

USAW System (Coaches): Membership Purchases

Guide created by the Washington, DC Chapter of USAW

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- * Use Google Chrome for the USAW system. Problems have been encountered when using Mozilla Firefox. Other browsers may work, but have not been confirmed as compatible.
- * Note that the Back arrow often will not bring you back to the previous page.

Membership Renewals

- Login to USAW System.
- From the menu across the top of the home page, [click on Club/Event Management](#). The page that pulls up displays the club charters associated with your login.
- [Scroll over the club](#) for which you want to purchase a membership and [click on it](#). (It does not look like it is a hyperlink, but it is.) This will pull up the club details page.
- From the menu across the top of the club details page, [click on Members](#). The page that pulls up displays all the individuals affiliated with the club, both past and present.
- [Click on the dropdown menu](#) at the top of the page, and [click on Non USAW Members](#). This will display only those individuals affiliated with the club who do not have a current membership.
- Locate the individual whose membership you are renewing and [click on dropdown menu](#) to the right of his/her name. [Click on the type of membership being purchased](#). Repeat for any additional memberships being renewed at this time.
- Scroll down to the bottom of the page and [click on Add Members to Cart](#). This will take you to your shopping cart, which will display the memberships being purchased and the total cost.
- [Click on Pay By Credit Card](#). A pop up box will appear where you can input your credit card information.
- [Input your credit card information](#) and [click on Pay](#). (The Pay button will also list the dollar amount you are agreeing to pay.)
- The system will process your payment, and the payment receipt page will pull up confirming your payment.
- [Click on Print Cards](#) to obtain a copy of the USAW membership cards associated with the purchase. This will pull up a pdf file of all the USAW cards just purchased. You can then print out the cards and/or save them to your computer.

New Memberships

- Login to USAW System.
- From the menu across the top of the home page, [click on Club/Event Management](#). The page that pulls up displays the club charters associated with your login.
- [Scroll over the club](#) for which you want to purchase a membership and [click on it](#). (It does not look like it is a hyperlink, but it is.) This will pull up the club details page.
- From the menu across the top of the club details page, [click on Uploads](#). This will pull up an upload page that will enable to you import new member data.

If this is your first time inputting and uploading new member data:

[Click on Download Example File](#). This will pull up an excel spreadsheet that is used to upload new member data.

- In the excel spreadsheet, input the information for each new member you want to upload to the USAW system.
 - *Leave the “usaw_id” field blank. This number will be assigned by the system once the new member data is uploaded.*
 - *For the membership_type field, you need to input the applicable membership type exactly as written here or you will get an error: Limited Folkstyle Athlete Membership; Full Athlete Membership; or High Performance Athlete Membership.*
- [Save](#) the completed spreadsheet to your computer. (Make sure you save it to a location on your computer where you will be able to find it later.)

If this is not your first time inputting and uploading new member data:

You can again [click on Download Example File](#) and follow the steps above. Or, you can pull up the previous excel spreadsheet you saved and overwrite the old member data with the new member data you want to upload.

- **Make sure all the member data that had been previously uploaded to the USAW system is overwritten or deleted. The USAW system will upload repetitive member data rather than flag it as a duplicate, and a second record for the member with a different USAW ID will be created.**
- [Save](#) the updated excel spreadsheet.

- Go back to the upload page in the USAW system, and [click Choose File](#). An Open File pop up box will appear.
- [Find the excel file](#) containing the new member data you want to upload and [click Open](#). The pop up box will close and the file name will appear after the Choose File button.
- [Click on Upload File](#). If the upload is successful, the new member data included in the file will be displayed below. Memberships for the newly uploaded individuals can now be purchased in the same way as renewals following the steps below.
- From the menu across the top of the club details page, [click on Members](#). The page that pulls up displays all the individuals affiliated with the club, both past and present.
- [Click on the dropdown menu](#) at the top of the page, and [click on Non USAW Members](#). This will display only those individuals affiliated with the club who do not have a current membership.
- Locate the individual whose membership you are renewing and [click on dropdown menu](#) to the right of his/her name. [Click on the type of membership being purchased](#). Repeat for any additional memberships being renewed at this time.
- Scroll down to the bottom of the page and [click on Add Members to Cart](#). This will take you to your shopping cart, which will display the memberships being purchased and the total cost.
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