

Club Administrators Step-By-Step Instructions

Initial Step: Make Sure You Have Claimed Your Club SportsEngine (SE) HQ

This first step is to ensure your personal club SE HQ is setup and you have access to the membership area where you will access your club's membership link and have access to track membership submissions and eligibility status. **This step only needs to be completed once by your club's primary administrator. They will then assign any other sub-administrators.**

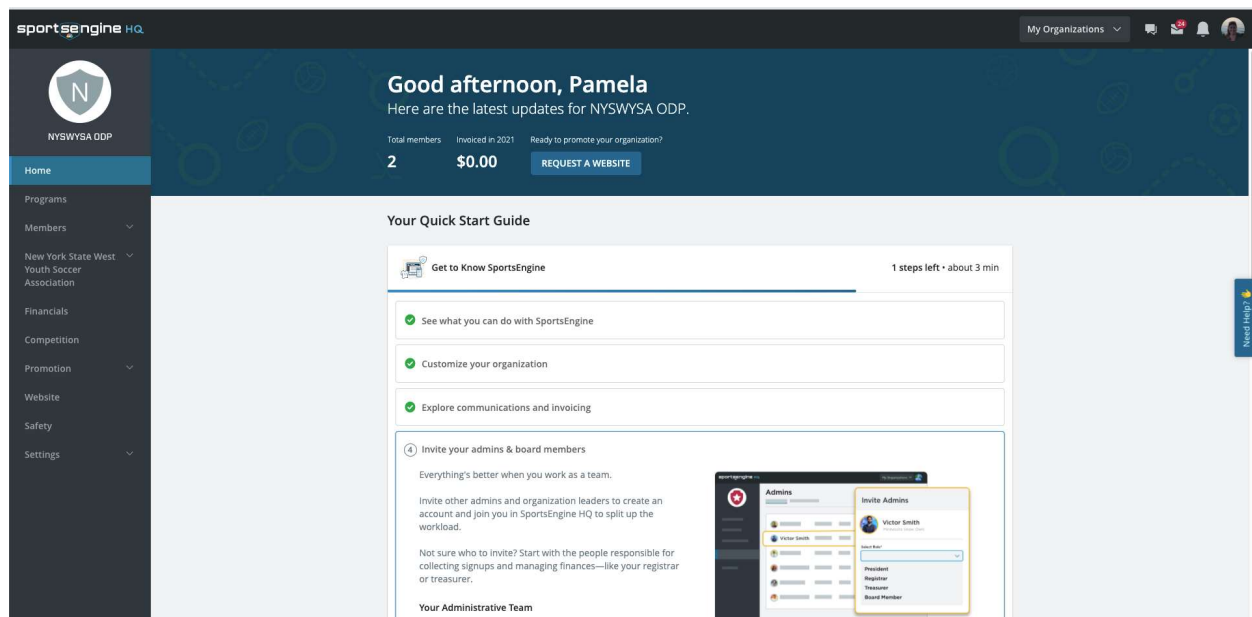
Please contact (<mailto:riskmanagement@nyswysa.org>) if you have not completed this step or to confirm if it has been completed by your club.

Step 2: Accessing Club SE HQ Admin Membership Area and Sending 2022-23 Membership Links to Club Staff Members

Login to your SportsEngine account here (https://user.sportngin.com/users/sign_in). Please use the email address associated with the account that you have full access to your club's SE HQ.

