usawrestling.org"/>	<input type="text" value="Building Operator"/>		

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	<input type="button" value="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

Org ID	Name	State	Contact	Status	Remove
1800004102	Testing	GA	12345 NoWhere Ln Nowhere, GA 30187 (555) 555-5555	<input type="button" value="DOWNLOAD CURRENT CHARTER"/>	<input type="button" value="X"/>

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... [dropdown arrow]

ADD POSITION CLOSE

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

What are club permissions tab for?

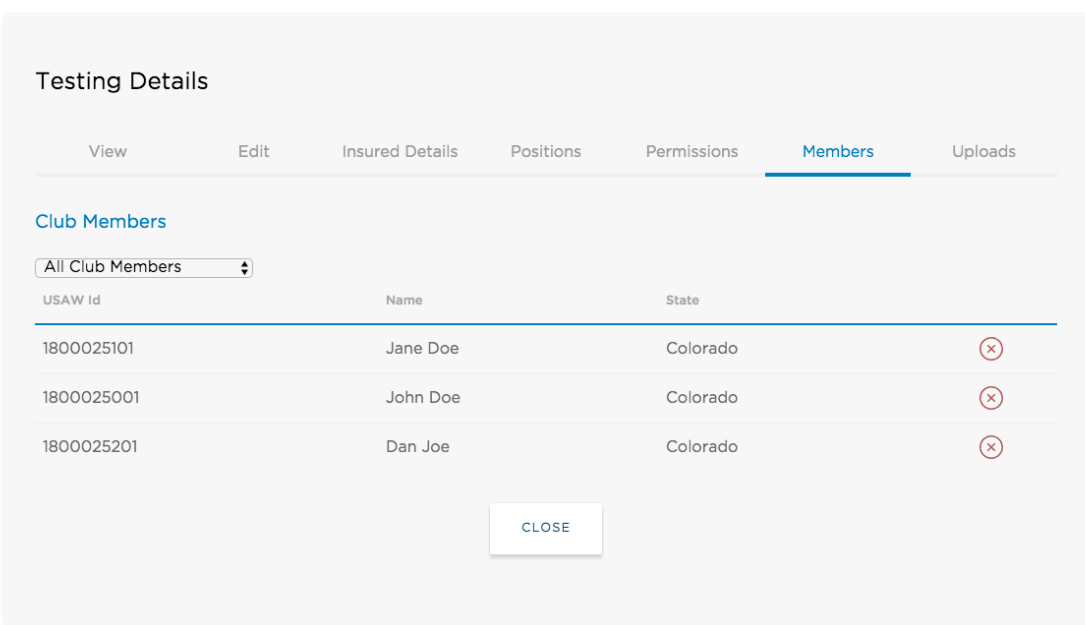
Club permissions allow you to assign the admin panel ability to others. Once you assign someone to a permission they will now be able to see the club under their clubs list and administer the club as well as renew it if needed. To add a club permission click in the club members box and enter the name 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.

The screenshot shows a web interface titled "Testing Details" with several tabs: View, Edit, Insured Details, Positions, Permissions (selected), Members, and Uploads. Below the tabs is a section for "Club Permissions" with a "Club Member" dropdown menu containing a search box labeled "Search Profiles...". Below this are two buttons: "ADD PERMISSION FOR MEMBER" and "CLOSE". At the bottom, there is a table with the following data:

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.



