



ACHA Team Manager User Guide

Websites:

Team Declaration:

<https://achareg.usahockey.com/team/declaration/step-two>

Registrations Portal: <https://achareg.usahockey.com/>

Claiming Players and Team Creation Portal: Use 'USA Hockey Registry' button on <https://achareg.usahockey.com/>

Volunteer/Managers: Please register for free at
<https://www.membership.usahockey.com>

There are 3 Parts to the ACHA Registration Process:

1. [Declaring your team](#)
2. [Sending out registrations](#)
3. [Claiming your players and creating your team](#)

Video Tutorials can be found here:

[Part 1: Declaring your team](#)

[Part 2: Sending out registrations](#)

[Part 3: Claiming your players and creating your team](#)

**PLEASE ENSURE TO COMPLETE ALL 3 STEPS, OTHERWISE
YOU WILL NOT RECEIVE YOUR SCORING LOGIN
INFORMATION FROM ACHA!!**

Additional Questions Regarding the registration and claiming
process can be sent to:

KevinE@usahockey.org

Chris.Liang@usahockey.org

Dkurtz@achahockey.org

Bruss@achahockey.org

Technical Support Contact (Please use subject line: **ACHA REGISTRATION SUPPORT**):
support@usahockey.zohodesk.com

Part 1: Declaring your team

[VIDEO TUTORIAL HERE](#)

IF YOU HAVE DONE THIS, PROCEED TO [PART 2](#)

1. Go to the [TEAM DECLARATION](#) website
2. Select your Team/University
 - a. Sorted MD1, MD2, MD3, WD1, WD2

Team Selection

Please select your Team/University *

Select your Team/University ▼

Md1 San Diego State Univ / MD1

Md1 Stony Brook Univ / MD1

Md1 Syracuse Univ / MD1

Md1 Temple Univ / MD1

Md1 The College Of New Jersey / MD1

Md1 Towson Univ / MD1

Md1 United States Naval Academy / MD1

Md1 Univ Of Alabama / MD1

Md1 Univ Of Arizona / MD1

Md1 Univ Of Central Oklahoma / MD1

Md1 Univ Of Colorado / MD1

Md1 Univ Of Delaware / MD1

Md1 Univ Of Illinois / MD1

Md1 Univ Of Jamestown / MD1

3. Confirm Team Manager Information
 - a. NEW team manager and need to CHANGE information displayed: [Click HERE](#)
 - b. I am the SAME Team Manager or info is CORRECT from last year: continue to Step 5


4. Check the verification box

Team Manager Information

First Name	Last Name
System	Email Address
	system@usahockey.com
Cell Phone	
987-654-3210	

☒ I verify that the above personal information is correct.
Check the box

Or click below to edit this information.