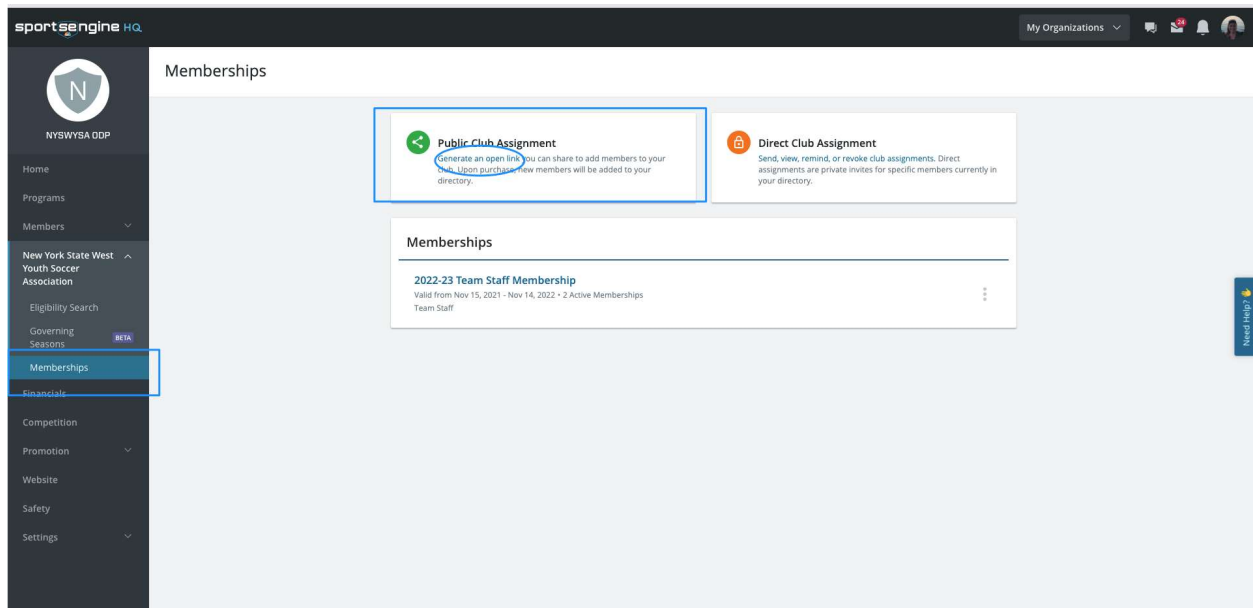
Once logged in, on your SE profile dashboard there should be a drop down menu next to your initials or photo in the upper right hand corner that says "My Organizations." Click this and you should see your Club's Name (where you will manage the new RM membership). Click on your club name.

It should then take you to a screen that looks like this. Step# 4 on this page explains how to add additional administrators where needed.



On the left hand vertical menu you should see "New York State West Youth Soccer Association." Click this drop down and select "Memberships."

Once there, below is an image of where you can generate your club's unique membership link in "Public Club Assignment" and send it out to your club members to start the RM process.



This unique club link will be the first step for your club members to begin the 2022-23 RM process. Upon providing them the unique club link, they will go through the request that will then trigger all of their requirements to be eligible for the 2022-23 season.

IMPORTANT: Once they do the membership, they need to go back to their main Home Page and click on themselves in Household so they can access their requirements. If they leave SE, they need to log back in using the main login link: https://user.sportsengin.com/users/sign_in. **DO NOT** use the membership link again. It is only one-time use.

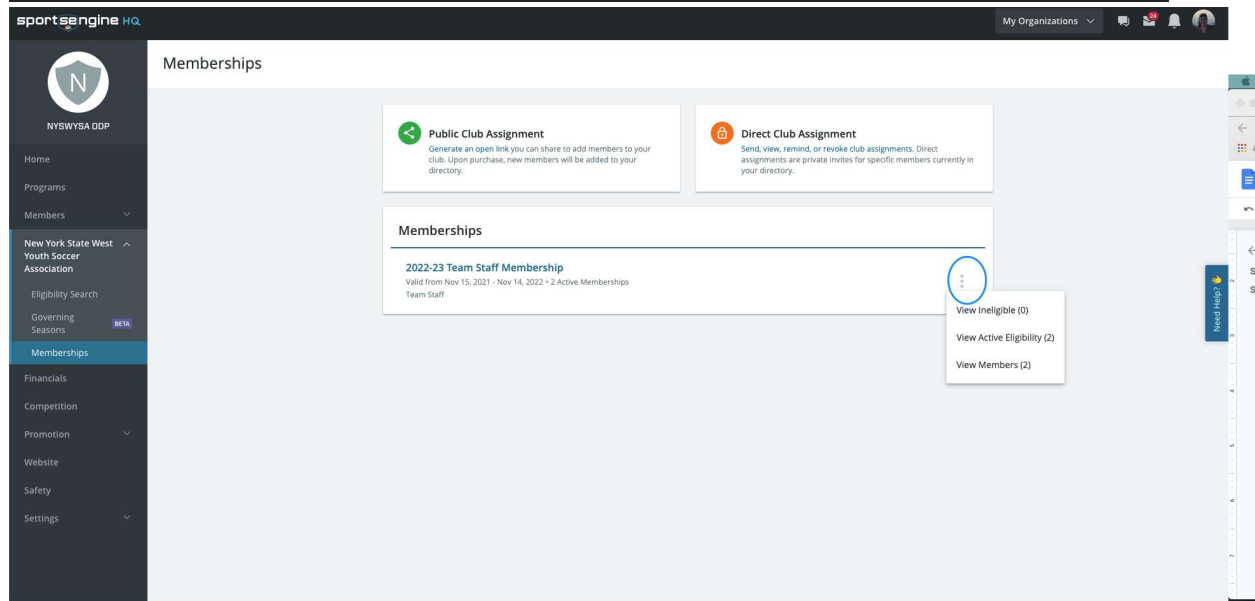
The eligibility requirements that are part of the 2022-23 seasonal membership that you will view are the Membership, Background Screening and the SafeSport training completion (Core, Refresher 1, or Refresher 2).

