USA Wrestling USMC Junior & Cadet National Championships

ONLINE REGISTRATION PROCESS
The website is, for the most part, self-guiding and self-explanatory. There are a few instructions below that are necessary and that will assist you in the process.

Please read through all the instructions prior to beginning the registration process. This will help you better understand the process and eliminate errors.

If you have difficulties with entering data, or with the website, contact Josh Hemingway at NDSU at 701-231-6268. If you have any questions regarding the policy and procedures that govern the event, contact either Pete Isais or Tony Black at USAW at 719-598-8181.

YOU MUST REGISTER YOUR TEAM ONLINE. THERE CAN BE NO EXCEPTIONS. This site must be used to register all persons from your state. The use of the paper forms will not be utilized except for entry forms and early event data gathering.

Last Minute Updates: These changes will be handled at time of registration, but this will slow your registration processing time in Fargo. Edit your data continuously until the website closes at 5:00 PM (CDT), Monday, July 10th, 2017.

Important Registration Deadlines:

- **June 28th- 12:00 PM CDT** NDSU Reservation Form, which is available at https://www.ndsu.edu/reslife/usaw_team_housing_request/, must be completed online.

  To reserve campus housing and to request transportation services. Rooms are available on a first come first serve basis. A room confirmation is sent to the team leader.

- **July 10th- 5:00 PM CDT** - Web Site Registration Closes! The earlier you enter your teams the better. Remember you can always go back and edit information if there are changes. Do not wait until last day to enter all information.

INSTRUCTIONS:

Getting Started (Organizing your teams and Login)

Your State’s password is __________. If you lose your password later, contact Tony Black at 719-598-8181. **Note the password is case specific.**

- Before beginning, a critical decision to be made is how to organize your team(s).
  - It is recommended that you register five (5) separate teams if you have athletes in all events, or four (4) teams, etc. Do not combine Cadet and Junior Team members on the same team. If an athlete is wrestling Cadet Greco-Roman and Junior Freestyle, enter that athlete in Cadet Greco-Roman only (the first style wrestled). For all women competitors, please enter in this system as Junior Women. The system is not set up to handle both Cadet and Junior Women, so this will be
**done after the fact.** Same with all coaches, delegates, etc. They should only be entered once even though they may be assisting with multiple teams. This is very important.

- There are a maximum number of 5 teams. Those 5 teams are Greco-Roman Cadet, Freestyle Cadet, Greco-Roman Junior, Freestyle Junior and Women’s Freestyle. The women’s team and their male and female coaching staff must be entered as a Junior Women’s Team; NEVER enter female athletes in any of the other teams.

- From your internet browser go to [http://www.ndsu.edu/usaw/](http://www.ndsu.edu/usaw/).
- Choose your state, enter your password, and then press the 'Press to Login' button.
- It is recommended when you first begin building your team(s) to register 20 or less wrestlers at one time. The data that you enter is not saved until you click on the ‘Register your Team’ button. With the potential of power outages and internet lines and servers going down, small batches of data are advisable. You can register as many additional batches as needed.

- Participants wrestling in multiple tournaments or styles should be entered only once - under the first tournament. Multiple entries have to be deleted by the NDSU staff and could result in errors.

- For Team leaders and delegates, they should be entered with their highest ranking. Meaning if John Doe is both Kids Director and State Chairperson, only enter him/her as State Chairperson.

- All coaches must be at least USAW NCEP Bronze Certified and a current USAW Coach member in order to be eligible for a Floor Pass. In addition, States will not be allowed to add coaches to their coaching staff after July 10th without paying $50/additional coach. USAW Staff will be checking for membership and proper Certification.

**Main Menu**

- The Main menu is the starting point for your state to begin entering in team and participant information.
- Select a menu item to take the appropriate action
  - **Register a New Team** – Add a New Team to the selected state. Once a team has been added, it will appear in the List of Teams Already Registered. (No more than 5 teams can be registered; both Women’s teams must be entered as the same team.)
  - **On Campus NDSU Registration Form** – For teams that are staying on the NDSU campus, print and fax back this form. The same form is also generated when you register a new team for on campus. The form is prepared in Adobe Acrobat and this free software is required to print off the document.
  - **View Records for Entire State** – Gives you a list of participants entered for the entire state. The participants are grouped according to types (Cadets, Juniors, Women, Coaches, etc.). You can register additional people, delete people, or edit personal information and travel data.
- **View Reports** – This feature allows for viewing/printing reports based on various criteria. The reports can be viewed for the entire state or an individual team. There is also a printer friendly version available.

- **List of USAW Paid Officials** – This feature lists all the officials from your state that will be paid by USA Wrestling. Any person on this USAW Paid Officials list should not be registered by the state.

  - The List of Teams Already Registered will show any teams that have been entered in for the state. Click on the team name to view the team information and from the view page you can edit the team information and/or participant information.

