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/

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

System

Last Name

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
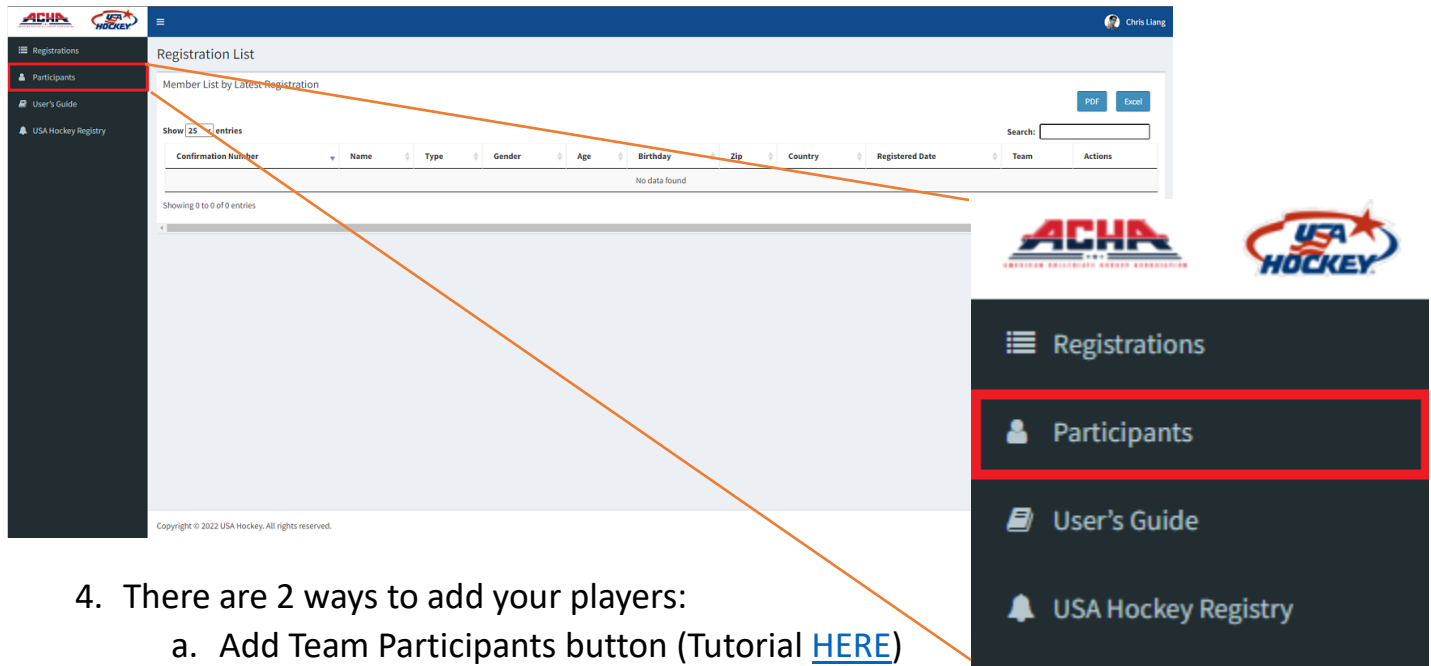
- **After Declaring your Team, you should have received an email inviting you to the Registration Portal** (CHECK YOUR SPAM FOLDER)
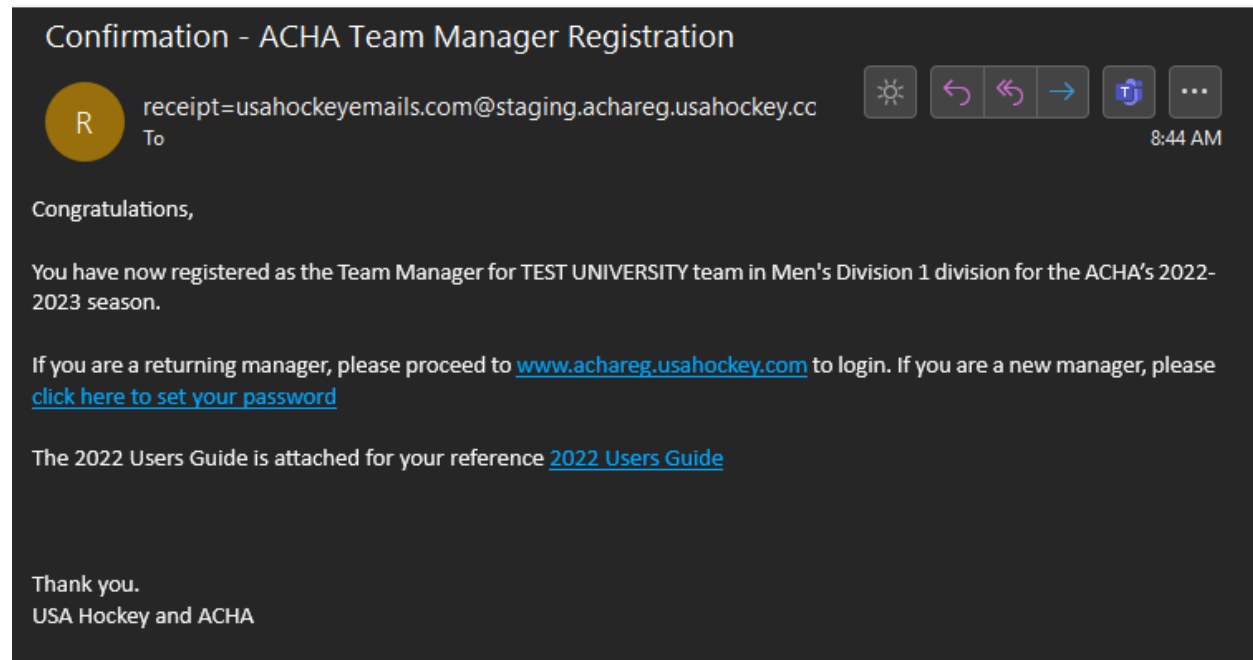
1. Log into your registration portal using your email and password that you set up. The 'Forgot Password' Button can be used to change your password.
2. After logging in, your dashboard will look like this:
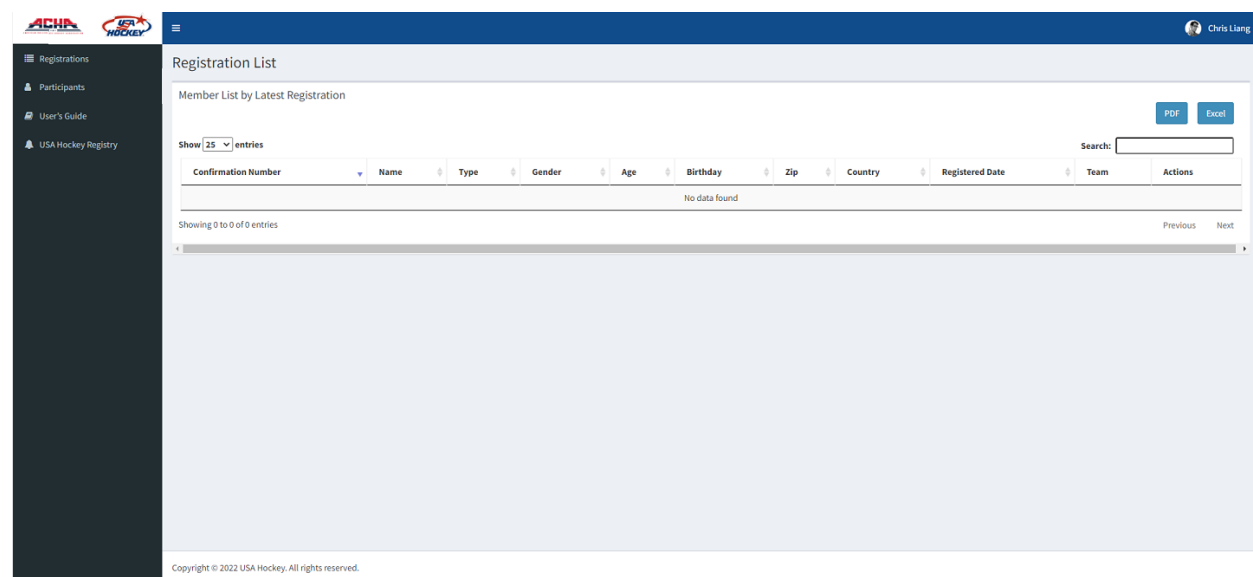
3. Click on 'Participants'

