



TOKYO 2020

SPORT ENGINE GUIDE FOR USAAS MEMBERS

WE MOVE AS ONE

MEMBERSHIP CHANGES 2023-2024

- **NEW** - All trainings and certifications will be tracked in Sports Engine membership profile.
- This includes grade level, CCP, Judge Training, Technical Controller Training and Assessor Levels.
- The certification list posted on the USAAS website will be removed December 31, 2023.
- To add your trainings to your Sports Engine profile, you will need a copy of your training certificate.

[Become a Member](#)



MEMBERSHIP REMINDERS FOR 2023-2024

- SafeSport is still required for anyone 18 and older, regardless of interactions with minor athletes
- Background screening discount available every other year for Athlete Safety Memberships
- Life Members Active & Retired
 - Do not need to register again
- Adult membership: anyone who turns 18 before Aug 31, 2024
- Youth memberships: anyone who is 17U on Aug 31, 2024



SPORT ENGINE - EMAILS

IMPORTANT

**USE MEMBERS PERSONAL EMAIL ADDRESS, NOT THE CLUB
EMAIL ADDRESS, WHEN CREATING YOUR ACCOUNT.**

SPORT ENGINE - PERSONAL ACCOUNT

HOUSEHOLD ACCOUNTS

- <https://my.sportengin.com/user>
- Left hand column options
- Home:
- Household: you should only see names of those living under your roof
 - change/edit names, emails, address and personal information here
 - click View Profile to see membership, membership requirements and eligibility status.
- Bills: view any paid or outstanding invoices
- Registration: find receipts or view past registration entries
- Menu items not utilized by USAAS
 - Schedule
 - Teams
 - Apps
- Settings

