

# 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 completed once by your club's primary administrator. They will then assign any other sub-administrators.**

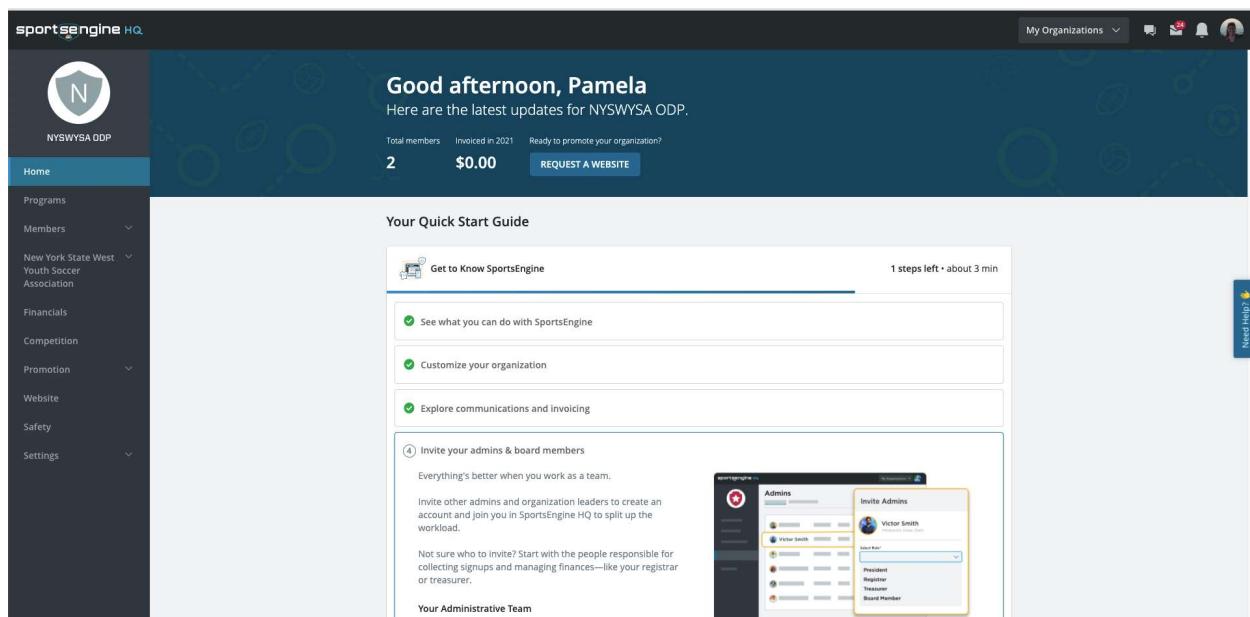
Please contact (<mailto:riskmanagement@nswysa.org>) if you have not completed this step or to confirm if it has been completed by your club.

## **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](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.

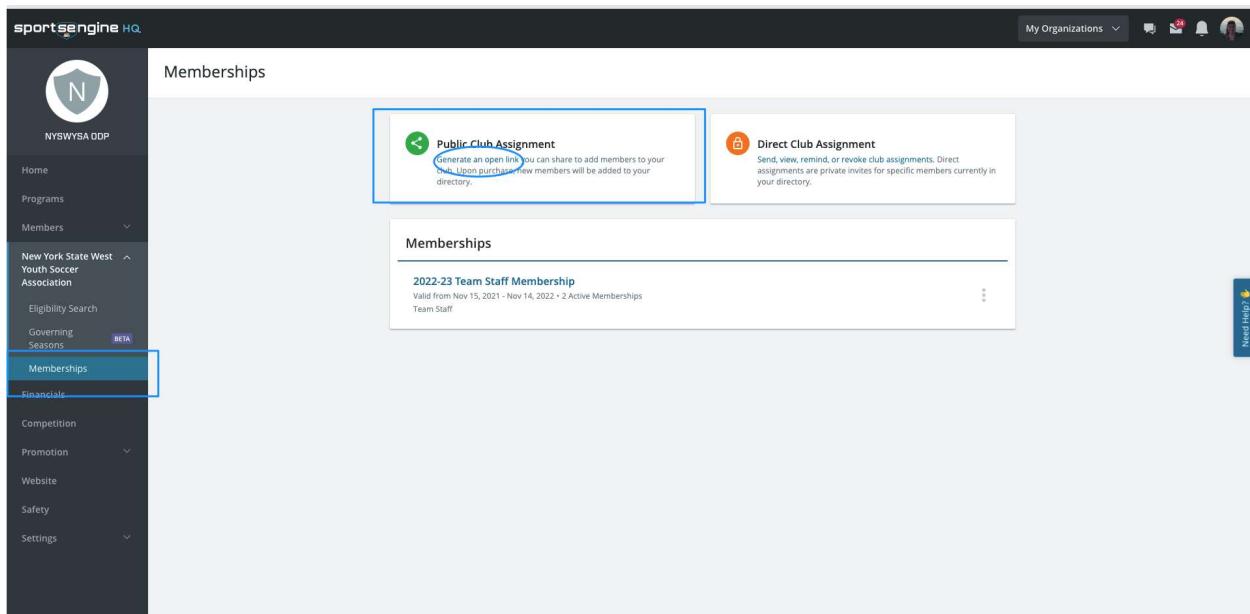
Once logged in, on your SE profile dashboard there should be a drop down menu next to your initials or photo in the upper right hand corner that says "My Organizations." Click this and you should see your Club's Name (where you will manage the new RM membership). Click on your club name.

