sportsengine

US Club Soccer
Staff & Player Guide

US Club Soccer Staff & Player Guide

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Introduction

This guide will help you understand what steps need to be taken in order to successfully claim your SportsEngine Account and fulfill all of your Eligibility Requirements laid out by US Club Soccer. These processes can only be completed once your organization has purchased a membership for your athlete.

SportsEngine Households & Accounts

After your US Club Soccer Club sends your player's information to US Club, you will receive an email from SportsEngine that asks you to claim that Household.

A "SportsEngine Household" refers to how your SportsEngine Account and Profiles will be setup. A Household encompasses both the Account Owner and the Player Sub-Profiles that are under the owner of the account.

- **Account Owner:** The owner has access to sign in to the account, edit account information, and manage other sub-profiles. The owner **must be over the age of 13**, and is considered the Parent/Guardian of the athlete sub-profiles.
- **Sub-Profiles:** The sub-profiles are the athletes that live under the owner of the account. These profiles are tied to registrations and roster spots.

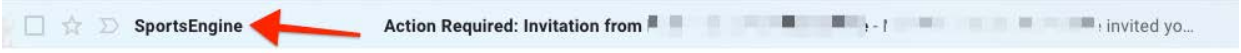
NOTE: Click HERE to learn more about the difference between the two.

CLAIMING A HOUSEHOLD

HOW TO CLAIM A SPORTSENGINE HOUSEHOLD

NOTE: You will not receive this email until your US Club Soccer Sanctioned Club Organization Admin has added you to the NRS.

1. Navigate to your email inbox.
   - The email that will receive the *Claim Invitation* from SportsEngine will be the same email your admin uses when they added you to the "National Registration System".
2. Look for an email from SportsEngine labeled "Action Required: Invitation from [*US Club Soccer Sanctioned Club Name*]"



3. Open the email.
4. Click **Accept Invitation.**

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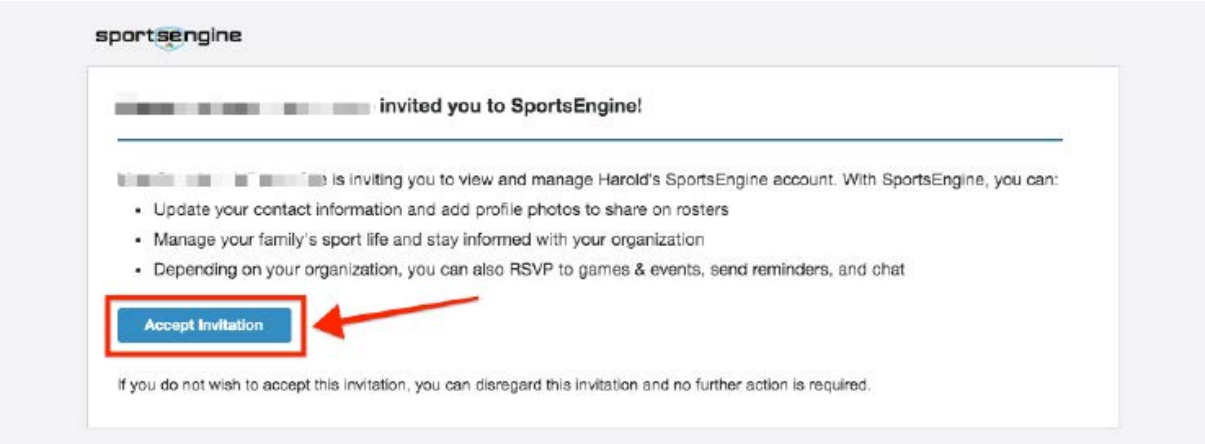

5. This will bring you to a new screen.
   - If you do not have a SportsEngine Household, the process will take you through how to create one (outlined below).
   - If you already have a SportsEngine Household, it will ask you to sign in and add that profile to your Household (outlined below). Click **Accept** if a new profile should be created.

HOW TO CREATE A SPORTSENGINE ACCOUNT

1. Under the welcome screen, fill out all requested information.

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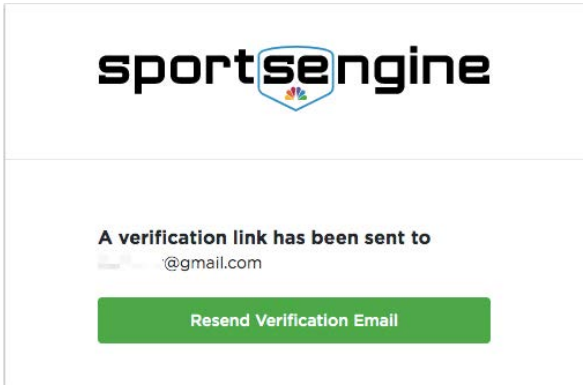
- **NOTE:** Ensure the information entered belongs to the "Account Owner" (outlined above).