 Edit

5. Confirm Phone and Email:

Email *

system@usahockey.com

☒ Confirm Email Address
Check the box

Cell Phone *

987-654-3210

☒ Confirm Phone Number
Check the box

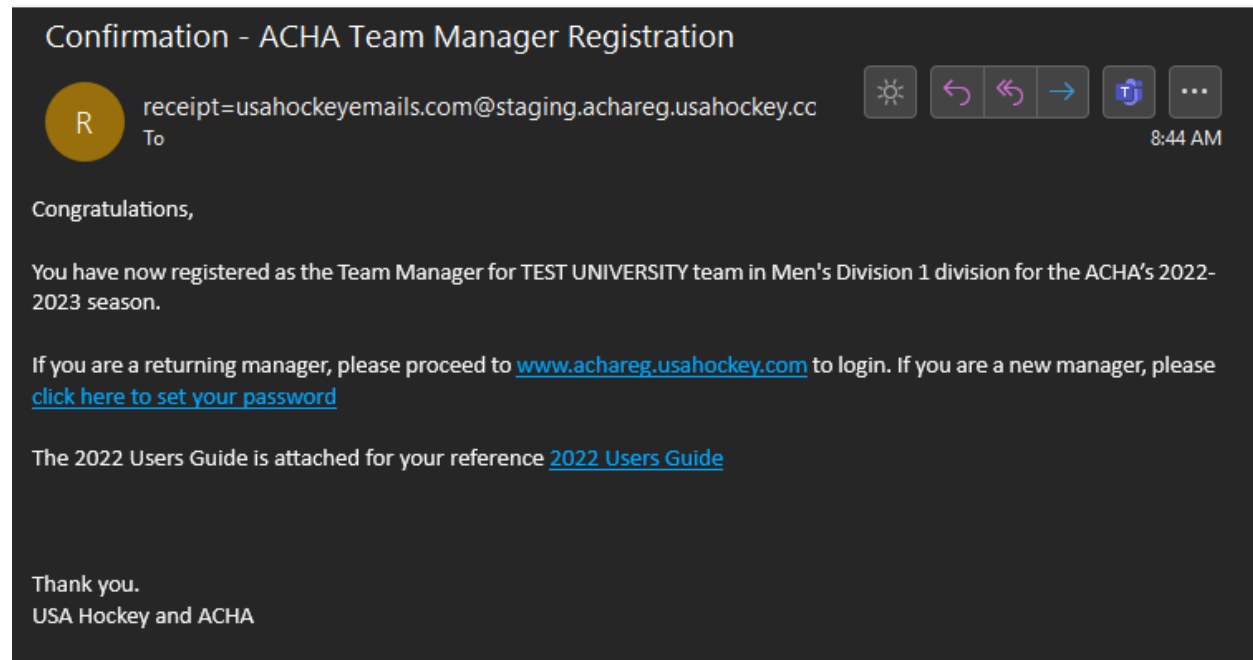
6. Complete Registration by downloading an invoice or pay online [here](#)

7. You will receive an email after clicking on 'COMPLETE REGISTRATION'

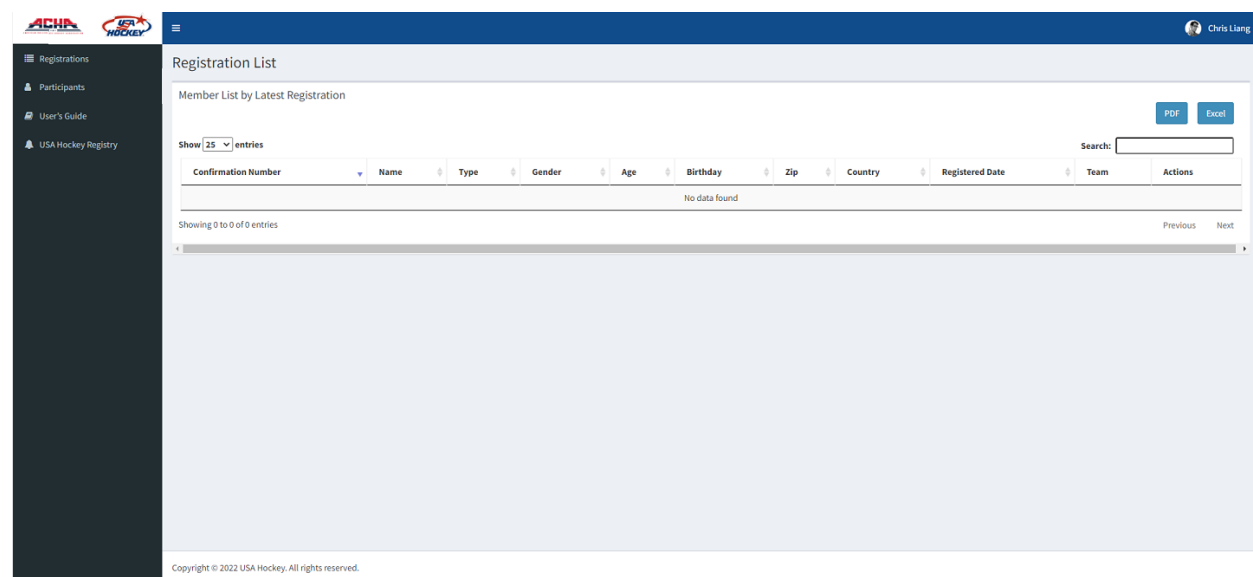
Part 2: Sending out registrations to players and coaches

