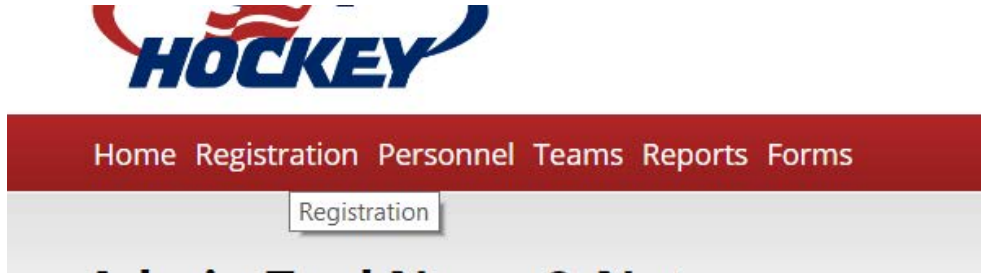


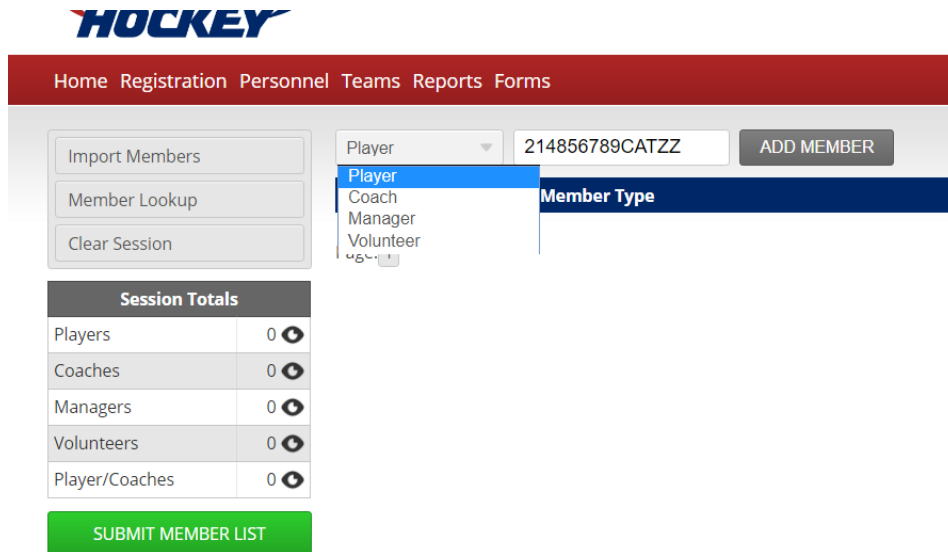
Claiming people to the USAH Registry 2017-18

Step 1: Login to your registry

Step 2: click the “registration” tab on the red menu bar

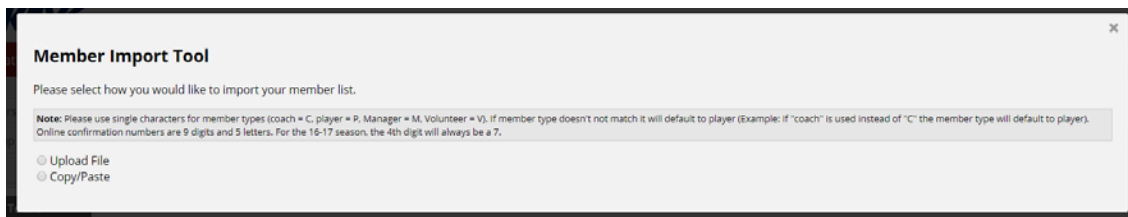


Step 3: Select appropriate member type and enter the confirmation number for all participants being processed. Then click “ADD MEMBER”



NOTE: Confirmation numbers can also be collected in an Excel spreadsheet and imported into your Registry. **Two fields are required:** Member Type (C, P, M or V) and Confirmation Number. Click on Import Members on the left menu bar on the Registration screen to upload your file.