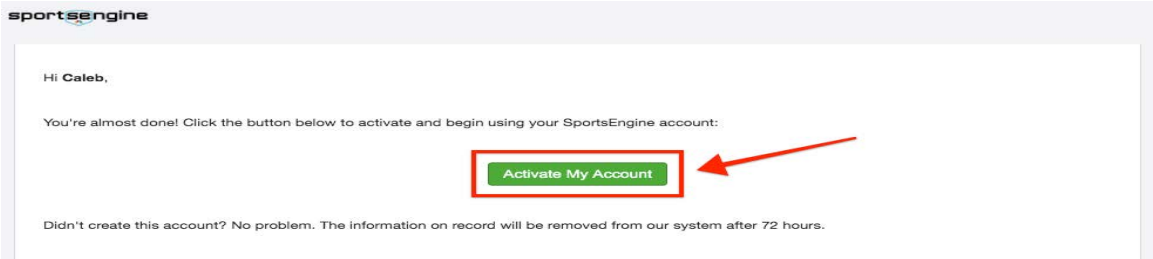
2. Once complete, click **Sign Up**.
   - A new screen will appear asking you to verify your email address.
   - Click **Resend Verification Email** if you do not receive it.



3. Navigate to your email inbox.
4. Open the "Activate Your SportsEngine Account" email.

- **NOTE:** If you do not receive this email within 5 minutes, be sure to check your junk/spam folder.

5. Click **Activate My Account**.



HOW TO ACCEPT THE INVITATION

1. Onced your SportsEngine Account has been created (outlined above), or if you already have an account and have logged in, you will accep the invitiation to claim the player.
   - Ensure that their name is next to "Add" if the player is new to your Household.
   - Select that player's sub profile if the player already exists in your Household.
2. Click **Accept**.

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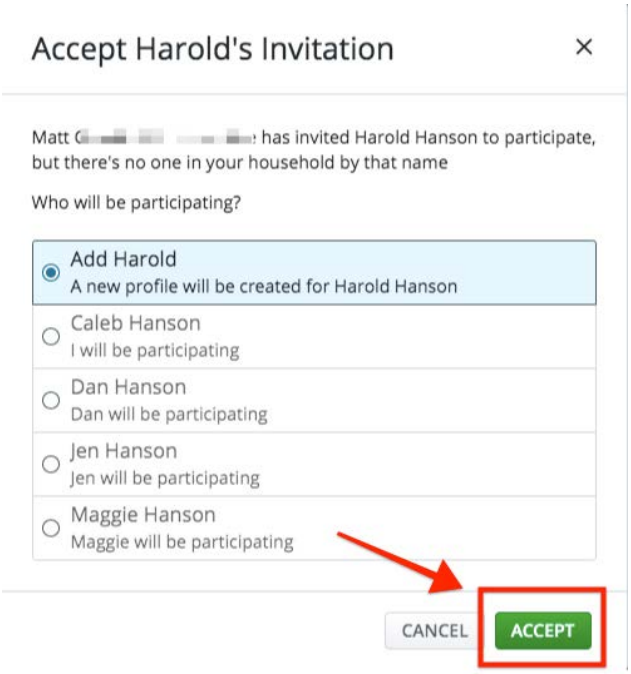

Eligibility Requirements

Certain Eligibility Requirements are needed in order for Staff and Players to participate with US Club Soccer.

After a Player and Staff member is added to the NRS **and the US Club Soccer Sanctioned Club Organization Admin purchases a US Club Membership on your behalf**, you will receive an email notifying you of your requirements.

NOTE: Click HERE to view an in-depth list of what those requirements are.

HOW CAN I ACCESS MY ELIGIBILITY REQUIREMENTS?

NOTE: You will first need a purchased US Club Membership under your SportsEngine account in order to see your requirements.

1. Sign in to your SportsEngine account and click the Home tab.
2. Underneath the *Home* heading, to the right of the text that reads "You must complete 'X' requirements in order to participate in US Club Soccer", click **Complete Requirements**.
3. Click on the title of the "US Club Membership".
4. Complete your requirements.