IMPORTANT: The USSF Learning Center's Introduction to Safe & Healthy Playing Environments eligibility is tracked by NYSWSA (you will not see it in Eligibility). It **MUST** be done **BEFORE** the RM application so the applicant can answer "Yes: to this question in the RM application otherwise it will not sync properly."

Step 3: Managing Your Club Members 2022-23 Membership Status & Completion

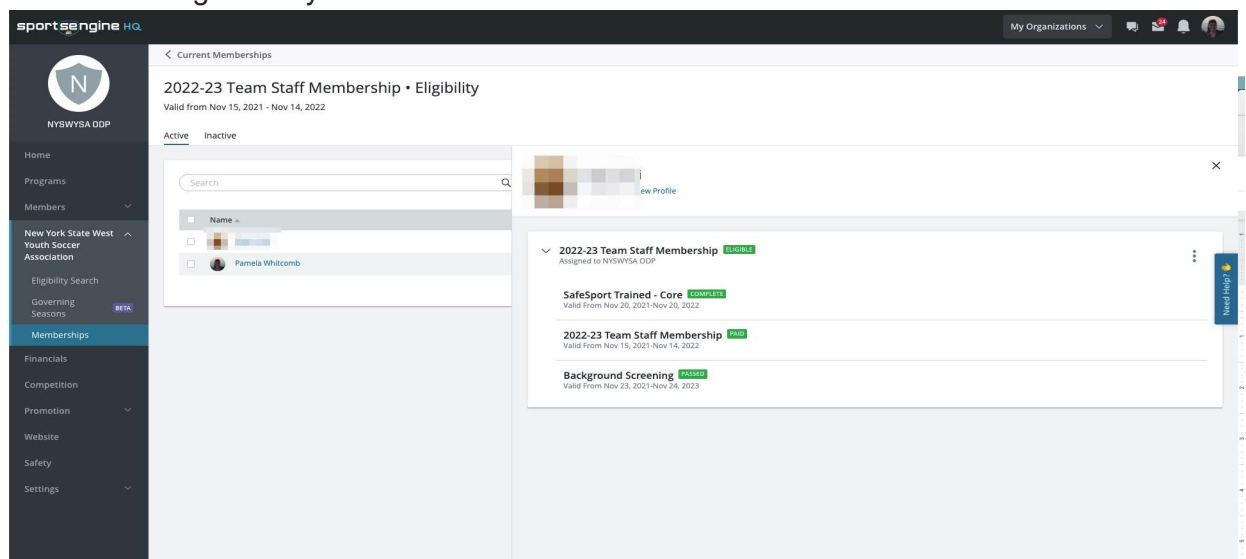
From there you will come back to this same area, and once memberships have been submitted, there will be an option across from where it says "2022-23 Team Staff Membership" to view ELIGIBILITY STATUS for your club members. Click on the three dots (...) to open the menu.

NOTE: This section replaces your old RM dashboard. Do Not Use that former dashboard.



Everyone, by default, will show "Ineligible" until they have completed the screening and SafeSport training requirements. When those are completed their status will switch to "Eligible."

You can always click on someone's name when viewing eligibility status to see what requirements are still missing where you can also send them reminders.