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
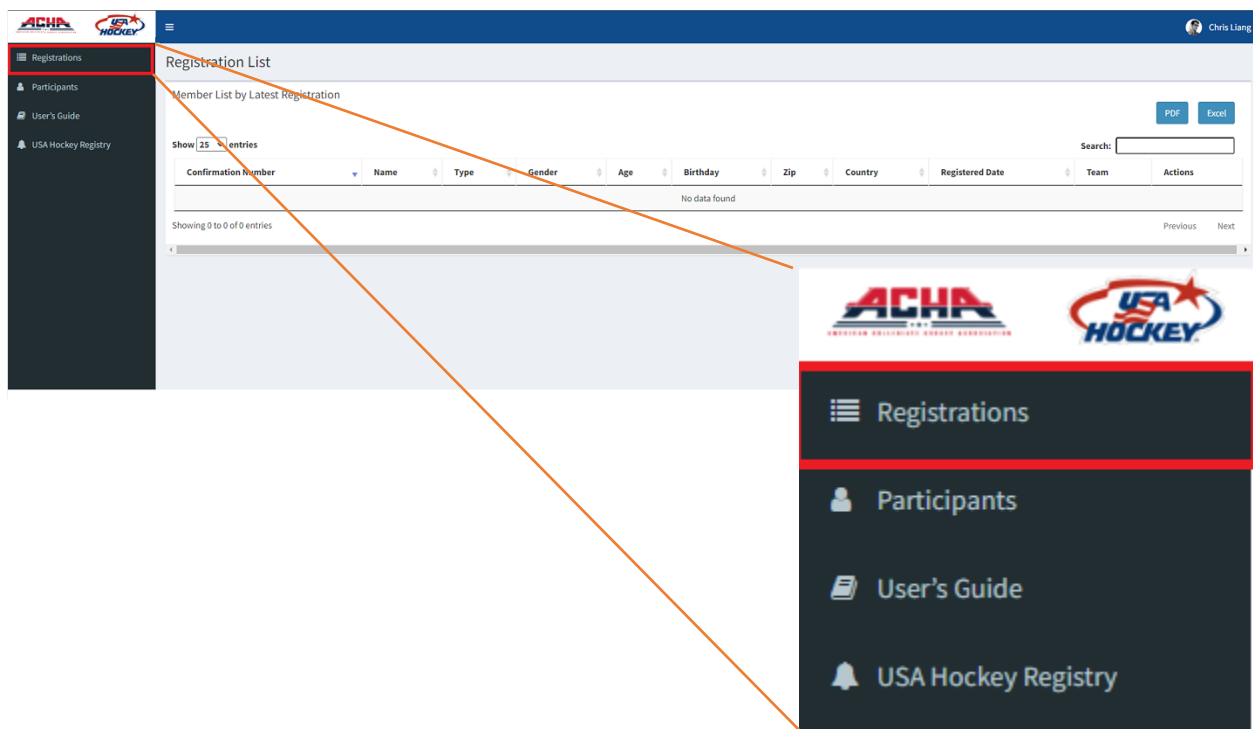
Track your registrations by clicking on the 'Registrations' Tab