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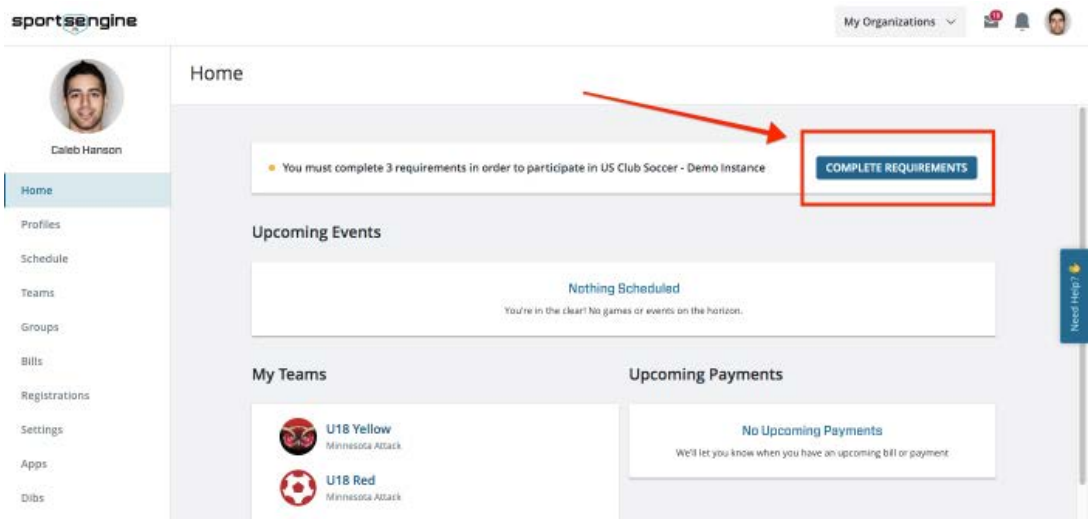
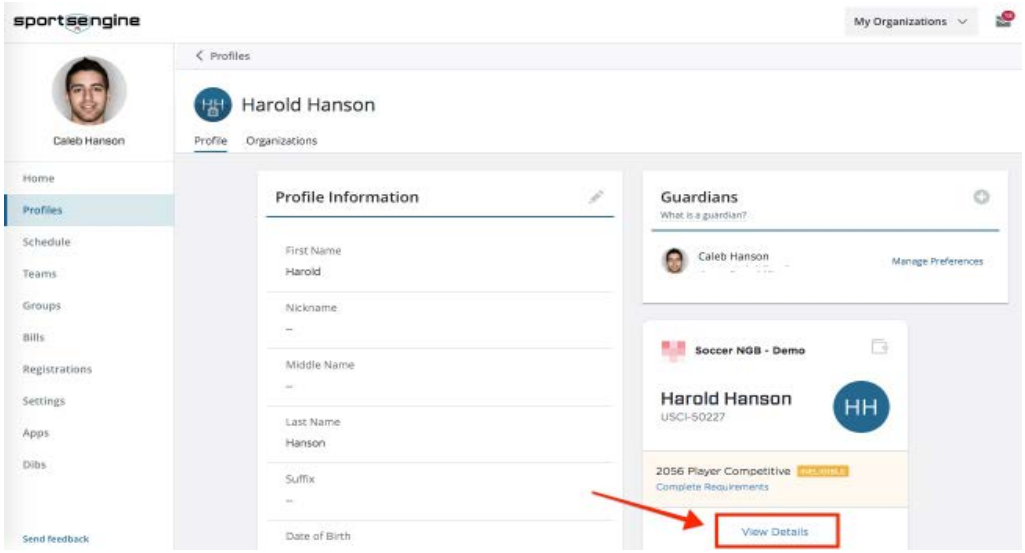


PROOF OF BIRTH

HOW TO UPLOAD PROOF OF BIRTH DOCUMENTATION

NOTE: You will first need a US Club Player Membership under your SportsEngine account in order to see your requirements.

1. Sign in to your SportsEngine account and click the Profiles tab.
2. Click on the Profile that you need to upload the Proof of Birth for.
3. On the right-side of the page, under your *US Club Soccer Membership*, click **View Details**.



