



TOKYO 2020

# SPORT ENGINE GUIDE FOR USAAS MEMBERS

**WE MOVE AS ONE**



# MEMBERSHIP CHANGES 2023-2024

---

- **NEW 2023-2024-** 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.
- USAAS Staff will update the trainings into Sports Engine and change the status of the Eligibility.

[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



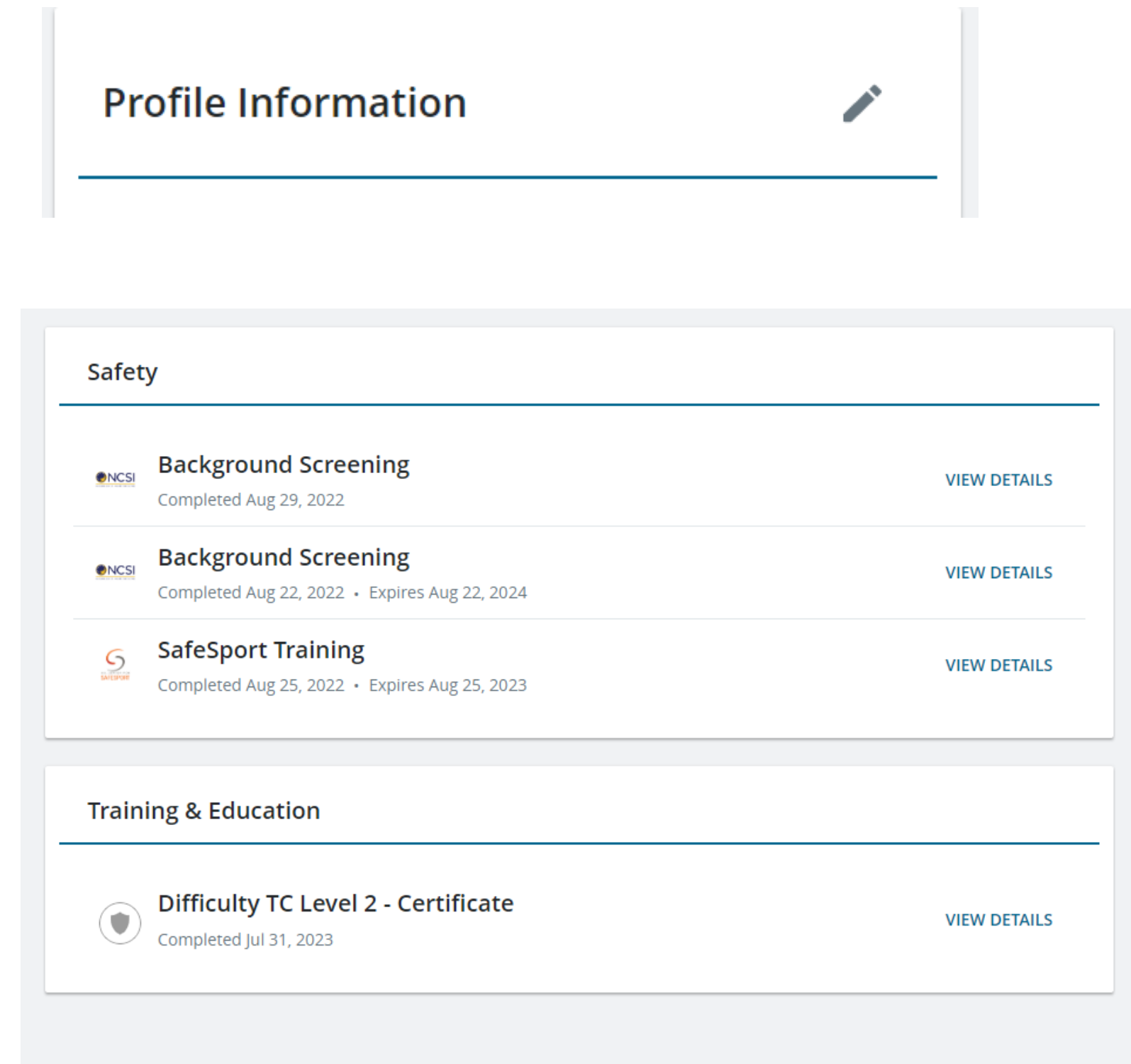
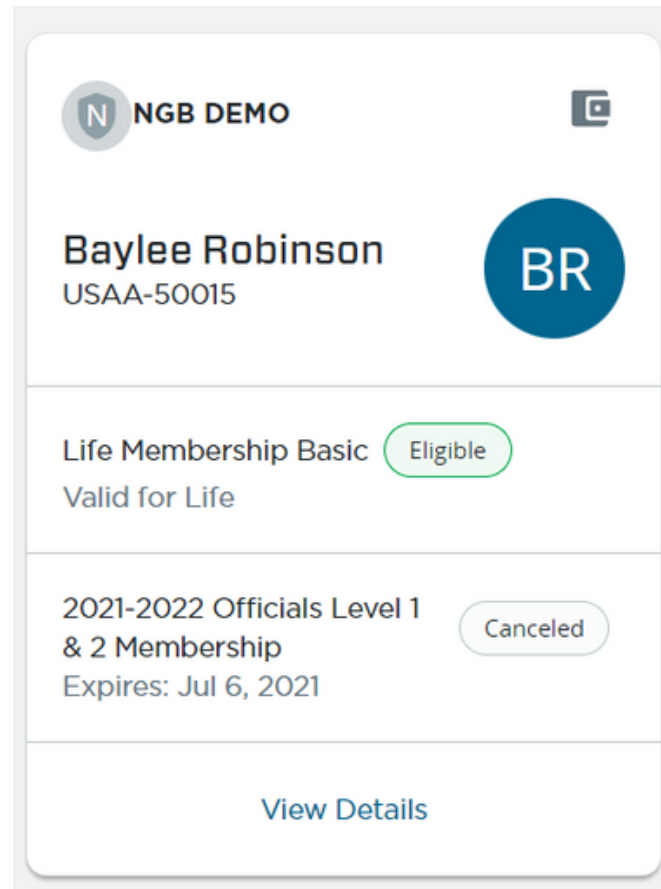
# SPORT ENGINE - PERSONAL ACCOUNT

## 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





# 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?



memcoord@usaartisticswim.org  
719-866-4628

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

**WE MOVE AS ONE**