[VIDEO TUTORIAL HERE](#)

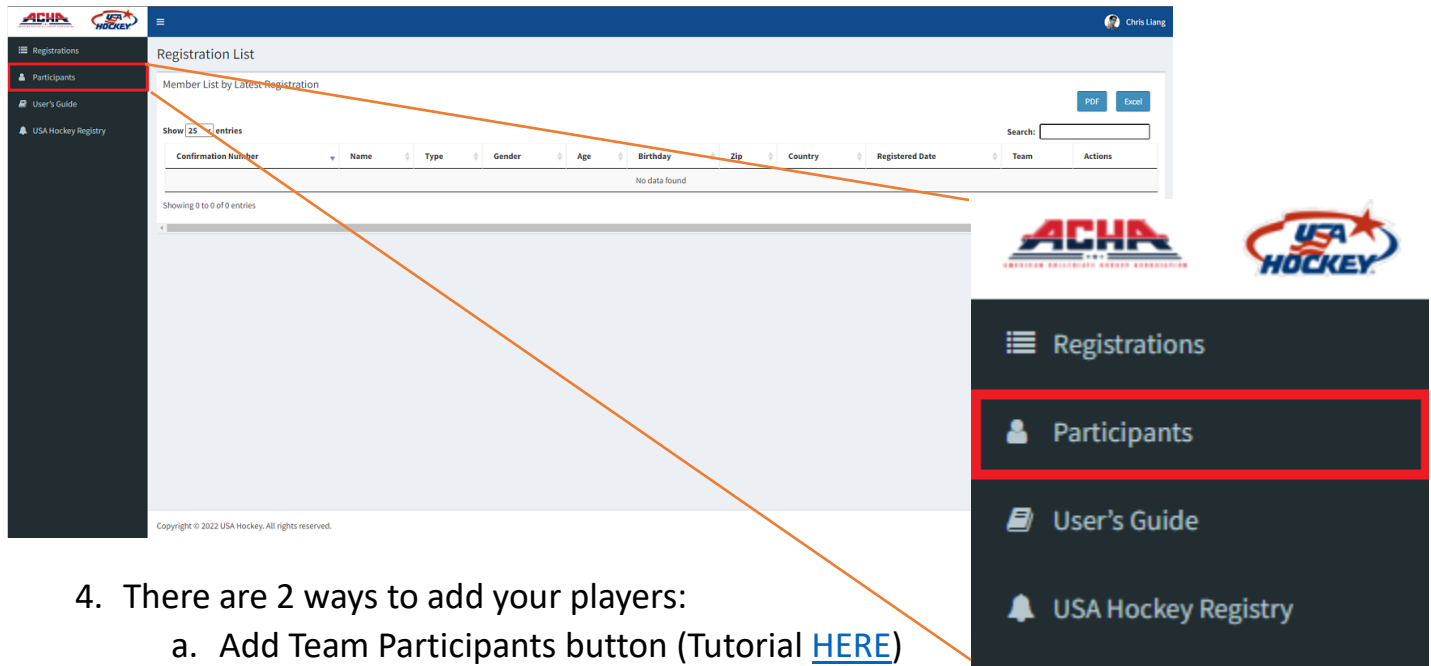
- After Declaring your Team, you should have received an email inviting you to the Registration Portal (CHECK YOUR SPAM FOLDER)



1. Log into your registration portal using your email and password that you set up. The 'Forgot Password' Button can be used to change your password.
2. After logging in, your dashboard will look like this:



3. Click on 'Participants'



Registration List

Member List by Latest Registration

PDF Excel

Show 25 entries

Search:

Confirmation Number	Name	Type	Gender	Age	Birthday	Zip	Country	Registered Date	Team	Actions
No data found										

Showing 0 to 0 of 0 entries

ACHA USA HOCKEY

Registrations

Participants

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4. There are 2 ways to add your players:

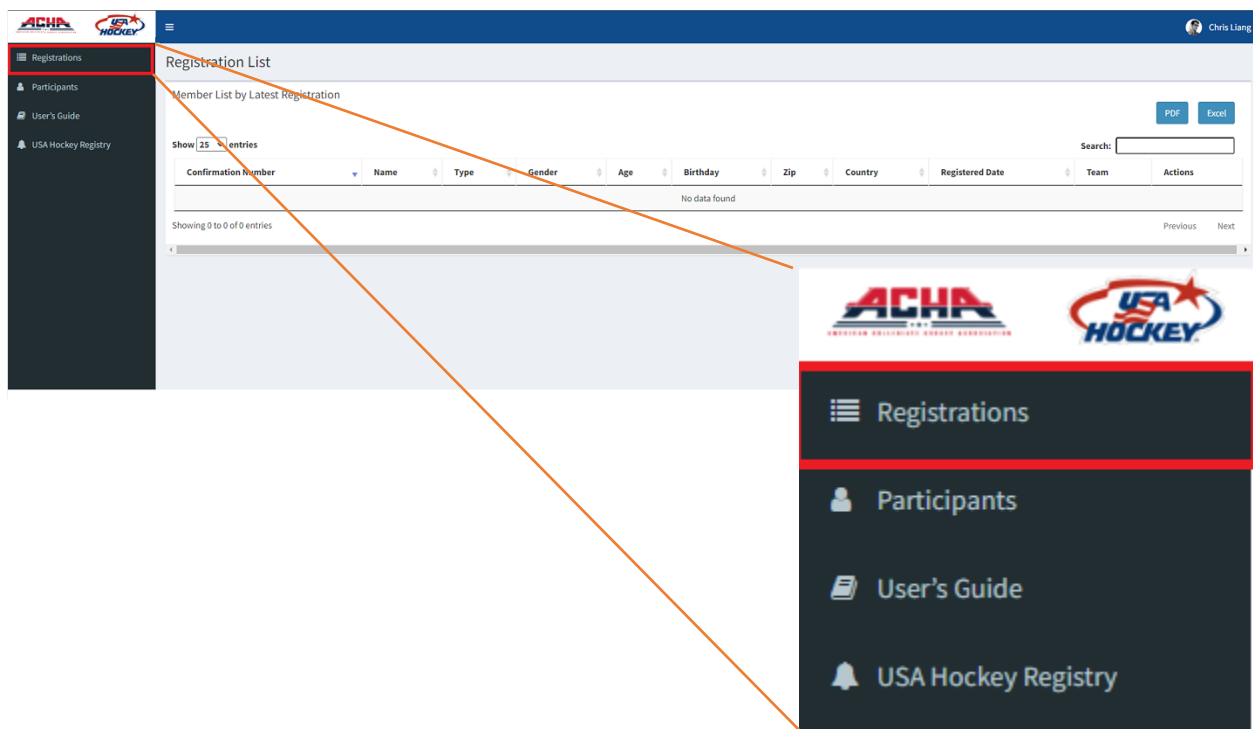
a. Add Team Participants button (Tutorial [HERE](#))

b. Import from Excel button (Tutorial [HERE](#))

5. Once all registrations are in, click on the 'SEND EMAIL' button

6. After sending out all registrations, wait until all your players have registered BEFORE moving onto part 3

Track your registrations by clicking on the 'Registrations' Tab



Registration List

Member List by Latest Registration

PDF Excel

Show 25 entries

Search:

Confirmation Number	Name	Type	Gender	Age	Birthday	Zip	Country	Registered Date	Team	Actions
No data found										

Showing 0 to 0 of 0 entries

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Part 3: Claiming your players

[VIDEO TUTORIAL HERE](#)

1. On the [ACHA Registration](#) website, log in and click on 'Registrations', you will see all of the players who have filled out their USA Hockey Registrations

Registration List

Member List by Latest Registration

PDF Excel

Show 25 entries

Search:

Confirmation Number	Name	Type	Gender	Age	Birthday	Zip	Country	Registered Date	Team	Actions
153333334JOHNS	HARRY JOHNSTON	Player/Coach	M	29	11/06/1992	80906	US	06/02/2022 08:41:25 am	Usah University	View Edit
153333333SMITH	JOHN SMITH	Player/Coach	M	33	11/17/1988	80906	US	06/02/2022 08:40:05 am	Usah University	View Edit
153333330JOHNS	LARRY JOHNSON	Player/Coach	M	18	09/19/2003	80909	US	06/02/2022 08:38:35 am	Usah University	View Edit
153333300YUSEA	SEAN YU	Player/Coach	M	19	06/16/2002	80906	US	06/02/2022 08:36:48 am	Usah University	View Edit
153333000TERRY	TATE TERRY	Player/Coach	M	25	10/14/1996	80808	US	06/02/2022 08:31:50 am	Usah University	View Edit
153330001TESTT	TEST TEST	Player/Coach	M	28	08/31/1993	12345	US	06/02/2022 08:28:35 am	Usah University	View Edit

Showing 1 to 6 of 6 entries

Previous 1 Next

2. Click on 'EXCEL' to download an excel sheet of the team registrations (save the location of the download, you will need it later)
 - a. Your exported sheet will look like this:

Sl.No	Confirmation Code	First Name	Last Name	Email	Phone	Student ID	Type	Gender	Age	Birthday	Height	Position	Zip	Country	Registered Date	Team
1	153330001TESTT	TEST	TEST	chris.liang@usahockey.org	1234567890	NA	Player/Coach	M	28	08/31/1993	6'10"	Center	12345	US	06/02/2022	Usah University
2	153333000TERRY	TATE	TERRY	tterry@email.com	4567891321	NA	Player/Coach	M	25	10/14/1996	5'10"	Left Wing	80808	US	06/02/2022	Usah University
3	153333300YUSEA	SEAN	YU	syu@email.com	7894561230	NA	Player/Coach	M	19	06/16/2002	7'0"	Right Wing	80906	US	06/02/2022	Usah University
4	153333330JOHNS	LARRY	JOHNSON	ljohnson@email.com	1234567891	NA	Player/Coach	M	18	09/19/2003	5'9"	Left Wing	80909	US	06/02/2022	Usah University
5	153333333SMITH	JOHN	SMITH	jsmith@email.com	4567891320	NA	Player/Coach	M	33	11/17/1988	6'10"	Defense	80906	US	06/02/2022	Usah University
6	153333334JOHNS	HARRY	JOHNSTON	hjohnston@email.com	3333333333	NA	Player/Coach	M	29	11/06/1992	5'7"	Left Wing	80906	US	06/02/2022	Usah University

3. Click on the 'USA Hockey Registry' Button

ACHA USA HOCKEY

Registrations

Participants

User's Guide

USA Hockey Registry

ACHA USA HOCKEY

Chris Liang

Registrations Participants User's Guide USA Hockey Registry

Registration List

Member List by Latest Registration

Show 25 entries

PDF Excel


Search:

Confirmation Number	Name	Type	Gender	Age	Birthday	Zip	Country	Registered Date	Team	Actions
153333334JOHNS	HARRY JOHNSTON	Player/Coach	M	29	11/06/1992	80906	US	06/02/2022 08:41:25 am	Usah University	👁️ 📧
153333333SMITH	JOHN SMITH	Player/Coach	M	33	11/17/1988	80906	US	06/02/2022 08:40:05 am	Usah University	👁️ 📧
153333330JOHNS	LARRY JOHNSON	Player/Coach	M	18	09/19/2003	80909	US	06/02/2022 08:38:35 am	Usah University	👁️ 📧
153333300VUSEA	SEAN YU	Player/Coach	M	19	06/16/2002	80906	US	06/02/2022 08:36:48 am	Usah University	👁️ 📧
153333000TERRY	TATE TERRY	Player/Coach	M	25	10/14/1996	80808	US	06/02/2022 08:31:50 am	Usah University	👁️ 📧
153330001TESTT	TEST TEST	Player/Coach	M	28	08/31/1993	12345	US	06/02/2022 08:28:35 am	Usah University	👁️ 📧

Showing 1 to 6 of 6 entries

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- You will be automatically logged into the system (if you are not, please see [support contact information](#))
- Choose your school and season (2022-23)



ACHA Registry

Please select an association to load.