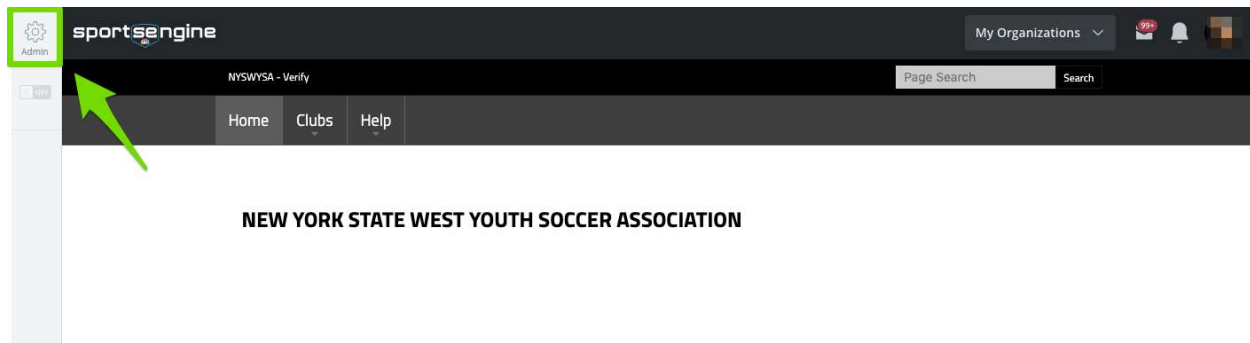


Step 4: How to Print RM Cards

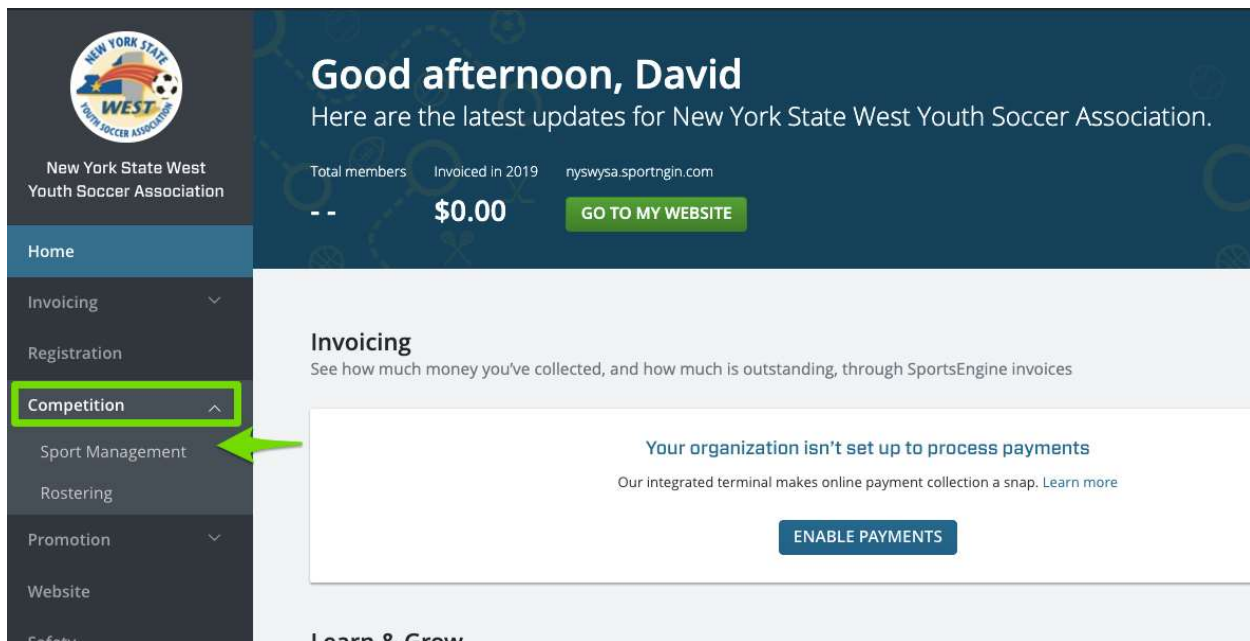
IMPORTANT: Card printing happens at the state level. You **MUST** change your “My Organizations” selection back to NYSWYSA to see the proper screens referenced below.

This requires permissions that needs to be given by the NYSWYSA global administrator. Only those club staff members that have completed ALL their RM requirements and uploaded an acceptable color head shot photo taken within the last 6 months. Do NOT upload previous season photos or photos of photos, they will be rejected.

- (1) Log on here: <https://nyswysa.sportngin.com/>
- (2) Select the Admin Control Panel









- (3) Select Competition > Sport Management > Then switch from Clubs to Coaches
- (4) Make sure you select the correct season or you will get a blank pass.



(5) Select whose card you want to print and the printer icon.

The cards will be emailed to your Account Email in PDF format. They come one per page for security purposes.

The screenshot shows the 'Sport Management' interface for the 'New York State West Youth Soccer Association'. On the left is a dark sidebar with navigation links: Home, Invoicing, Registration, Competition, Promotion, Website, Safety, and Settings. The main content area is titled 'Sport Management' and 'Coaches'. It features a table with columns: First Name, Last Name, Email, Jersey #, Team, and Status. There are seven rows of coaches, each with a blue checkmark in the first column and an 'Active' status. To the right of the table is a vertical toolbar with icons for adding, editing, deleting, and printing. A green arrow points to the printer icon, which is highlighted with a green box. The top right of the interface shows 'My Organizations' and notification icons.

	First Name	Last Name	Email	Jersey #	Team	Status	
<input checked="" type="checkbox"/>						Active	
<input checked="" type="checkbox"/>						Active	
<input checked="" type="checkbox"/>						Active	
<input checked="" type="checkbox"/>						Active	
<input checked="" type="checkbox"/>						Active	
<input checked="" type="checkbox"/>						Active	
<input checked="" type="checkbox"/>						Active	