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.



The screenshot shows the sportsengine HQ interface. On the left, a sidebar menu for 'NYSWYSA DDP' includes sections like Home, Programs, Members, Governing Seasons (BETA), Memberships (selected and highlighted with a blue box), Financials, Competition, Promotion, Website, Safety, and Settings. The main content area is titled 'Memberships'. It features two main buttons: 'Public Club Assignment' (with a green circular icon) and 'Direct Club Assignment' (with an orange circular icon). The 'Public Club Assignment' button has a blue box around it, indicating it's the focus. Below these buttons, a sub-section titled 'Memberships' displays a '2022-23 Team Staff Membership' card with details: Valid from Nov 15, 2021 - Nov 14, 2022 - 2 Active Memberships, Team Staff. At the bottom right of the main content area, there's a 'Need Help?' button.

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. The eligibility requirements that are part of the 2022-23 seasonal membership that you will view are the Background Screening and the SafeSport training completion (Core, Refresher 1, or Refresher 2). The USSF Learning Center's Introduction to Safe & Healthy Playing Environments eligibility is tracked by NYSWSA.

### **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.**

The screenshot shows the 'Memberships' section of the sportsengine HQ interface. On the left, a sidebar menu includes 'Memberships' under 'New York State West Youth Soccer Association'. The main content area displays two assignment methods: 'Public Club Assignment' (generate an open link to add members) and 'Direct Club Assignment' (send private invites). A modal window titled 'Memberships' for the '2022-23 Team Staff Membership' is open, showing 2 active memberships. A context menu is visible over the modal, with the 'View Ineligible (0)' option circled in blue.

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.

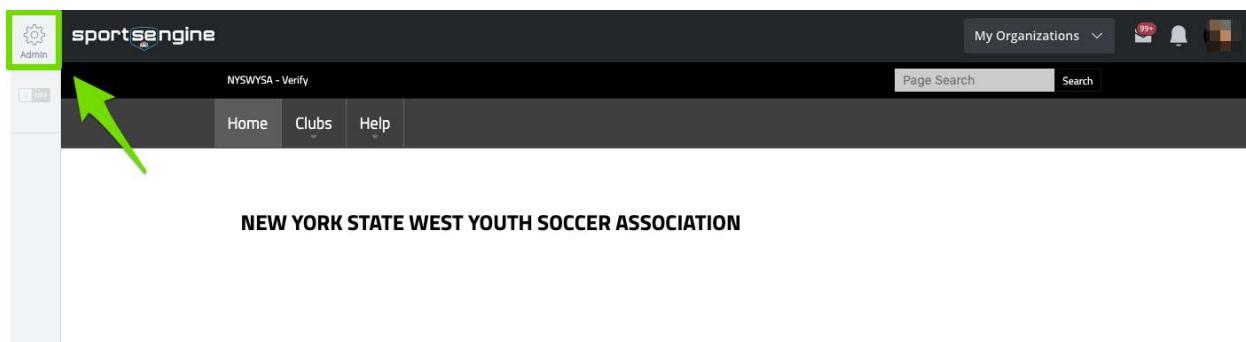
All information that you see on your club's SE HQ is funneled up to the national level.

The screenshot shows the 'Current Memberships' page for the '2022-23 Team Staff Membership'. It lists members including 'Pamela Whitcomb'. A detailed view of her profile is shown, including her '2022-23 Team Staff Membership' status as 'ELIGIBLE', her 'SafeSport Trained - Core' status as 'COMPLETE', and her 'Background Screening' status as 'PASSED'. The 'Background Screening' card indicates it is valid from Nov 23, 2021, to Nov 24, 2023.

