

## Creating a Team and Roster

Please make sure the following items are complete prior to creating your team.

- You must have a current level 2 coach membership
  - *Your Level 2 coach membership will only be current once you have successfully completed SafeSport training, background screening, uploaded supporting documentation, and uploaded your First Aid and CPR certifications. Supporting documentation and First Aid and CPR certifications must be approved by a USAC staff member. Access for completing these requirements can be found within your personal USA Climbing account.*
- A team must be created specific to each series. (i.e. an athlete with a Competitor membership may only be added to a Youth Team, an athlete with a Collegiate membership may only be added to a Collegiate Team.)
- A coach may create multiple teams.
- In order for an athlete to be added to a team, they must have a current USA Climbing Competitor, Collegiate, or Paraclimbing membership (Introductory and Coach memberships cannot be added)
- You will need to know which membership your athlete purchased, member ID and date of birth

### **Creating a Team Account**

1. Log in to your Personal USA Climbing account
2. Click on “Add Team” on the left of your dashboard
3. Add a “Role”
4. You will be asked “Is the Role for yourself?” Please select “Yes”
  - *Only a Level 2 coach is eligible to create a team*
5. Select yourself as the primary contact and continue through the form
6. Once the information is complete, select “Add” team

### **Adding a membership to your Team account**

1. From within your Team profile, select “Memberships” on the left side of your dashboard
2. Select your Region and continue to work through the form
3. Once your team is in a “current” status, you need to add your athletes to your Team

**Adding members to your Team-** *Prior to adding athletes to your team, you need to know your athletes current Membership, Member ID and Date of Birth. If your athlete is already on the team, there is no need to re-add them each season.*

1. Select “Members” on the left side of your Team profile’s dashboard
2. Click on “Add new member” on the top right of your dashboard
3. Add “An Existing Member”
  - *Important! Your athletes must have a USAC Competitor, Collegiate, or Paraclimbing membership in order to be added to a team.*
4. Select between “Add Manually” or “Upload CSV”
  - *If uploading the CSV, you will need to pre-populate your athletes member ID and date of birth in to the provided template*
5. Select your athletes “Membership Type” and enter in the member ID and date of birth
6. When selecting “Access type” You can select between “Event only” and “Full Access” please read the descriptions and decide what access is best for your team or that particular individual.
  - *If you select Full Access, it will send the athlete an email for approval and permission*

**Adding members to your Roster-** **This step is crucial!!! If athletes are not added to a roster, they will not be associated with your team or the Team Championships. Additionally, Rosters expire each season. You will need to renew your team members rosters.**

1. Select the athlete and click on “Rosters”
2. Click on “Add Roster” if a new athlete to the team or click “Lapsed” to renew, complete the form, and add

**Your Team and Roster are now complete!**