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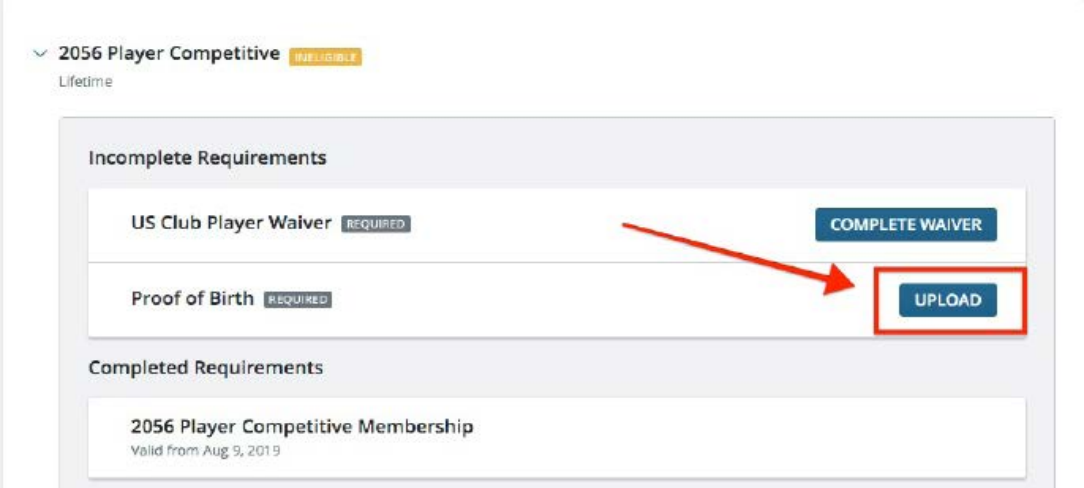
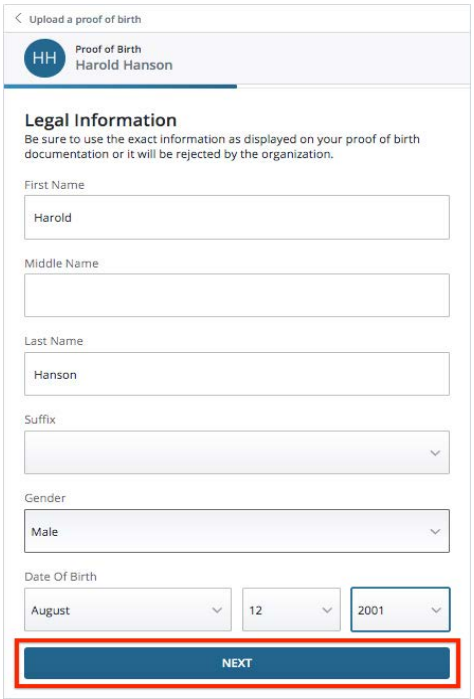
4. Click on the name of the membership.
5. Next to *Proof of Birth*, click **Upload**.



6. Click, drag, and drop your document into the upload field, or click **Add File**.
   - If you dropped your file into the upload field, click **Next**.
   - If you clicked **Add File**, select the file from your desktop and click **Open**. Click **Next**.
7. Input your legal information exactly as displayed on your document then click **Next**.



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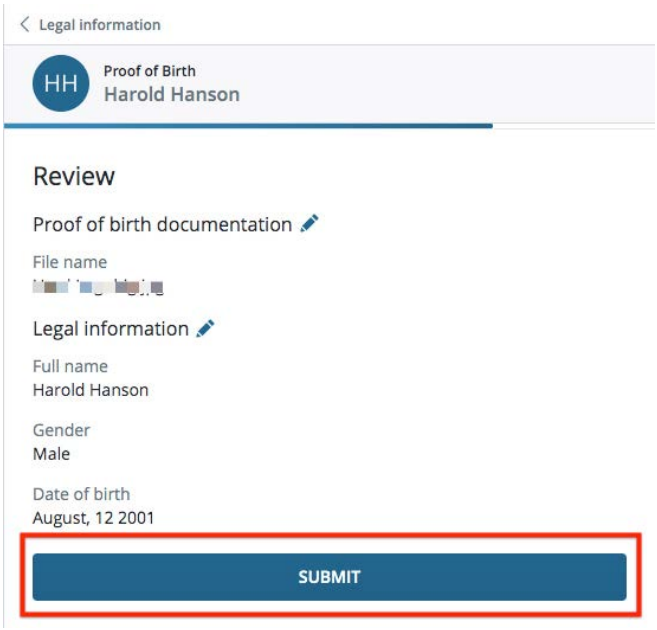
NOTE: Failure to do so will result in a rejection of the document.

8. Review your information then click **Submit**.



PLAYER WAIVER

HOW TO ELECTRONICALLY SIGN OFF ON MY US CLUB PLAYER WAIVER

NOTE: You will first need a US Club Player Membership under your SportsEngine account in order to see your requirements.

1. Sign in to your SportsEngine account and click the Profiles tab.
2. Click on the Profile that you need to sign the Wavier for.
3. On the right-side of the page, under your *US Club Soccer Membership*, click **View Details**.
4. Click on the name of the membership.
5. Next to *US Club Player Waiver*, click **Complete Waiver**.