#### **Step 4: How to Print RM Cards**

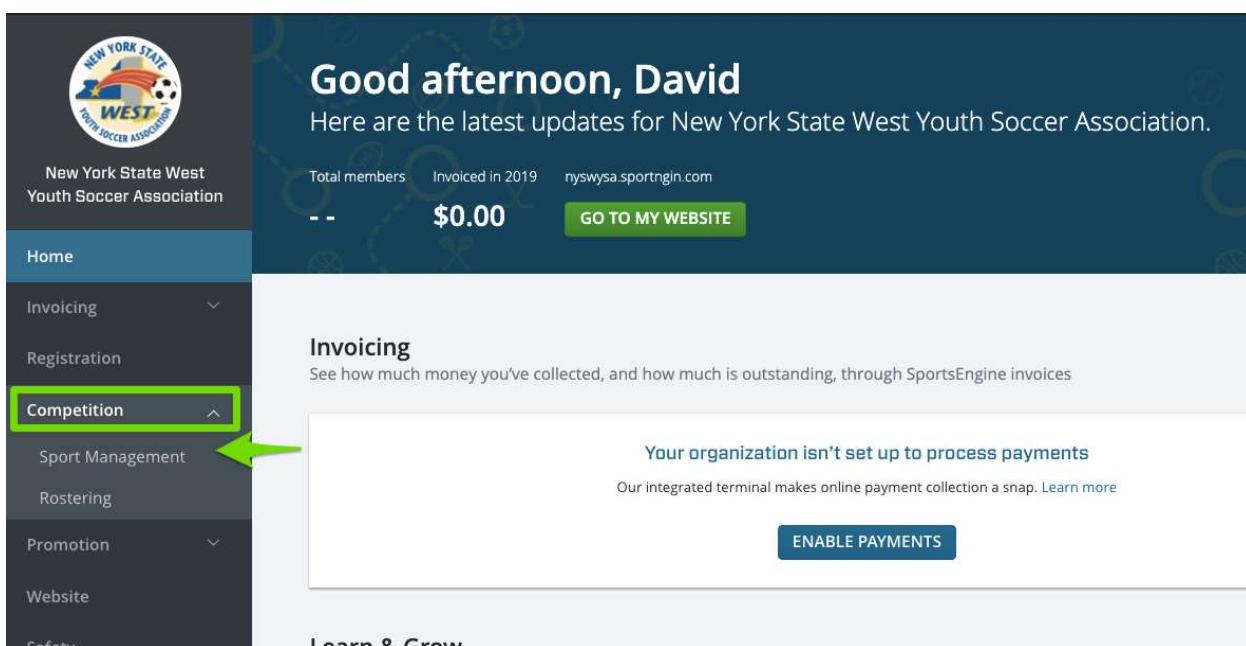
This requires permissions that needs to be given by the NYSWYSA global administrator. Only those club staff members that have completed ALL their RM requirements and uploaded an acceptable color head shot photo taken within the last 6 months. Do NOT upload previous season photos or photos of photos,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

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



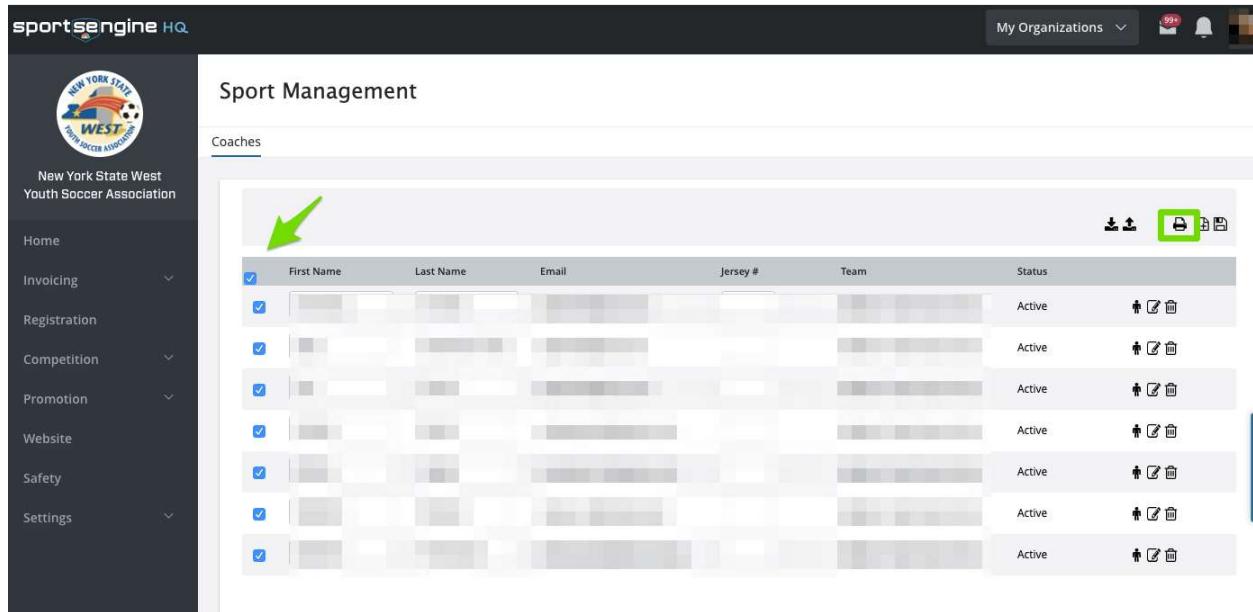
- (3) Select Competition > Sport Management > Then switch from Clubs to Coaches

- (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.



Sport Management

Coaches

First Name	Last Name	Email	Jersey #	Team	Status	Actions		
John	Doe	john.doe@example.com	12	Team A	Active			
Jane	Smith	jane.smith@example.com	13	Team B	Active			
Mike	Johnson	mike.johnson@example.com	14	Team C	Active			
Alice	Williams	alice.williams@example.com	15	Team D	Active			
Brian	Harris	brian.harris@example.com	16	Team E	Active			
Cathy	Perez	cathy.perez@example.com	17	Team F	Active			
David	Reyes	daavid.reyes@example.com	18	Team G	Active			