SPORT ENGINE HELP

sportengine



Baylee Robinson

Home

Household

Schedule

Teams

Bills

Registrations

Apps

Settings

Home

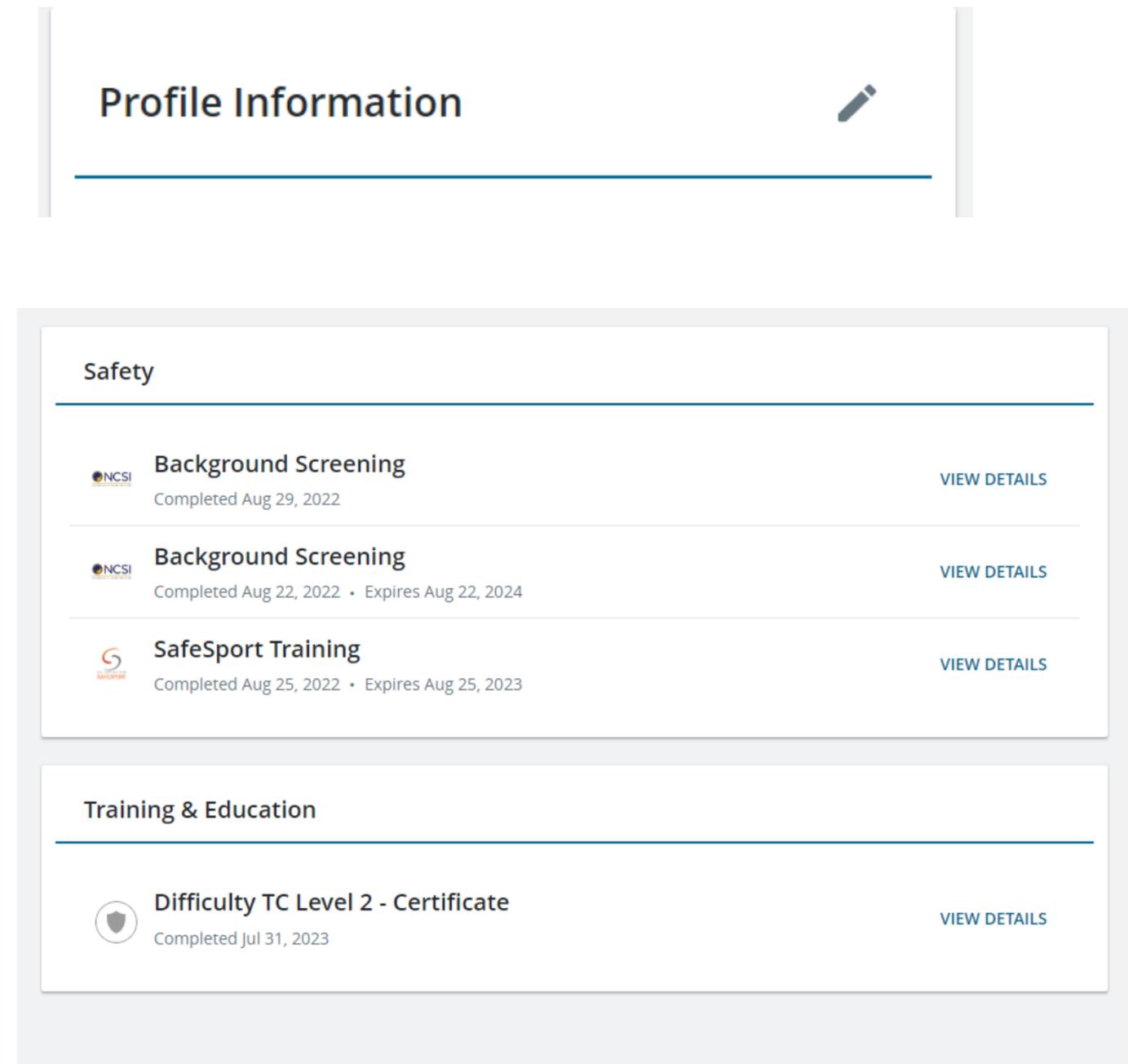
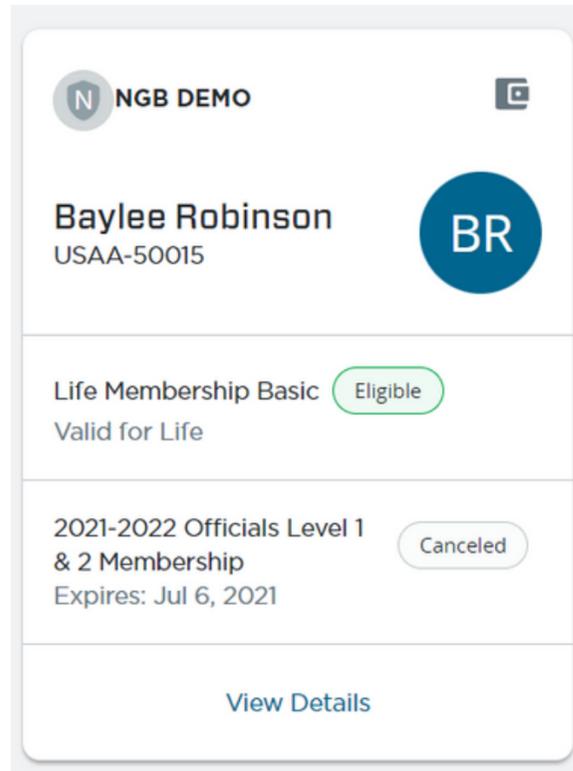
SPORT ENGINE - PERSONAL ACCOUNT

UPDATING PERSONAL INFORMATION

- Household - view profile - click the edit tool to edit information

VIEWING MEMBERSHIP NUMBER AND ELIGIBILITY

- Household - view profile
- Your membership card and number will be on the right
- USAA-##### is the number you use to register for events
 - please enter the full number
- Eligible vs Ineligible
 - click view details
 - If you are missing a required item, it will be noted



SPORT ENGINE - PERSONAL ACCOUNT *NEW*

HOW TO UPLOAD TRAINING CERTIFICATES TO YOUR ACCOUNT

- After purchasing your membership, you will next add your training certificates to your account.
- All links for adding training certificates will be posted [HERE](#).
- Club directors cannot add a training certificate for any member. All members need to add these trainings on their own.
- Certificates to upload will be emailed out by USAAS staff.
- If you have not received your certificate, please email memcoord@usaartisticswim.org.

The screenshot displays a user's personal account interface. It is divided into two main sections: 'Safety' and 'Training & Education'. The 'Safety' section contains three entries, each with a logo, title, completion date, expiration date, and a 'VIEW DETAILS' link. The 'Training & Education' section contains one entry with a shield icon, title, completion date, and a 'VIEW DETAILS' link.