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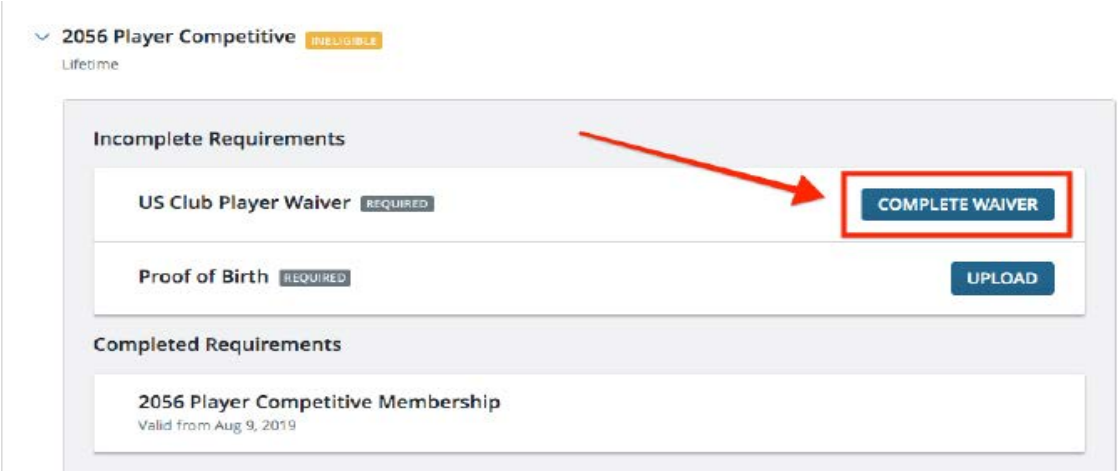
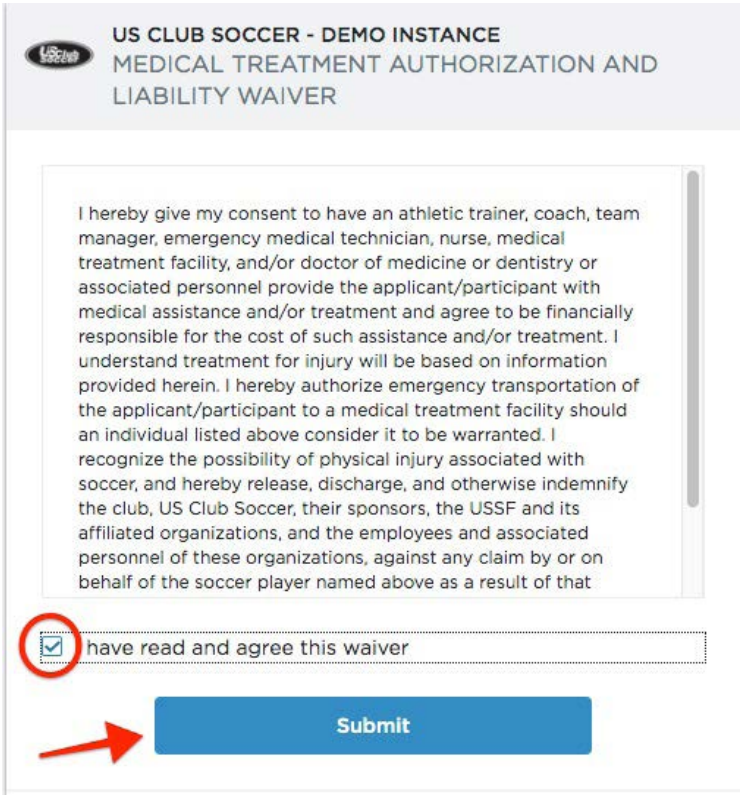