Testing Details

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

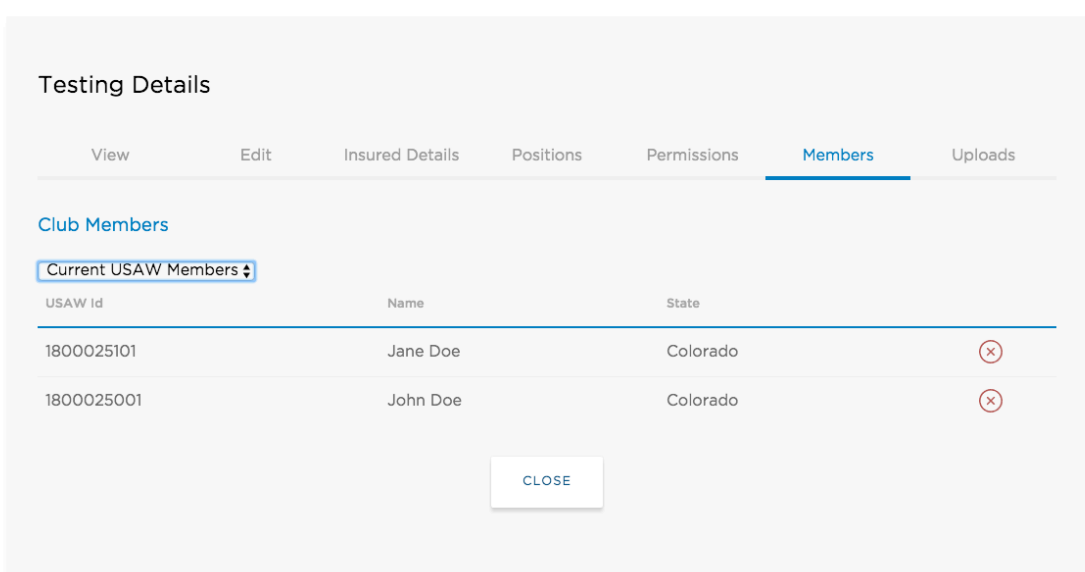
Club Members

All Club Members

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

CLOSE

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.