**Register a New Team**

- To register a new team, click on 'Register a New Team' from the main menu
- The Contact Person and Team Type are required fields. In addition, if your team is staying off-campus, the hotel name is also required.
- The Team Type drop-down list will show only the teams that have not already been registered. There can only be 5 team types for the entire state. The team options are Cadet Greco-Roman, Cadet Freestyle, Junior Greco-Roman, Junior Freestyle and Women’s.
- We recommend that you register 20 or less of athletes in the bottom box to begin building your team. Information is saved only when you press the Register Individuals button, so it is better to enter data in small batches. **You will add additional athletes and all non-athletes from the Team View page.**
- For those requesting on campus housing, complete the NDSU Reservation Form for each team you register no later than June 28th. The NDSU Reservation Form, which is available at http://www.ndsu.edu/reslife/usaw_room_request/, must be completed online.
- Make sure the number of people registered on the web site matches the number and arrival times on the NDSU Reservation form.

**Register Individuals (Athletes)**

- Enter in the athlete’s name, style, weight class and if they are a regional qualifier.
- Enter athletes according to style and weight class. This will save considerable time as style, weight class, and arrival/departure times default down automatically. However, remember that if you go back and change previously entered information for an athlete, those changes will also default below that name. To avoid this you must register your individuals by clicking “Register” and then go into the “Edit “ mode to correct information.

**Important:** Do not try to correct errors when entering your initial team members. When you go back and make changes, all entries below will change. Complete your entries, and save the information (Register Individuals button). Then select the **Edit Team Information** icon which appears at the bottom to make all changes.

- Click Register Individuals when complete.
- **Note:** ALL subsequent additions to a team are made on the View Team Records page. **DO NOT** go back to the previous page and change the numbers. Leave any extra slots empty, and delete them from the Team View page.
View Team Record

- This view shows information about the entered team and participants for the team.
- To change the team information, click Edit Team Information above the team information window.
- To register more individuals (athletes and non-athletes) enter the number of new individuals you plan to register in the box after Register, select the type from the drop-down list, and press “Register.”
- To edit personal information, travel information or delete records, place a check mark next to the individual name, then select the appropriate action. (See below for further details of each action.)
- Use the navigation above the team information to return to the main menu page.
- In regard to coaches, Kids/Cadet Representatives, Junior, Officials, State Delegates, etc, from a particular state, these individuals will show up in all team profiles of that particular state so as not to duplicate information.

Register Individuals (Non-Athletes)

- All non-athlete individuals must be registered by the state, no exceptions. All individuals traveling with and/or staying with the team shall have an approved background screening with USA Wrestling. No IDs will be issued to those who do not have an approved background screening.
- Do not register any official whose room and board are paid for by USA Wrestling (please refer to NDSU registration website for this list for your state). If you have questions, please contact Tony Black or Pete Isais. Please note that only 200 officials will be provided room and board by USA Wrestling.
- This section is used to register non-athletes (coaches, officials, delegates, etc) for the team and/or state.
- To register more individuals, enter the number in the box after “Register,” select the type from the drop-down list, and press register.
- Enter in the individual’s name, arrival and departure information. Press “Register” Individual when complete.

Edit Team Information

- Used to edit the basic information about the team or the team contact.

Edit Personal Information

- Used to edit personal information about an individual.
- Hint: Multiple boxes can be checked so that personal information can be edited in batches.
- For athletes, you can edit the name, style weight class and regional qualifier.
- For non-athletes, you can only edit the name.
Edit Travel Information

- Used to edit individual travel information.
- Hint: Multiple boxes can be checked so that travel information can be edited in batches. For example, if ten individuals are all arriving on the same flight, select the 10 individuals, and change the information of the first person. All individuals listed below will have their travel information change accordingly.
- For all individuals, you can change arrival and departure information, including flight information.

View Records for Entire State

- Will show the same information as the View Team Page, but all the participants for the state.
- You still have the ability to edit personal information, travel information and delete records.

View Reports

- Used to generate printer friendly reports of the information you have entered in about teams and participants.
- The reports are useful for double checking information and keeping a paper copy of the information you’ve entered.
- From the list of reports, select a report (according to entire state or specific team) from the drop-down list, then press the go button.
- From the report page, you can select another report to view (according to entire state or specific team) or click the "Printer Version" link to get the report without the header graphics and footer. The printer version will open a new browser window, select print from the File menu, and then close the window when finished.

Arrival Information and Shuttle requests

- Group arrival information and airport shuttle requests for on campus teams are done via the NDSU Housing Reservation Form. If there are changes after the June 28th deadline, in regards to housing you need to contact Jason Medders at Jason.Medders@ndsu.edu. If you have changes to Airport Shuttle times, numbers, or adds/drops, contact Casey Hornung at Casey.Hornung@ndsu.edu to ensure your transportation.

Thank you for using this procedure in registering your teams for the National Championships. Any comments or suggestions to improve the process and web site are welcome and requested.