6. Check the box next to "I accept this Player Waiver", then click **Submit**.



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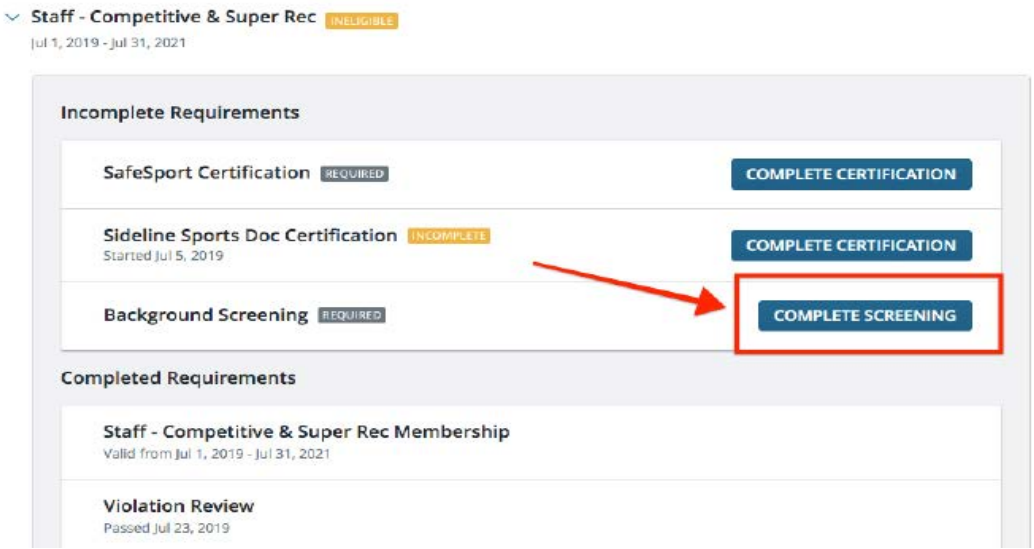
BACKGROUND SCREENING

HOW TO COMPLETE MY BACKGROUND SCREENING

NOTE: You will first need a US Club Staff Membership under your SportsEngine account. If you do not have a Membership, you will NOT see this option.

1. Sign in to your SportsEngine account and click the Profiles tab.
2. Click on the Profile that you need to complete the screening for.
3. On the right-side of the page, under your *US Club Soccer Membership*, click **View Details**.
4. Click on the name of the membership.
5. Next to *Background Screening*, click **Complete Screening**.



6. Go through and complete the US Club Soccer Background Screening.

SAFESPORT TRAINING

HOW TO COMPLETE MY SAFESPORT CERTIFICATION

NOTE: You will first need a US Club Staff Membership under your SportsEngine account. If you do not have a Membership, you will NOT see this option.

1. Sign in to your SportsEngine account and click the Profiles tab.
2. Click on the Profile that you need to complete the certification for.

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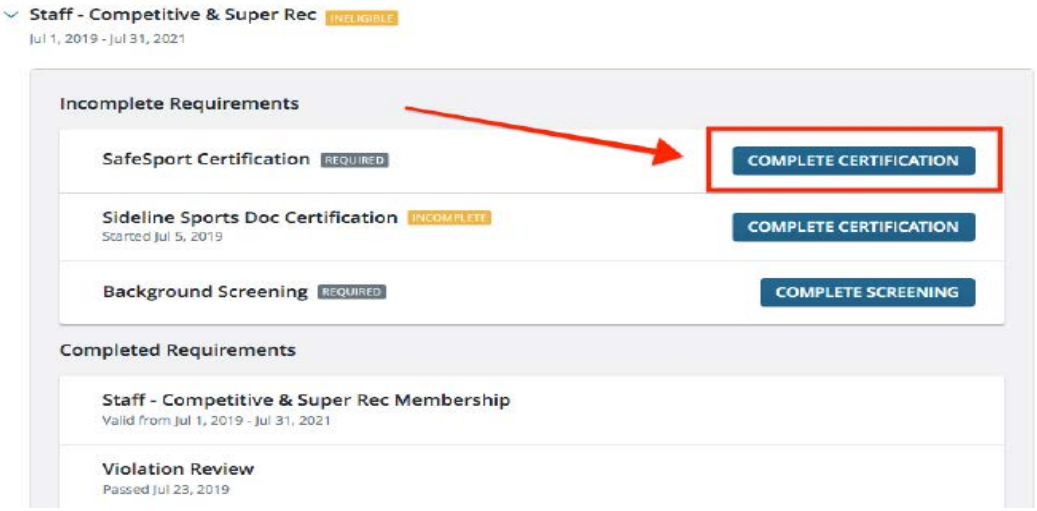
3. On the right-side of the page, under your *US Club Soccer Membership*, click **View Details**.
4. Click on the name of the membership.
5. Next to *SafeSport Certification*, click **Complete Certification**.



6. Complete the SafeSport Certification.

SIDELINE SPORTS DOC CERTIFICATION

HOW TO COMPLETE MY SIDELINE SPORTS DOC CERTIFICATION

NOTE: You will first need a US Club Staff Membership under your SportsEngine account. If you do not have a Membership, you will NOT see this option.