Testing Details

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

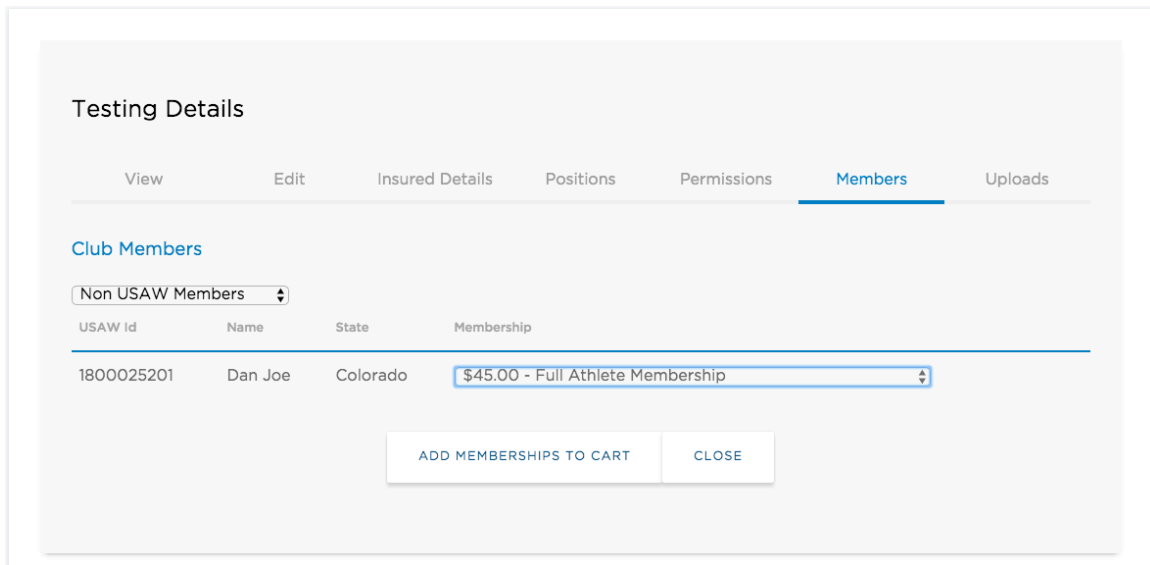
Club Members

Current USAW Members

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

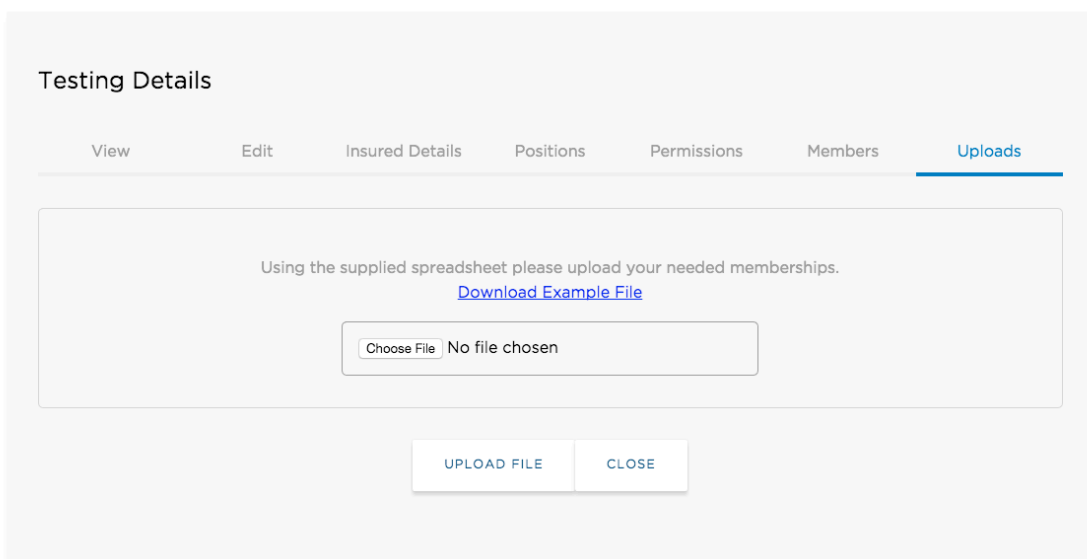
CLOSE

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.



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.



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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Age Groups

Facility Details

Facility Name	Address Line 1	Address Line 2	City
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

State	Zip Code	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

E-Mail Address

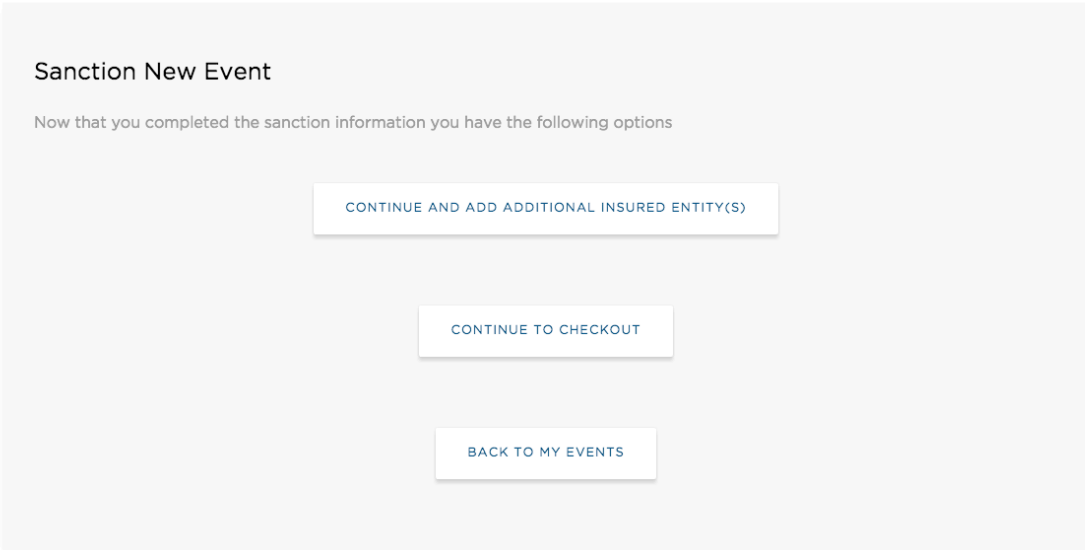
Optional Details

Event Website	Registration Link	Event Flyer Link
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

