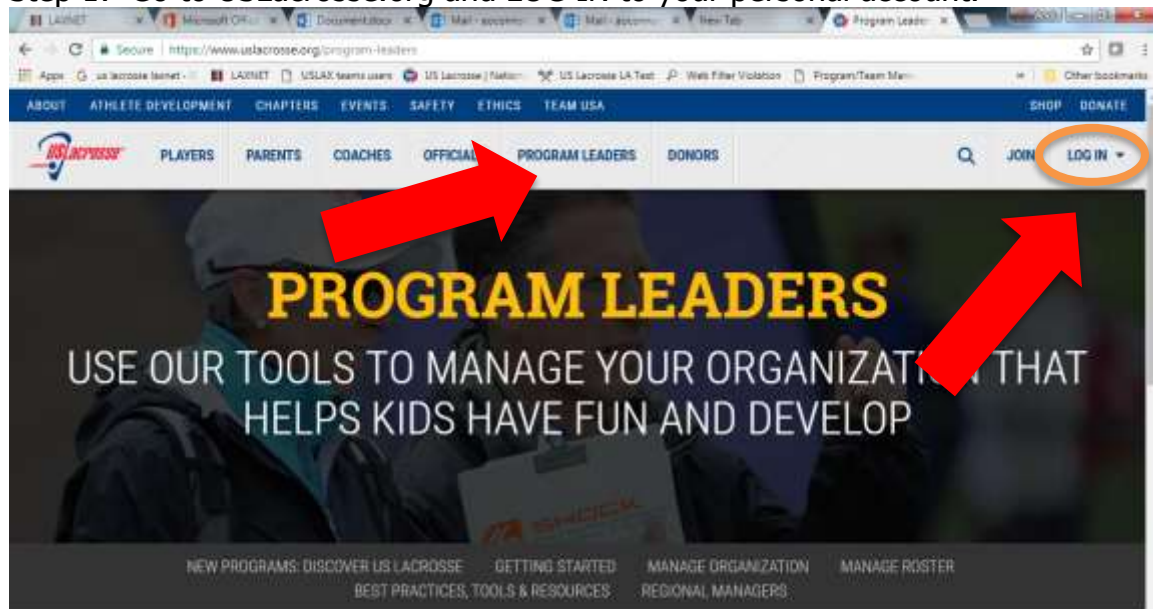




# PROGRAM LEADER INSTRUCTIONS

## HOW TO ACCESS YOUR COACH CERTIFICATION AND MEMBERSHIP DATA.

Step 1: Go to USLacrosse.org and LOG IN to your personal account.

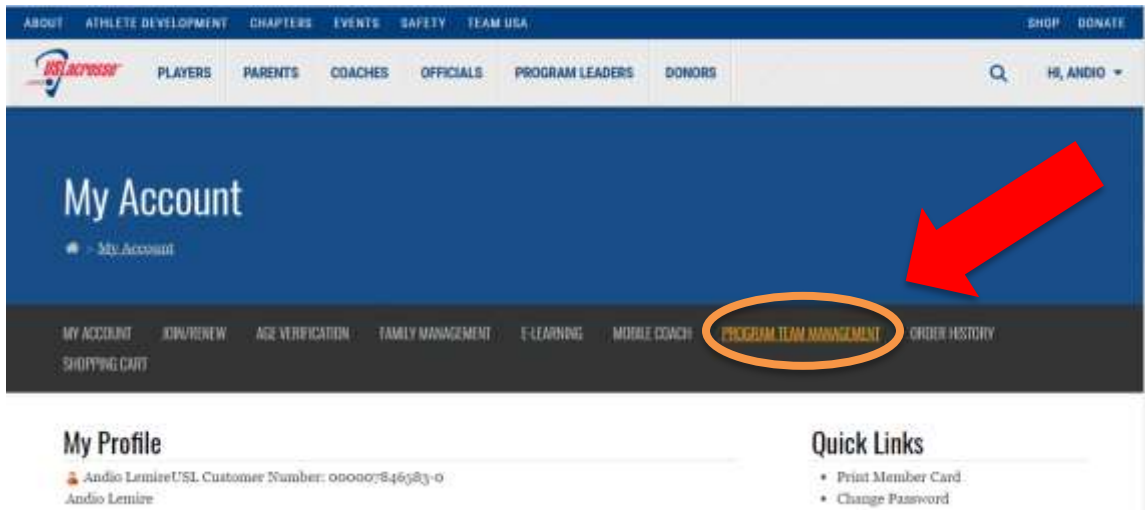


If you are unsure of your username try your email and if you don't remember your password click on "Forgot your password?"