1. Sign in to your SportsEngine account and click the Profiles tab.
2. Click on the Profile that you need to complete the certification for.
3. On the right-side of the page, under your *US Club Soccer Membership*, click **View Details**.
4. Click on the name of the membership.
5. Next to *Sideline Sports Doc Certification*, click **Complete Certification**.

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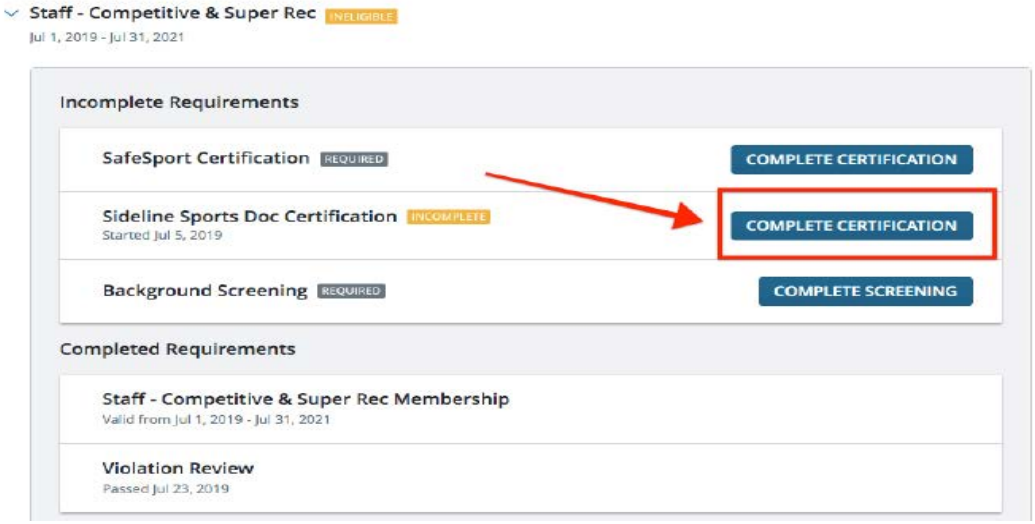

6. Complete the Sideline Sports Certification.

Profile Information

After you claim your SportsEngine Account, you will be in complete control over your profile information. There might be times where you will need to update a date of birth for a player, your home address, or add an email address to receive communications.

HOW TO UPDATE PROFILE INFORMATION

1. Sign in and go to the Profiles tab of your user dashboard.
2. Click on the Profile that you want to update.
3. to the right of *Profile Information,* click the **Pencil Icon** to edit.

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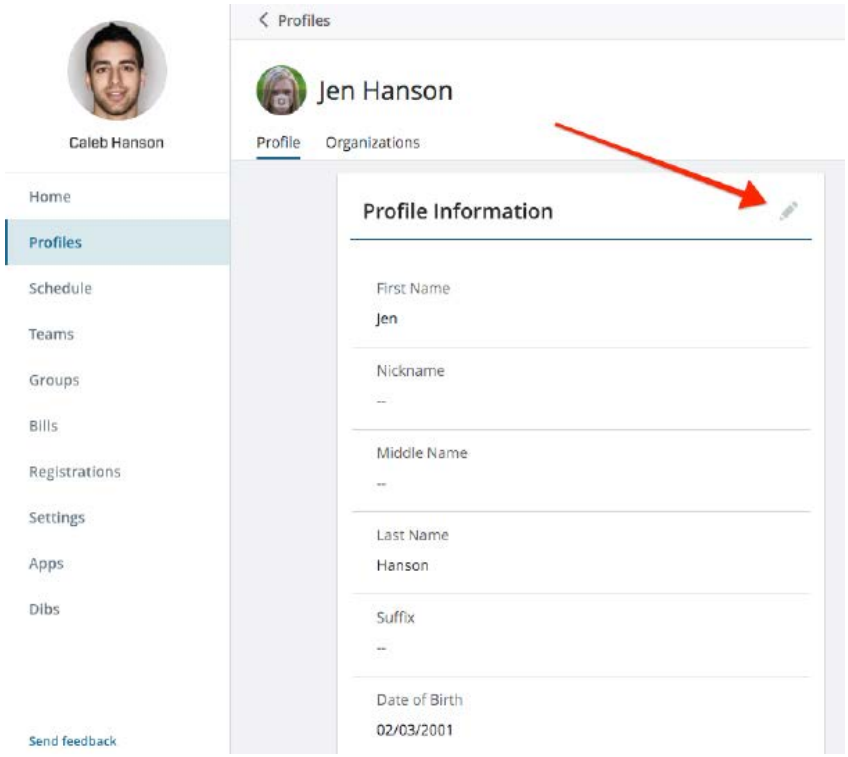

4. In the relevant field(s), input or change all of your updated information.
5. Scroll down and click **Save**.
   - **NOTE:** Messages from teams or groups are sent to both the registered athlete's profile email address and the account owners primary email address.