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



Sanction New Event

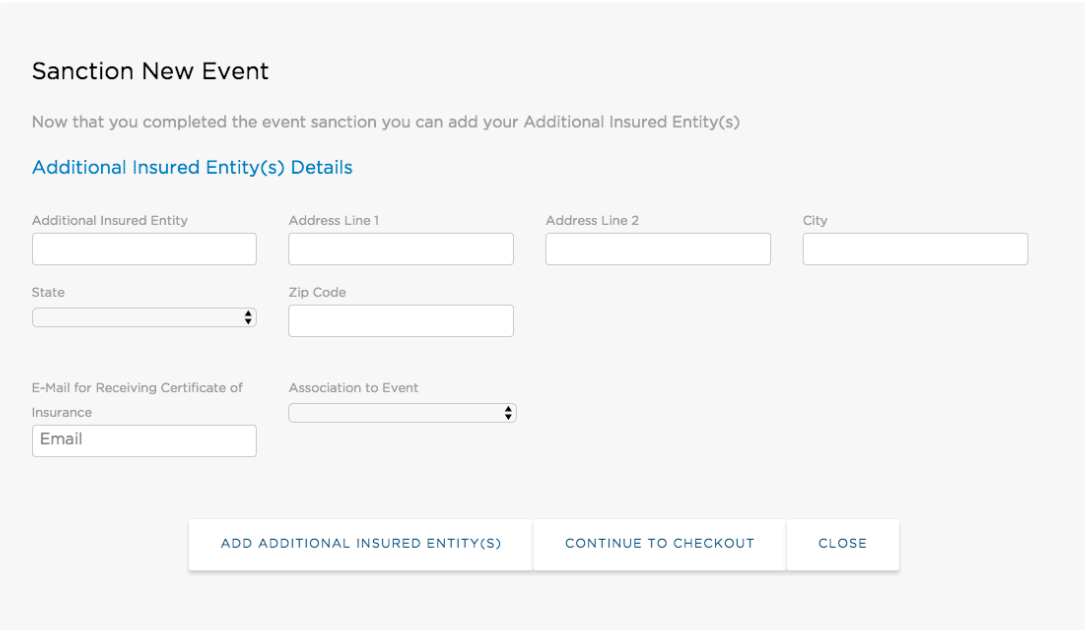
Now that you completed the sanction information you have the following options

[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(s) Details

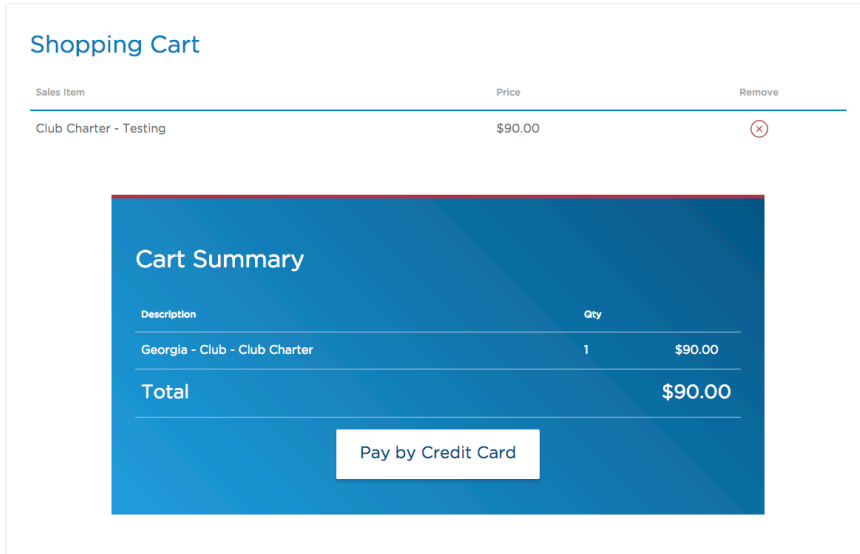
Additional Insured Entity <input type="text"/>	Address Line 1 <input type="text"/>	Address Line 2 <input type="text"/>	City <input type="text"/>
State <input type="text"/>	Zip Code <input type="text"/>		
E-Mail for Receiving Certificate of Insurance <input type="text"/>	Association to Event <input type="text"/>		