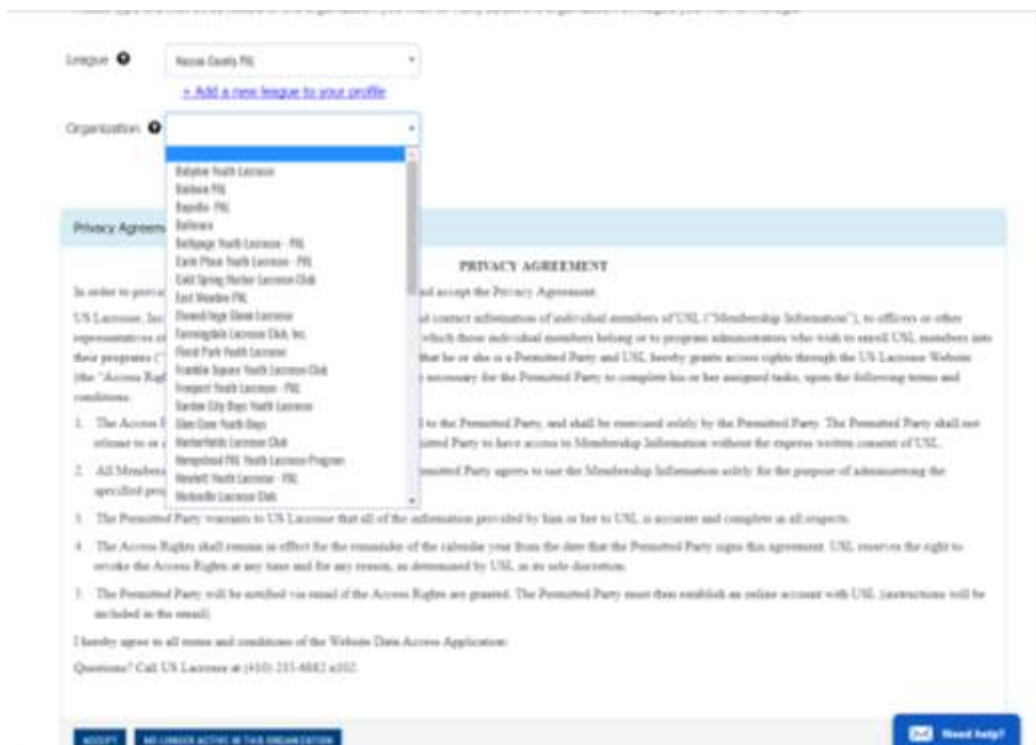
A screenshot of the "US Lacrosse Account Login" form. The form has a blue header with the text "US Lacrosse Account Login". Below the header, there are two input fields: "Username" and "Password". The "Username" field is empty, and the "Password" field is filled with a yellow background and masked with asterisks. To the right of the "Password" field, there are two links: "What's my username?" and "Forgot your password?", both circled in orange. Below the input fields is a red "Sign In" button. At the bottom of the form, there is a link: "Don't have an account? Sign Up".



Step 2: From your Profile Page click on Program Team Management or Select Manage Organization from the Program Leader page



Step 3: If you are identified in our system as the Primary Contact you will select your organization from your Profile Page and sign a privacy waiver.





