



JANUARY 2021

US Lacrosse Program Leader Portal

How to monitor your coach and player US Lacrosse activity

Lyn Porterfield and Andi O'Connor



Preparation

1. Log into your USLacrosse.org account and ensure that you have your current log in credentials
 - Your user ID is now the email that is associated with your account
 - You may need to reset your password if you have not logged in since July 2020
2. Pull a list of your players and/or coaches' US Lacrosse IDs
 - Pull your roster from your registrations or last season's registration
 - Or, request a roster report from your RM
3. Have US Lacrosse <https://leaguemanagement.uslacrosse.org/>- and user guide available (Regional Manager will provide access)

Create Your Program Leader Portal Site

1. Open up your browser and go to the URL-
<https://leaguemanagement.uslacrosse.org/>
2. Log in with your USL Username and password
3. Identify if you are a league or a (league member) program
4. Type in your Group Name into filter League or Program box
5. Select this is my league or program
If not listed select the My program is not listed. At the bottom of the page
6. Click the Radio button- No, I only need basic Program Leader Features
7. Review US Lacrosse Benefit Agreement (privacy and membership status) Check the box indicating your acceptance of the agreement.
8. Click on the Create My Website button, this will create your unique URL which you will want to bookmark for future use.

Access Your Program Leader Portal Site

1. Click on the URL that you just saved. You will always go to this URL to log in, not uslacrosse.org, moving forward.
2. Use your US Lacrosse username and password. Once you are logged into your new personal portal you will be on your dashboard listing your seasons

Set Up Your Season

1. Add a season by clicking the Add Season button
2. Here is where you will enter the date that your participation will commence and the last day of any organized activities. This is important as all memberships must be current through the last day of your season to ensure that your insurance is valid.

Import Coaches and/or Players

1. Load your current list of player and/or coach rosters to the season. We are going to focus on coaches for the purposes of this demo, but it is essentially the same process for players.
2. Navigate to the season that you just created (Browse Seasons) and Click on Coaches, Manage Coaches in the box on the far right.
3. Click on Add Coaches in the bottom right corner of the screen.
4. Then you have two options for adding coaches, individually or in bulk.

Individual Additions

1. Click on the Add Member Button and a box will pop up in which you will fill in the member ID for the coach
2. Click Submit Blue button
3. View coach information and ensure that this is the correct number for that coach
4. Click on Check Coaches- Dark blue button on the bottom
5. Click on Register Coaches – Grey button this will save the upload and add the coach to your current season roster and make these individuals available in a downloadable format

Bulk Additions

1. Download the Bulk Load Import Template, far right button
2. Copy and paste your list of US Lacrosse ID numbers and save file
3. Click on the Choose File button, find your file that you just saved, select and click open
4. Your data should appear in the list; ensure that all coaches listed are correct
5. Click on Check Coaches- Dark blue button on the bottom
6. Click on Register Coaches – Grey button this will save the upload and add the coaches to your current season roster and make these individuals available in a downloadable format

How to Utilize

- Your current view allows you to filter by Background Check Status, SafeSport Training, Game Type and Level 1 Training completion by either clicking on the column header or selecting from the dropdown above.
- You can then export your view to an excel file to manipulate your data further.
- Always remember to "sync" your information each time you login to capture any changes for your currently rostered coaches and players that may have transpired since you last used the portal.

How to Add Additional Administrators

1. Go to hamburger menu on top left, pull down
2. Click on Administrators
3. Add Administrator
4. Type in First Name, Last Name, and the email that is associated with their US Lacrosse account.
 1. If this a new volunteer that is not known to US Lacrosse, then you can enter a password of your choosing
 2. If the new administrator is known to US Lacrosse they will utilize their existing US Lacrosse password when they log in. You do not need to know their USL password, but you do need to enter a password of your choosing at this stage. They will override that password when they log in for the first time

FAQ's

1. How do I access the portal?
 - *Did you go to your new url to access the portal?*
 - *Don't forget you have your own custom URL and it is not on uslacrosse.org*
2. Why aren't the coaches that I bulk uploaded saved?
 - *Did you click Check **and** Register after uploading?*
3. Why don't I see all the coaches on the roster that I just uploaded?
 - *The US Lacrosse ID is not accurate*
 - *The coach is not an adult – the case then they will need to be uploaded as a player and the individual junior coach will need to log into their US Lacrosse account and download their transcript or print out completion certificates.*
 - *The coach is not identified as coach in our database- the coach will need to call or email the Member Experience team and request that their participation include Coach.*



Regional Contacts

PACIFIC NORTHWEST LYN PORTERFIELD

410-235-6882 ext. 114
lporterfield@uslacrosse.org

PACIFIC SOUTHWEST GABE FOWLER

410-235-6882 ext. 194
gfwler@uslacrosse.org

MOUNTAIN SHAWN MALONEY

410-235-6882 ext. 193
smaloney@uslacrosse.org

MIDWEST BRYCE WOODSON

410-235-6882 ext. 189
bwoodson@uslacrosse.org

SOUTHEAST + SOUTHWEST LOU CORSETTI

410-235-6882 ext. 190
lcorsetti@uslacrosse.org

NEW ENGLAND RYAN LARKUM

410-235-6882 ext. 188
rlarkum@uslacrosse.org

NORTHEAST SARAH FORREST

410-235-6882 ext. 223
sforrest@uslacrosse.org

NORTH ATLANTIC HARRY JACOBS

410-235-6882 ext. 220
[hjacobson@uslacrosse.org](mailto:hjacobs@uslacrosse.org)

MID-ATLANTIC ANDI O'CONNOR

410-235-6882 ext. 171
aconnor@uslacrosse.org

THANK YOU



LAXCON.USLACROSSE.ORG