ADD ADDITIONAL INSURED ENTITY(S) CLOSE

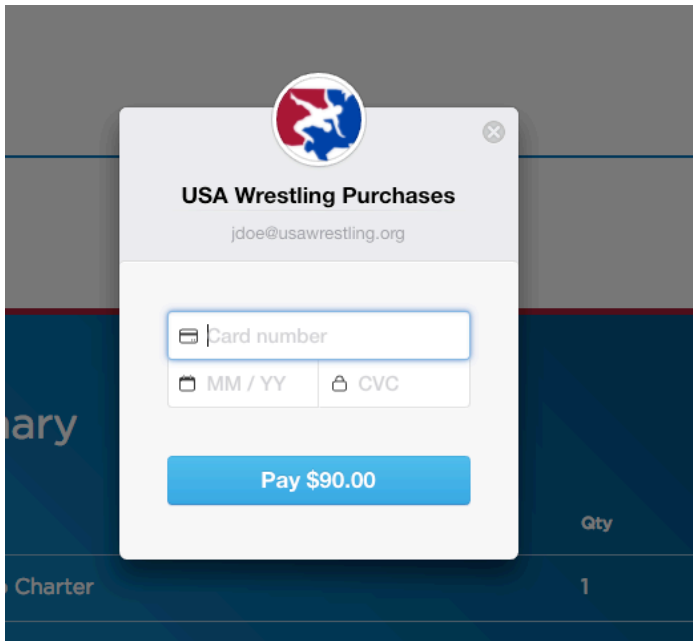
Name	Start Date	End Date	State	Facility	Status
Test Event	09/06/2017	09/06/2017	CO	Test Facility 555 Nowhere Ln Colorado Springs, CO 80829 (555) 555-5555	PAYMENT NEEDED

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.




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



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

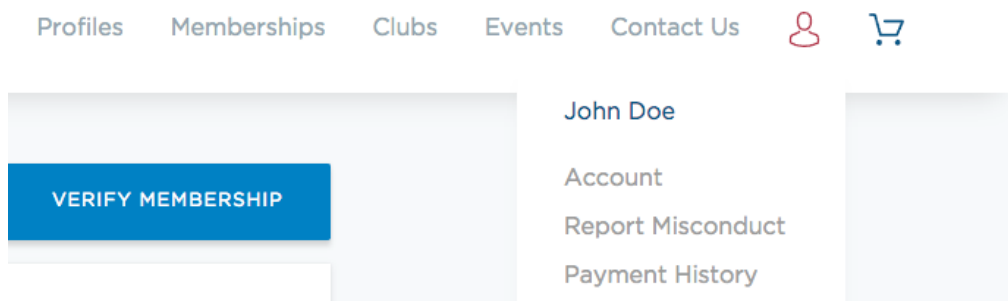
Cart Summary

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.

[BACK TO PAYMENT HISTORY](#) [PRINT CARDS](#) [PRINT RECEIPT](#)

Date: 08/30/2017 07:51:10
Receipt Number: 140507147
Payment Method: Credit Card
Paid By: John Doe
Status: Paid



Sales Item	Price
Colorado Athlete Membership - Full Athlete Membership - Jane Doe	\$45.00