You will then have a pop-up screen asking what type of import you will be doing: “upload file” or copy/paste



Your data will populate the screen - Click “submit list”

Member Import Tool

Please select how you would like to import your member list.

Note: Please use single characters for member types (coach = C, player = P, Manager = M, Volunteer = V). If member type doesn't match it will default to player (Example: if "coach" is used instead of "C" the member type will default to player). Online confirmation numbers are 9 digits and 5 letters. For the 16-17 season, the 4th digit will always be a 7.

Upload File
 Copy/Paste

Copy and paste from Excel

```
P 159800252ABCDE
C 159800499ABCDE
H 125800633XXXXAA
V 125800633XXXXAA
P 159800693EAEAE
P 107800184ETTRE
|
```

SUBMIT LIST

You will need to define the data type in each column: the choices are ignore, Member Type or confirmation #. Remember you will need at least 2 columns 1 for member type (P, C, M, V) and the USAH confirmation #.

Member Import Tool

Below are samples of your data we found. Please let us know how you want to use your data.

Column 1	Column 2
Please select the type of data for this column.	Please select the type of data for this column.
Member Type	Confirmation Number
Ignore	159800252ABCDE
Data Type	159800499ABCDE
Member Type	125800633XXXXAA
Confirmation Number	125800633XXXXAA
V	159800693EAEAE
P	107800184ETTRE

Import Members

Click “import members” button. The next screen will be populated with the participants you just entered

HOCKEY

Home Registration Personnel Teams Reports Forms

Player **ADD MEMBER**

Member Type	Confirmation Number	Options
Player	214856789CATZZ	
Player	159800252ABCDE	
Coach	159800499ABCDE	
Manager	125800633XXXXAA	
Volunteer	125800633XXXXAA	
Player	159800693EAEAE	
Player	107800184ETTRE	

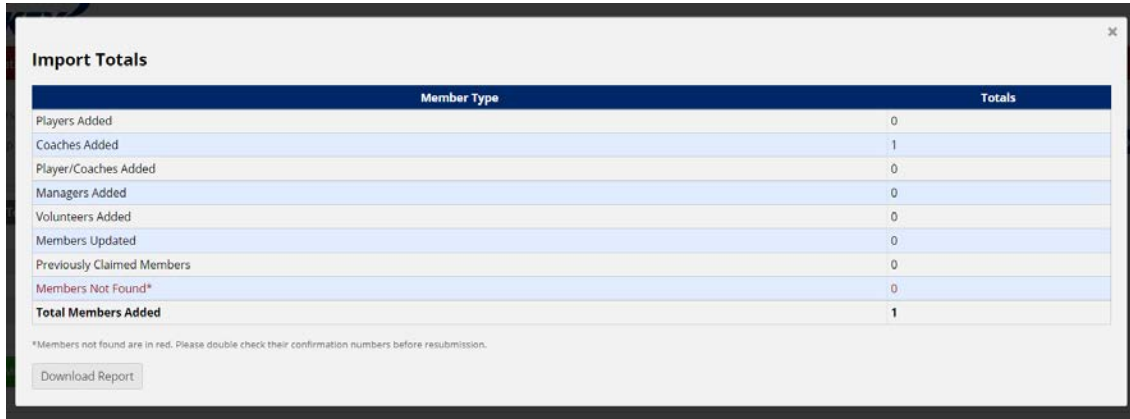
Page: 1

SUBMIT MEMBER LIST

Step 4: Click “submit member list” to link to the USA Hockey database and download requested records. All data the participant entered during online registration will be downloaded into your program as well as CEP data, screening and safesport for coaches, volunteers and managers. During this process, each

record is marked as transmitted which completes registration and makes the participant eligible to be placed on a roster.

Step 5: acknowledgment of data and summary



Member Type	Totals
Players Added	0
Coaches Added	1
Player/Coaches Added	0
Managers Added	0
Volunteers Added	0
Members Updated	0
Previously Claimed Members	0
Members Not Found*	0
Total Members Added	1

*Members not found are in red. Please double check their confirmation numbers before resubmission.

Download Report

Step 6: begin creating teams or continue claiming more participants.