

## Getting Started Manual – TX-USA Wrestling Clubs

Congratulations on starting a Texas USA sanctioned youth wrestling club. We as a board are here to help you and your clubs succeed as we continue to expand and grow wrestling in Texas. In order to help you prepare your club for the upcoming season, we have provided a list of activities that will need to be completed in order to begin the season. Feel free to reach out to your Regional Director should you have any questions.

### Region Board of Director Contacts

Central Region – Dale Harrison  
Far West Region – David Vasquez  
North Region – Jim Curtiss  
South Region – Doug Koger  
West Region – Justin Taylor

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**Also, the following link is very useful, although it is not 100% accurate for Texas:**

<http://picasaweb.google.com/TeamGeorgiaWrestling/HowToPurchaseUSAMemberCardsCharterAUSAClubOrSanctionAUSATournament/#5233709024969050226>

#### **1. Create a USA Wrestling Account**

- a. Go to the following link: <http://www.usawmembership.com/>
- b. In the top right corner select "**Create Account**"
- c. Fill out all requested information and select "**Create Account**" at the bottom
- d. USA Wrestling will send you your USA membership number to the email address entered in the signup section.
- e. You will need to have this in order to purchase USA cards for your club's wrestlers

#### **2. Charter a Club – New club or Renewing charter for existing club**

- a. Go to the following link: <http://www.usawmembership.com/>
- b. Login to your account
- c. Select "**Charter a Club**" from the left hand menu.
- d. Sign-in using your USA Wrestling ID and password
- e. Under "**Club**" select "**Add New Club Charter**"
- f. Enter the club's information and follow directions
- g. **NOTE:** You must be listed as a club contact or have admin privileges to edit club information while RENEWING a club charter. If you do not have these privileges you can renew the club charter, you just cannot edit information about the club while

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chartering it. Once you have completed and paid for the charter, you can edit the club information. To do this, click Organizations in the left menu, searching out the club, click on it, and click the 'Profile' link.

3. **Purchase athlete's USA Wrestling cards** – Note, you can have your families purchase the cards for the individual wrestlers in your club. In this case, you are responsible for collecting USA card numbers from all of your wrestlers to make sure they are registered and to enter for tournaments.
  - a. Go to the following link: <http://www.usawmembership.com/>
  - b. Login to your account
  - c. Select “**Add New Member**” under “Memberships” on the top-left corner of the screen.
  - d. Select “**Another Athlete**” under the Athlete Heading.
  - e. Enter the wrestler's appropriate information.
  - f. The wrestler's email you enter will be the way they can access the account in the future (to print a copy of their card, for example). Thus, it is best to have accurate information from the parents for this field.
  - g. On the 2<sup>nd</sup> page, in the “membership type” field make sure you select the proper TX-USAW region the athlete/coach/club is in. This is a long selection box and the entry to select will look something like:

Tx – Central Texas Region Athlete Membership
  - h. Also on the 2<sup>nd</sup> page, make sure you select “get club” and search for the club the wrestler/coach is registering with. If you don't do this, your club will not get credit for the membership.
  - i. You will be asked to verify the waiver and the parent signing. You **MUST** have a signed waiver for every wrestler before purchasing a card. Keep these on file!
  
4. **Purchase coach's USA Wrestling cards & complete background check**
  - a. Go to the following link: <http://www.usawmembership.com/>
  - b. Login to your account
  - c. Select “**Add new Member**” under “**Memberships**” on the top-left corner of the screen.
  - d. Select “**Another Coach**” under the Coach Heading.
  - e. Enter the coach's appropriate information.
  - f. At this point you will be prompted to begin your background check.
  - g. **\*\*NOTE:** You will need to complete the background check before the system will process your USA Wrestling card.
  - h. You will be directed to a specific page within TC LogiQ's website.
  - i. Follow the steps listed and complete your payment of \$17. TC LogiQ will send you a series of emails with their progress.
  - j. When approved you will receive a congratulatory email from TC LogicQ followed by an email from USA Wrestling confirming that your background check has been completed and approved.
  - k. At this point your account will be authorized to purchase a Coach Membership. Login again and follow the steps to purchase your coach's card.
  - l. On the 2<sup>nd</sup> page, in the “membership type” field make sure you select the proper TX-USAW region the athlete/coach/club is in. This is a long selection box and the entry to select will look something like:

Tx – Central Texas Region Coach Membership – 1 year

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- m. Also on the 2<sup>nd</sup> page, make sure you select “get club” and search for the club the wrestler/coach is registering with.

### 5. Coach’s Copper Card

- a. Go to the following link and follow the instructions:  
[http://www.asep.com/courseInfo/purchase\\_courseinfo.cfm?CourseID=57&OrgID=57](http://www.asep.com/courseInfo/purchase_courseinfo.cfm?CourseID=57&OrgID=57)
- b. The course cost s \$40.

### 6. Create Your Team on TX-USAW Tournament Website (New Club ONLY)

- a. Go to the following link to login: <http://youth.txusawrestling.com/admin/index.asp>
- b. Select “*Coach’s Corner*” from the top menu
- c. Enter your username as password
  - i. If you do not have login credentials, select “*Request Login (Texas Teams)*”
  - ii. Enter the required information and select “*Register*” at the bottom.
- d. Once you are logged in, select “*Add New Team*” from the left-hand menu list
- e. Enter the appropriate club information and select “*Enter*”
  - i. Ensure you have selected the correct region – for example “Central(Austin/San Antonio)”

### 7. Create/Modify Team’s Roster

- a. Note – we strongly recommend going through the help tutorials on the site to get more information about using the system.
- b. Go to the following link to login: <http://youth.txusawrestling.com/admin/index.asp>
- c. Select “*Coach’s Corner*” from the top menu
- d. Enter your username as password
- e. Once you are logged in select, “*Edit Roster*” located to the left of your team name.
- f. Select “*Add Wrestler*” on the left side of the screen.
- g. Enter the appropriate information for the wrestler and select “*Submit*” at the bottom. You can enter up to 5 wrestlers at a time on the form.
- h. Repeat steps d-f until you have completed your roster.

### 8. Registering your Team for a tournament online

- a. Note – we strongly recommend going through the help tutorials on the site to get more information about using the system.
- b. Go to the following link: <http://youth.txusawrestling.com>
- c. Select “*Coach’s Corner*” from the top menu.
- d. Login in using your username and password
- e. Select “Tournament Signup” from the top menu
- f. Select <Tournament Name> in appropriate region next to “*Active Tournaments*”
- g. Select your club name next to “*Registrant Team*”
- h. Select “**Proceed to Step 2 >>**”
- i. Click the checkbox next to “*Include Rookies in Rookie/Novice?*”
- j. Make sure there is a checkmark next to the wrestlers (Rookie/Novice & Open) who will be competing with their appropriate weight class.
- k. Select “**Proceed to Step 3>>**” to complete the tournament registering process.