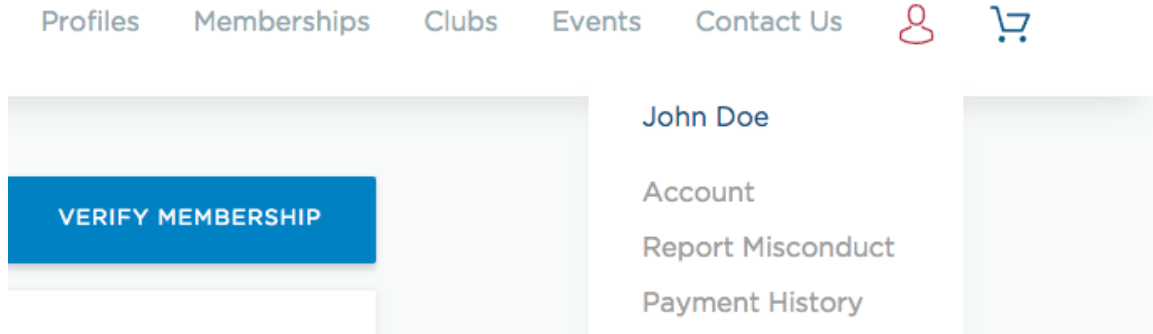
Cart Summary

Description	Qty	Price
Colorado - Athlete - Full Athlete Membership	1	\$45.00

Total \$45.00

Account Info

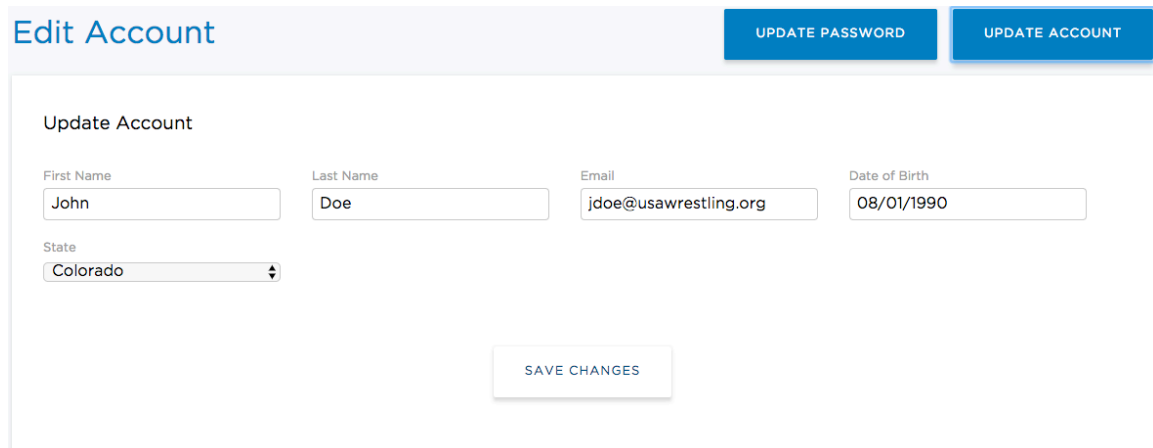
The account link under the account icon in the top menu will allow you to access and change the personal data associated with your account.



The screenshot shows a navigation bar with the following items: Profiles, Memberships, Clubs, Events, Contact Us, a person icon, and a shopping cart icon. Below the navigation bar, there is a user profile card for "John Doe". On the left side of the card, there is a blue button labeled "VERIFY MEMBERSHIP". On the right side, there is a list of menu items: "Account", "Report Misconduct", and "Payment History".

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 screenshot shows the "Edit Account" form. At the top left, it says "Edit Account". At the top right, there are two blue buttons: "UPDATE PASSWORD" and "UPDATE ACCOUNT". The form itself is titled "Update Account" and contains the following fields:

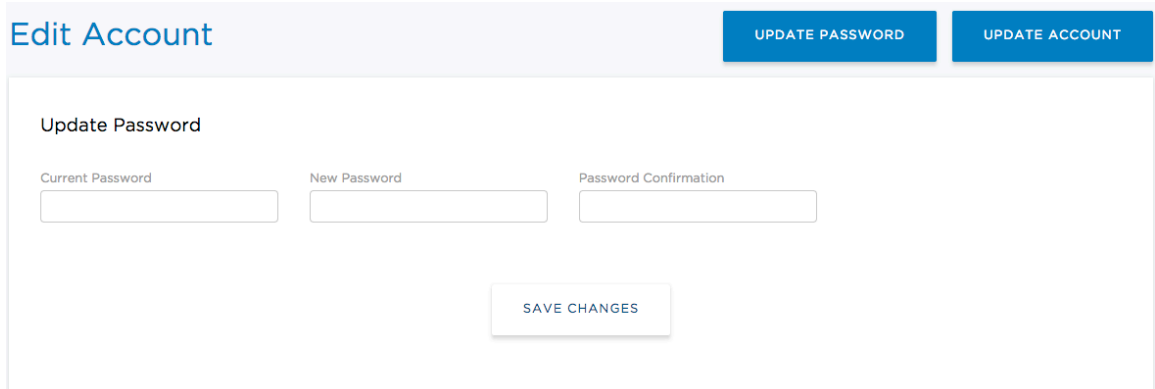
- First Name:
- Last Name:
- Email:
- Date of Birth:
- State:

At the bottom center of the form, there is a button labeled "SAVE CHANGES".

How do I reset my password?

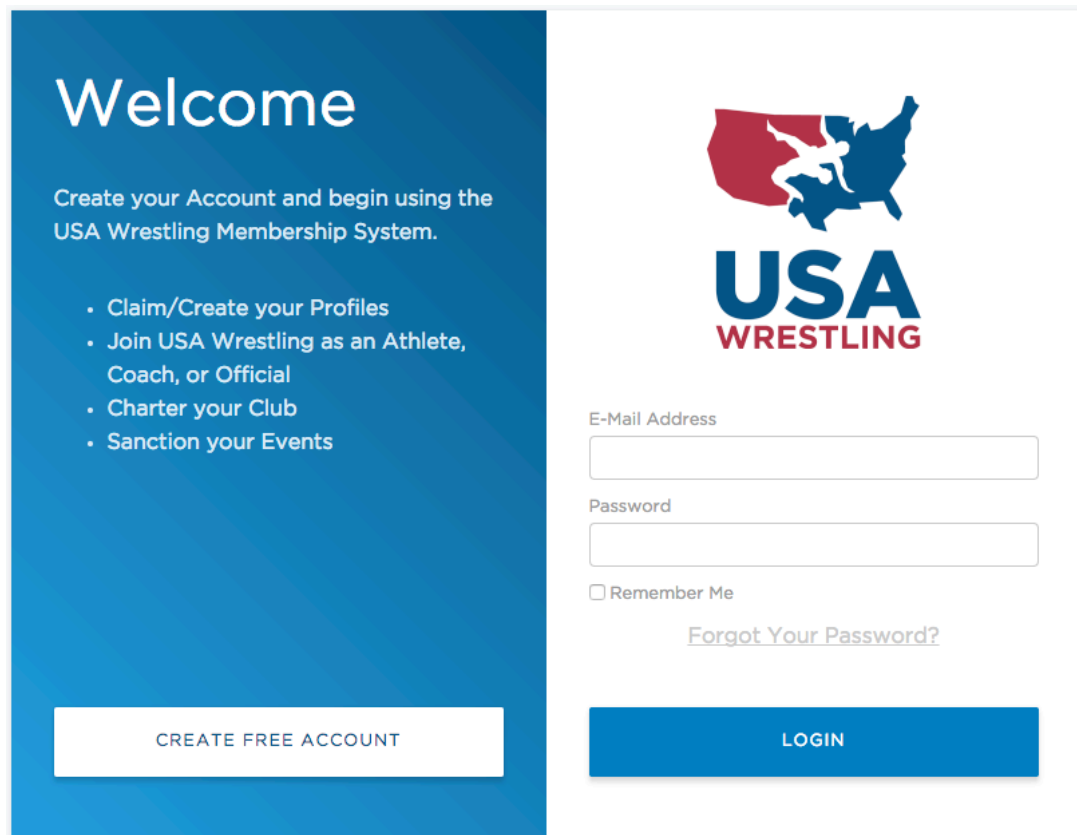
There are two ways to update your password within the system

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 right, there are two blue 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 page. 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'. A 'CREATE FREE ACCOUNT' button is at the bottom of the sidebar. On the right, the USA Wrestling logo is displayed above the login form. The form includes fields for 'E-Mail Address' and 'Password', a 'Remember Me' checkbox, and a 'Forgot Your Password?' link. A blue 'LOGIN' button is at the bottom right.

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