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

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:

3. Click on the 'USA Hockey Registry' Button

4. You will be automatically logged into the system (if you are not, please see support contact information)

5. Choose your school and season (2022-23)

USA HOCKEY

ACHA Registry

Please select an association to load.

MD3 UNIV OF COLORADO COLORADO SPRINGS
(COA0304)

ACHA TEST UNIVERSITY (COA9999)

©Copyright 2014-2022 USA Hockey. All rights reserved.

6. 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'

8. Click on 'UPLOAD FILE'

9. Choose your file that you downloaded from the ACHA Registration Page and click on '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 Colum 8

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

15. Click on 'CREATE TEAM'

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
				Add Player

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	LAURYNN	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	👥

Add Players

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

SELECTED PLAYERS

Last Name	First Name	DOB	Current Age	Class	Screening	Safe Sport

ADD SELECTED PLAYERS   Submit Added 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. <mark>ALL COACHES MUST HAVE ALL 3 OF THESE REQUIREMENTS BEFORE BEING ALLOWED ON THE BENCH!!</mark>
    c. COACHING REQUIREMENT LINKS HERE
21. After ALL your players and coaches have been added, click on the 'SUBMIT TEAM' butt

on

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

1. Click on the 'EDIT' button

2. Fill out your name and contact information:

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

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

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

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

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