Step 4: Check the box under Share Data with League

CONTACTS: [+ add](#)

Select	First Name	Last Name	Membership #	Membership Expiration	Role	Send Email	Administrative Access
<input type="checkbox"/>	E. Scott	Maher		6/30/2018	Program Administrator	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Andrew	Kraus		4/30/2018	Boys Director	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Joseph	Gambino		2/28/2018	Girls Director	<input type="checkbox"/>	<input type="checkbox"/>

[SEND EMAIL](#) [REMOVE CONTACT](#)

League: [+ add](#)

PROGRAM TYPE	GAME TYPE	AGE LEVEL	RELATIONSHIP	Share Data with League	Send Email	REMOVE
Nassau County PAL (000002293197)	COMMUNITYBASED	BOTH	7U TO 14U	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">REMOVE</a>

US Lacrosse Agreement

Your Current Agreement: Only my coaches will be US Lacrosse Members- ROSTER OF COACHES AVAILABLE. (Expires: 12/31/2017) [RENEW](#)

- All of my players and coaches will be US Lacrosse Members- FULL ROSTER MGMT.
- Only my coaches will be US Lacrosse Members- ROSTER OF COACHES AVAILABLE.
- Only my organization will be US Lacrosse- NO ROSTER MANAGEMENT.

[SAVE](#) [CANCEL](#)

## Manage Your Rosters

[Need help?](#)

Step 5: Click on Manage Rosters to view the coaches that are currently associated with your organization and their education status.

### Rosters

Show:  Players  Coaches

Filter Options:

US Lacrosse Membership expires before this date:

Game Type:

Certification Level:

Certification Status:

Missing Requirements:

**Completed Requirements:**

NOT completed:

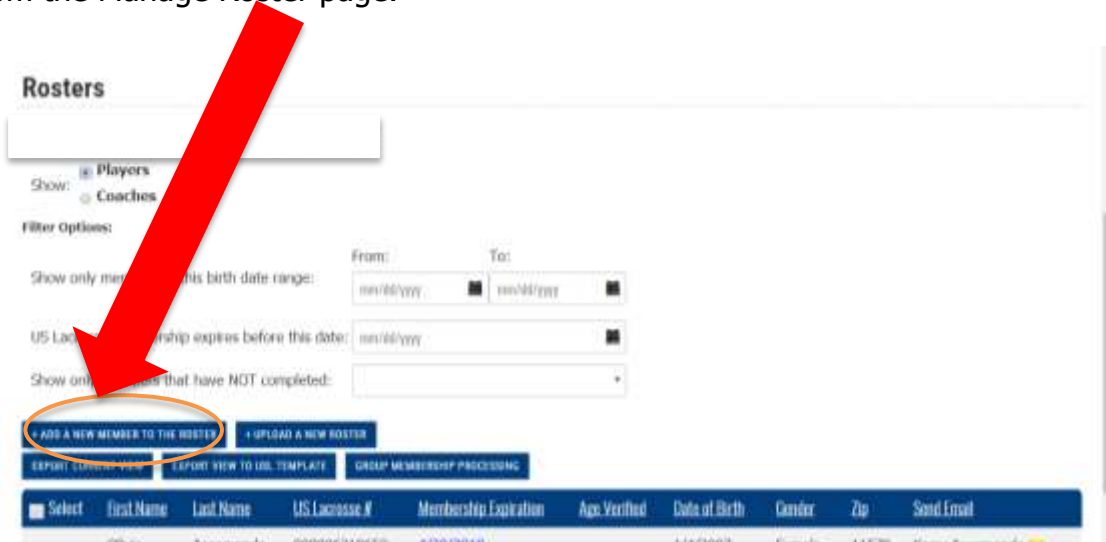
[+ ADD A NEW MEMBER TO THE ROSTER](#) [+ UPLOAD A NEW ROSTER](#)

[EXPORT CURRENT VIEW](#) [EXPORT VIEW TO USL TEMPLATE](#)

Select	First Name	Last Name	US Lacrosse #	Certification	Level	Status	Missing Requirements	Completed Requirements	Send Email
<input type="checkbox"/>	Hunter	Allen		MEN	L1	PENDING	How to Make Contact Online Tutorial, Level 1 Instructional of...		<input type="checkbox"/>



You can add coaches individually or all at one time through a spreadsheet upload from the Manage Roster page.



If you have any questions on how to utilize these features you can contact our member services department at 410-235-6882 #102 Monday to Thursday from 8:30am to 8pm, Friday from 8:30am to 5pm or Saturday from 10am to 2pm.

Thank you for your support and all the best wishes for a successful season.