Profile Headshot

While a Staff or Player profile headshot are not required by US Club Soccer, most US Club Soccer Sanctioned Clubs will require a headshot when printing official rosters and passcards.

HOW TO ADD A PROFILE PHOTO/HEADSHOT

1. Sign in and go to the Profiles tab of your user dashboard.
2. Click the athlete "Profile" that you would like to change.
3. In the top-left corner, click the **Camera Icon** on the profile image.
   - Click **Clear Photo** if there is a picture you would like to remove.

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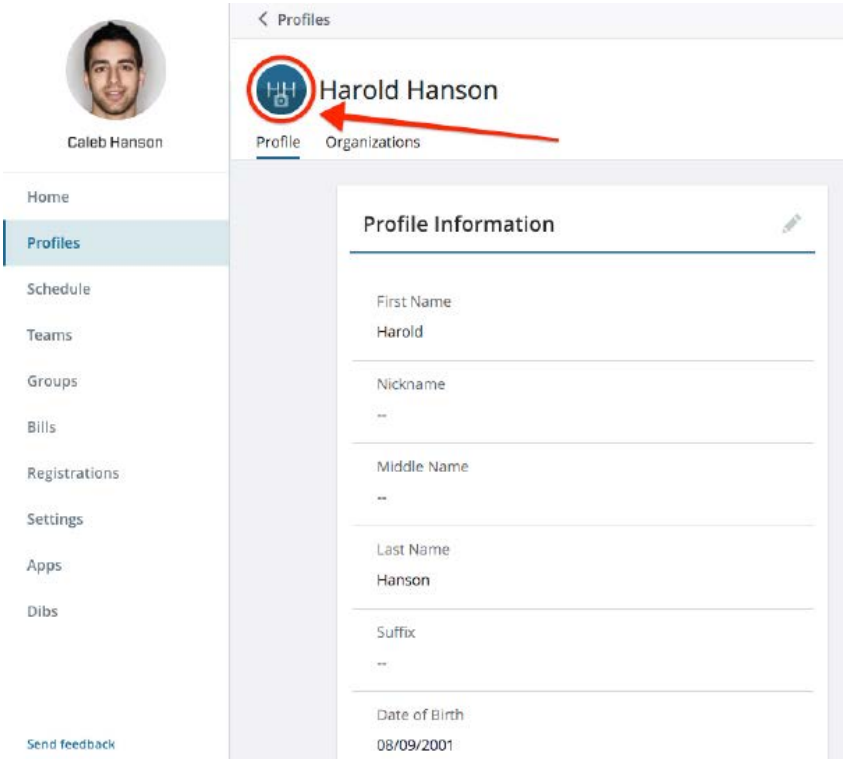
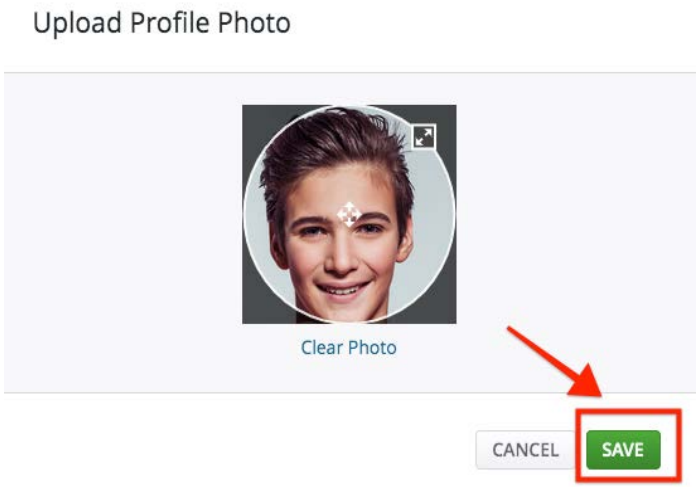


4. Click **Upload a New Photo** and select the new photo from your computer.
5. Click and drag the arrows to resize the image crop circle.
6. Click **Save**.



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Additional Help Resources

NEED HELP TAB

The blue Need Help tab is located on every SportsEngine website as well as US Club Soccer. From here, you will be able to access additional help documentation that will help with your SportsEngine account as well as additional information surrounding US Club Soccer's partnership with SportsEngine.

NOTE: You will need to be logged in to your SportsEngine Account to see the Need Help tab.

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