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 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.
- For an athlete to be added to a team, they must have a current USA Climbing Competitor,Collegiate, or Paraclimbing membership (Introductory and Level 1 Coach memberships cannot be added/Level 2 Coach memberships only need to be added as admin to manage the team)
- You will need to know which membership your athlete purchased, member ID and date of birth
- If your team already exists in the system, you just need to manage the team and not create a duplicate. If coaches have changed or need updated to a team, please email info@usaclimbing.org with the information

Creating a New Team Account (You do not need to do this if the team already exists in the platform. If that is the case follow the instructions above)
1. Log in to your Personal USA Climbing account
2. Click on "Setup 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 or Renewing your Team membership
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
4. To renew your Team membership, click where it says "lapsed" in red and work through the forms

Adding members to your Team- *Prior to adding athletes to your team, you need to know your athlete's 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 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 athlete's member ID and date of birth into 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 individual.
   - *If you select Full Access, it will send the athlete an email for approval and permission. USA Climbing recommends Event Access*

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.

1. **Click on "Members"/ "List" and select the individual athlete**
2. **Click on "Rosters"**
3. **Click on "Add Roster" if a new athlete to the team or click "Lapsed" to renew, complete the form, and add**

Removing members from your Roster- For athletes who are no longer participating on your team you can remove them from the roster which will remove them from the team.
1. Click on "Members"/ "List" and select the individual athlete
2. Click on the three dots under "Actions" and "Delete"

Steps to verify your Team Roster

1. For a team roster to be valid, there must be a current Level 2 Coach assigned to the Team.
2. Login to your USA Climbing account https://usaclimbing.sport80.com/login
3. Enter your Team account
4. Select "Members" on the left
5. Select "List" on the left
6. Select "Advanced Filter" top right
7. Scroll down and select "Rosters"
8. Select your team
9. For the "Status" select "Valid"
10. Scroll down select "Apply Filter"
11. Athletes valid on the Team Roster will be listed below (You will only be able to view the list, not download)

If there are missing athletes from the valid list, you must go through the steps of adding a competitor to a roster (see instructions above). Once new athletes have been added to the roster you should perform the above steps again to verify the athlete has been correctly added to your roster.