Section	Logo	Title	Completion Date	Expiration Date	Action
Safety	NCSI	Background Screening	Completed Aug 29, 2022		VIEW DETAILS
	NCSI	Background Screening	Completed Aug 22, 2022	Expires Aug 22, 2024	VIEW DETAILS
	SafeSport	SafeSport Training	Completed Aug 25, 2022	Expires Aug 25, 2023	VIEW DETAILS
Training & Education	Shield	Difficulty TC Level 2 - Certificate	Completed Jul 31, 2023		VIEW DETAILS

All trainings and certificates will upload to your account. To find your certificate, click household, view profile, view details. Here you can click on membership and credentials.

MEMBERSHIP TYPES & REQUIREMENTS

REQUIREMENTS TRACKED IN SPORT ENGINE

- Youth Membership
 - Waiver
- Adult Memberships
 - Waiver
 - Safe Sport
 - Background Screening
- All Memberships
 - Grade Level Testing
 - CCP
 - First Aid/CPR
 - Accessor Training
 - Judge Training
 - Technical Controller Training

MEMBERSHIP TYPES

- Visit the [website](#) for more detailed information:
- Trail Athlete
- Athlete
- Competitive Athlete
- Instructor
- Official level 1 & 2
- Professional
- Friend of USAAS
- Skills Specialist
- Olympian
- Life Member Active
- Life Member Retired

REQUIREMENTS TRACKED ON [CERTIFICATION LIST](#)

- The certification list will be removed from the website December 31, 2023.

HOW TO PURCHASE OR UPGRADE A MEMBERSHIP

PURCHASE A MEMBERSHIP

- Visit the [USAAS Website](#)
- Scroll to the bottom of the page for membership purchase links
- Find your club on the list and click for that affiliation
- Login to your account or create an account
- Select who the membership is for or add someone to your household
 - REMINDER - only those who live under your roof should be in your household
- How will you participate?
 - please read through all the options listed as only the membership types associated with your primary role with the club will appear on the following screens
- Continue through to payment screen

UPGRADE A MEMBERSHIP

- Follow the same steps listed above
- When you get how you will participate, make sure to select the role needed for your upgrade.
- The system will automatically notice the previous membership and charge you the difference for the upgrade.

How will Baylee Robinson participate?

If you participate in multiple roles, select the **primary** way you will participate.

- Athlete
- Athlete Competitive
- Chaperone
- Club Board of Directors
- Club Reps, Zone Chairs and/or LASC Officer
- Coach and/or Judge - Beginner
- Coach and/or Judge - Professional
- Committee Member
- Friend
- Judge Only
- Life Member Active Athlete, Coach and/or Judge
- Life Member Retired
- Speciality Coach
- USAAS BOD or BOG

LIFE MEMBERS

LIFE MEMBERSHIP PURCHASE AND WAIVERS

- Visit the [USAAS Website](#)
- Scroll to the bottom of the page for membership purchase links
- Find your club on the list and click for that affiliation
- Login to your account or create an account
- Select who the membership is for or add someone to your household
 - REMINDER - only those who live under your roof should be in your household
- How will you participate?
 - please select Life Member Active or Life Member Retired
 - Active: currently an athlete, coach, BOD/BOG, club rep, zone/association chair and/or judge
 - Retired: does not hold any role within USAAS but wants to continue to receive communication and updates
- Continue through the following screens

How will Baylee Robinson participate?

If you participate in multiple roles, select the **primary** way you will participate.

- Athlete
- Athlete Competitive
- Chaperone
- Club Board of Directors
- Club Reps, Zone Chairs and/or LASC Officer
- Coach and/or Judge - Beginner
- Coach and/or Judge - Professional
- Committee Member
- Friend
- Judge Only
- Life Member Active Athlete, Coach and/or Judge
- Life Member Retired
- Speciality Coach
- USAAS BOD or BOG

REMINDER - YOU DO NOT NEED TO REGISTER ANNUALLY ANYMORE.

QUESTIONS?



BAYLEE ROBINSON

EVENT & MEMBERSHIP DIRECTOR, USA ARTISTIC SWIMMING

baylee@usaartisticswim.org
719-866-4628

or visit Sport Engine Help site for additional assistance
<https://help.sportsengine.com/en/>

WE MOVE AS ONE