

## 2020-21 GOVERNING SEASON CLUB ADMIN CHECKLIST PHASE 7

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- Coaches and Non Coaches – purchase membership and complete required training (background screen, SafeSport)**
  - \$15 Fall Membership Option is currently the only membership option available. Read more about the Fall Membership – [CLICK HERE](#)
  - Full Membership Option will be communicated when it is made available
  - How to select your membership based on club role
    - if you are a club director who coaches, then select **coach**
    - if you are a coach who also officiates, then select **coach**
    - if you do not coach but are affiliated with a club, select the role that is not a coaching role and best fits your position

- Club Invites to Coaches and Non Coaches – open NOW**

*The coach or other staff member **MUST BE** in your club's HQ member directory before an invitation can be sent. Review Phase 6 on how to add a person to your club's HQ member directory or check this one sheeter – [CLICK HERE](#)*

- When a membership is purchased, a coach or an adult affiliated with a **club will not have the option** of associating oneself with a club. The club must send an invitation, and the invitation must be accepted, before a person is associated with a club in the system. This process must happen before a player or coach can be placed on a roster. **This is different than past seasons.** Previously, a member could pick a club during an initial membership purchase.
- The individual **must be listed within the club's member directory** in order for a club to send this association invitation and the club must follow all region policies and guidelines.
- **An individual must have a membership before accepting this invitation.** If a club sends an invitation to someone without a current membership, the individual will be directed to purchase a membership before the association will be completed.

### **DIRECTIONS**

To invite and resend invitations to members to claim their account:

1. Navigate to "SportsEngine HQ"
2. In the left-hand navigation choose **Members > Directory**.
3. Under *Profile Status*, view the account status'.
4. In the desired row, for the player you'd like to invite, select *Invite* or *Pending*.
  - a. If the status is *Invite*, select **Invite** for the member to claim the account.
  - b. If the status is *Pending*, select **Pending** to resend the invite to claim the account.