MD3 UNIV OF COLORADO COLORADO SPRINGS (COA0304)

ACHA TEST UNIVERSITY (COA9999)

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- On the main page, click on the 'REGISTRATION' tab:

Home **Registration** Personnel Teams Reports Forms Settings Help

2022-23 USA Hockey/ACHA Registry

The USA Hockey Registry can only be used by an ACHA team. The hockey season is underway and Registry/Admin users begin claiming players/coaches, creating and approving rosters. Important information on the USA Hockey/ACHA Registry can be found on the right side of the home page. This includes the Registry & Registration User Guides, Creating & Submitting Rosters and Report Information.

Safe Sport Regulations - Safe Sport Training is required for all coaches in the ACHA. Safe Sport is required every year.

National Background Screening - All ACHA coaches will need to screen through the USA Hockey screening process. If you did screen in 2020-21 season this will still be valid until 2022-23 season. Screening is valid for two seasons. To start a background screen as well as additional information and FAQ go to: <https://www.usahockey.com/backgroundscreen>

REMINDER: Please be sure everyone has 2021-22 confirmation numbers; the fourth digit will be a 2.

USA Hockey Member Services Department
800.566.3288 x 125

ACHA
Dave Kurtz - dkurtz@achahockey.org 252-801-3539
Craig Barnett - cbarnett@achahockey.org - 814.449.9868

Thank you for being a member of USA Hockey and the ACHA.

7. Click on 'IMPORT MEMBERS'

The screenshot shows the top navigation bar with links: Home, Registration, Personnel, Teams, Reports, Forms, Settings, Help. Below this is a sidebar with buttons: Import Members (highlighted with a red box), Member Lookup, and Clear Session. To the right of the sidebar is a form with a dropdown menu set to 'Player', an input field, and an 'ADD MEMBER' button. Below the form is a table with columns: Member Type, Confirmation Number, and Options. The table is currently empty. Below the table is a 'Session Totals' section with a table showing counts for Players, Coaches, Managers, Volunteers, and Player/Coaches, all currently at 0. At the bottom of the sidebar is a green 'SUBMIT MEMBER LIST' button. A footer note at the bottom of the page reads: ©Copyright 2014-2022 USA Hockey. All rights reserved.

8. Click on 'UPLOAD FILE'

The screenshot shows a dialog box titled 'Member Import Tool' with a close button (X) in the top right corner. Below the title is the instruction: 'Please select how you would like to import your member list.' Below this is a note: '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 20-21 season, the 4th digit will always be a 1. System works best when claiming 500 max members at one time.' Below the note are two radio button options: 'Upload File' (selected and highlighted with a red box) and 'Copy/Paste'.

9. Choose your file that you downloaded from the ACHA Registration Page and click on 'UPLOAD LIST'

The screenshot shows a dialog box titled 'Please choose a file to upload'. Inside the dialog box is a file selection area with a button labeled 'Choose File' (highlighted with a red box) and a text input field containing 'Registration...2085123.xlsx'. To the right of the input field is a button labeled 'UPLOAD LIST'.

10. In the MEMBER IMPORT TOOL, the only fields you will need to worry about are the 'USA Hockey Numbers' and the 'Membership Types'. Find the columns and select the appropriate option

a. Here, Column 2 and Column 8

Member Import Tool

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

Column 1 Please select the type of data for this column.	Column 2 Please select the type of data for this column.	Column 3 Please select the type of data for this column.	Column 4 Please select the type of data for this column.	Column 5 Please select the type of data for this column.	Column 6 Please select the type of data for this column.	Column 7 Please select the type of data for this column.
Ignore	Confirmation Number	Ignore	Ignore	Ignore	Ignore	Ignore
SI.No	Confirmation Code	First Name	Last Name	Email	Phone	Student ID
1	153330001TESTT	TEST	TEST	chris.liang@usahockey.org	1234567890	NA
2	153333000TERRY	TATE	TERRY	tterry@email.com	4567891321	NA
3	153333300YUSEA	SEAN	YU	syu@email.com	7894561230	NA
4	153333330JOHNS	LARRY	JOHNSON	ljohnson@email.com	1234567891	NA

