**US Club Soccer Registration Info: Sports Engine**

Solar Registrar for US Club: email USClubSolar@gmail.com
US Club Soccer Platform is SE (SportsEngine) - <https://www.sportsengine.com/>

**Account Set Up (Team and Staff)**

**Step 1: Spreadsheet for team creation**

Email the competed Team Info form to usclubsolar@gmail.com. Complete all fields as designated.

⇉If the team was on the previous governing season only send the following information on the new players.

 ⇉In the email, include any players that need removal.

**Step 2: Birth Certificates and US Club Application Forms**

1. Email Photos as individual attachments ( DON’T FORGET THE STAFF PHOTOS!)
2. Email Birth Certificates as individual attachments
3. Email US Club form as individual attachements

**Step 3: Complete Background and Classes**

If this is your first time using SportsEngine, in order to purchase memberships for your team you must accept the invite that will be sent. If you already have profile in SportsEngine, accept the invitation then click on the PROFILES tab. Click and drag on the 2 profiles with your name to merge all information.

Once you have accepted the invitation to SportsEngine the 3 requirements will automatically be on your profile to complete. This is the same for your refresher courses as well.

See next page is the information on your background screening, SafeSport Training, and Sideline Training.

**In the Sports Engine platform all changes to your roster or team is done by the clubs registrar. You will not see your team in your profile. Always check the player and staff cards for accuracy!**

**BACKGROUND SCREENING**

**Competitive/super rec staff registering for the 2019-20 Governing Season:**

* The person for whom a membership is purchased will receive a custom email ~24 hours later with links to complete any outstanding membership eligibility requirements. The links will also be available via the SportsEngine User Profile, or you may [complete the background screening application directly via this link](https://usclub.sportngin.com/register/form/317485477?_ga=2.255789706.324667803.1563995974-1240180067.1547950476.). Complete the background screening application via that link, and the result will automatically be reflected within your membership eligibility status in the NRS.

**Timeframe:**The application must be completed no earlier than six months prior to your membership purchase. A "passed" status will validate your background screening membership eligibility credential for two Governing Seasons (**the one in which you are registering, and the next**).

**Cost / Payment**:  $18 per application, payable 1) by the person completing the application.

 **SAFESPORT TRAINING**

**Competitive/super rec staff registering for the 2019-20 Governing Season:**

* Access the course via the unique link in the "outstanding membership eligibility requirements" email you will receive once a membership is purchased on your behalf. That link will also be available via your SportsEngine User Profile. Completion will automatically be reflected within your membership eligibility status in the NRS.
* You may continue a partially completed training by accessing the same link.
* If you already completed Core or Refresher Training via any method other than the unique link in the "outstanding membership requirements" email or your SportsEngine User Profile (ex: for U.S. Soccer or another org), upload your certificate into your background screening application for manual verification by US Club Soccer.

**SIDELINE SPORTS DOC (SSD) TRAINING**

**Competitive/super rec staff registering for the 2019-20 Governing Season:**

* Access the course via the unique link in the "outstanding membership eligibility requirements" email you will receive once a membership is purchased on your behalf. That link will also be available via your SportsEngine User Profile. Completion will automatically be reflected within your membership eligibility status in the NRS.
* You may continue a partially completed training by accessing the same link.
* If you completed the course within the last 6 months via any method other than the unique link in the "outstanding membership requirements" email or your SportsEngine User Profile, upload your certificate ([example image](https://cdn4.sportngin.com/attachments/document/5d78-1885217/Sideline_Sports_Doc_certificate_example.png)) into your background screening application for manual verification by US Club Soccer.

**Timeframe**:  The course must be completed within six months of the date of your membership purchase or background screening application. Completion will validate your SSD membership eligibility credential for two Governing Seasons (the one in which you are registering, and the next).

**Cost and payment:** $5 per person, payable 1) by the person taking the course, or 2) clubs/leagues may cover the cost for their members by purchasing bulk access codes.

**This training must be completed yearly.**