Column 8 Please select the type of data for this column.	Column 9 Please select the type of data for this column.	Column 10 Please select the type of data for this column.	Column 11 Please select the type of data for this column.	Column 12 Please select the type of data for this column.	Column 13 Please select the type of data for this column.	Column 14 Please select the type of data for this column.
Member Type	Ignore	Ignore	Ignore	Ignore	Ignore	Ignore
Type	Gender	Age	Birthday	Height	Position	Zip
Player/Coach	M	28	08/31/1993	6'10"	Center	12345
Player/Coach	M	25	10/14/1996	5'10"	Left Wing	80808
Player/Coach	M	19	06/16/2002	7'0"	Right Wing	80906
Player/Coach	M	18	09/19/2003	5'9"	Left Wing	80909


Column 15 Please select the type of data for this column.	Column 16 Please select the type of data for this column.	Column 17 Please select the type of data for this column.
Ignore	Ignore	Ignore
Country	Registered Date	Team
US	06/02/2022	Usah University
US	06/02/2022	Usah University
US	06/02/2022	Usah University
US	06/02/2022	Usah University

Import Members

11. Click on Import Members

a. If you receive an error, please click through, your players & coaches will be imported anyway

12. Confirm your players and coaches.

a. To change a member type, click on the 'Pencil' icon to make the change ()

13. Click on 'Submit Member List' (green button)

14. Click on the 'TEAMS' tab

Home Registration Personnel **Teams** Reports Forms Settings Help

15. Click on 'CREATE TEAM'

Create Team

Tags

ALL 0
Approved 0

Team Name

ID

Team Type

Classification

Category

Division

Tags

Options

Page: 1

of 1 pages

Jump to page:

GO

16. Name your team using the following naming scheme:
 - a. NAME: MDx or WDx University Name
 - i. x is your division
 - ii. ex. MD1 ACHA University
 - b. Complete team creation using options provided
17. To add players, click on your newly created team and find 'PENDING PLAYERS'
18. Click on 'ADD PLAYER'

Pending Players (0)

Last Name	First Name	Status	Change	Options
<div>Add Player</div>				

19. Click on the highlighted icons and click on 'ADD SELECTED PLAYERS'

Add Players

Last Name	First Name	DOB	Current Age	Class	Screening	Safe Sport	
ALBEE	ALYSSA	01/20/1998*	21	Women	No	No	
ATCHISON	QUINN	01/26/2001*	18	Girls 19U	No	No	
BURBIDGE	ELIA	09/24/1999*	19	Women	No	No	
DAVEY	LAURYN	05/21/1999*	20	Women	Yes	Yes	
DAVIS	JULIANA	06/02/2001*	18	Girls 19U	No	No	
DODDS	CATHERINE	06/07/2001*	18	Girls 19U	No	No	
ELIA	NINA	12/27/1993*	25	Women	No	Yes	
GARROW	JANA	10/18/1996*	22	Women	No	No	

Key: TR = Transfer Required, SSR = Safe Sport Required

SELECTED PLAYERS

Last Name	First Name	DOB	Current Age	Class	Screening	Safe Sport
<div>ADD SELECTED PLAYERS</div>						

Submit Added Players

Add Players

20. Do the same process for your coaching staff as well


a. If your coaches are greyed out, they are missing one of the following:

- i. Coaching Level
- ii. Safesport
- iii. Background Screening

b. ALL COACHES MUST HAVE ALL 3 OF THESE REQUIREMENTS BEFORE BEING ALLOWED ON THE BENCH!!

c. [COACHING REQUIREMENT LINKS HERE](#)

21. After ALL your players and coaches have been added, click on the 'SUBMIT TEAM' butt



Home Registration Personnel Teams Reports Forms Settings Help

Print Team Roster

Print Team List

Export Roster Data

Credentials Verification

Manage Team Details

Edit Team Settings

Submit Team

MD2 MERRIMACK COLLEGE

Team ID: MAA0207-001
Program: MAA0207
Local Association: MERRIMACK COLLEGE
Team Status: Not Submitted
Tags: NOT SUBMITTED

Season Type: R
Team Type: AC
Classification:
Category: D2
Division: N/A

Players (0)

Last Name	First Name	Position	(H) Jersey Number (A)
-----------	------------	----------	-----------------------

Pending Players (0)

Last Name	First Name	Status
-----------	------------	--------

on

MISC GUIDES:

PART 1 – STEP 4 – OPTION A: I am the new team manager and need to change information:

1. Click on the 'EDIT' button


Team Name/University	Division
Md1 Usa Hockey University	Men's Division 1
Category	
Men	

Team Manager Information

First Name	Last Name
System	Email Address
	system@usahockey.com
Cell Phone	

☐ I verify that the above personal information is correct.
Check the box

Or click below to edit this information.



 Edit

2. Fill out your name and contact information:

Team Name/University *	Division *
Md1 Usa Hockey University	Men's Division 1
Category *	
Men	

Team Manager Information

First Name *	Last Name *
NEW	MANAGER
Email Address *	Cell Phone *
NEWMANAGER@usahockey.com	987-654-3210

 Cancel  Save

Team Manager Information

First Name

NEW

Last Name

MANAGER

Email Address

NEWMANAGER@usahockey.com

Cell Phone

987-654-3210



I verify that the above personal information is correct.

Check the box

3. Verify that your contact information is the new team manager information and check the verification box

4. Confirm your email and cell phone information

Email *

NEWMANAGER@usahockey.com



Confirm Email Address

Check the box

Cell Phone *

987-654-3210



Confirm Phone Number

Check the box

5. Complete Registration by downloading an invoice or pay online [here](#)

[GO TO PART 2](#)

[PART 2 – STEP 4 – OPTION A:](#) Add Team Participants:

1. Fill out First Name, Last Name and Email

NOTE: Email being used will be the same email used to register player

2. Please double check 'Team' and make sure the season starts with 2022-23

Add Team Participant

First Name: Last Name:

Email:

STEP 1

Team:

2022-23 Usah Uni

STEP 2

Close Save

3. After each player is uploaded in, click on the 'Send Email' button

Participant List

Participant List

Team: 2022-23 Usah University

Show 25 entries

Search:

First Name	Last Name	Email	Season	Team	Url	Actions
Test	Test	chris.liang@usahockey.org	2022-23	Usah University	https://staging.achareg.usahockey.com/registration/usah_university_men_1	

Showing 1 to 1 of 1 entries

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[GO TO PART 3](#)

[PART 2 – STEP 4 – OPTION B:](#) Import from Excel:

1. Download the Template located on the 'Sample Format click here to download'

- a. Fill out the fields exactly as each player will register
 - i. If Michael Smith goes by Mike Smith, input Michael Smith as the name
 - b. Emails imported will be the email used to register
2. Save
3. In Select Team, make sure that the season starts with 2022-23
4. In File, choose the excel file that you downloaded and filled in all your players
5. After each player is uploaded in, click on the 'Send Email' button




Participant List

Participant List

Team: 2022-23 Usah University

Show 25 entries

Search:

First Name	Last Name	Email	Season	Team	Url	Actions
Test	Test	chris.liang@usahockey.org	2022-23	Usah University	https://staging.achareg.usahockey.com/registration/usah_university_men_1	  

Showing 1 to 1 of 1 entries

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6. This will trigger an email to all your players to register for the 2022-23 season.

[GO TO PART 3](#)

COACHING REQUIREMENTS

Coaching Level (CEP Level): <https://www.usahockey.com/coachingcertification>

Safesport: <https://www.usahockey.com/safesporttraining>

Background Screening: <https://www.usahockey.com/backgroundscreen>