

US Squash Accounts for NUSEA Programs

As a NUSEA member, programs receive the following benefits:

- All students receive free memberships to US Squash
- All programs have their own “club” within US Squash’s Club Locker system, which allows programs to track and edit all participants’ accounts in one central location.

Below are instructions for creating accounts, updating player profiles, and activating student accounts within US Squash.

- If you have questions about this process, contact Julie Monrad at NUSEA: julie.monrad@nationalurbansquash.org or (646) 218-0456.
- If you have questions about how to manage your program’s Club Locker account, contact Bill Buckingham, Director of Member and Support Services at US Squash: bill.buckingham@ussquash.com or (212) 268-4090 ext. 5884.

To create an account for a new NUSEA player

- Go to ussquash.com. From the blue menu bar, move your mouse over “My Account” and click “Create Account” in the drop down menu.
- Enter either a staff or student’s email address. (The email you enter is the email that will receive updates on the student’s status after he/she has played in a US Squash tournament. It can be changed later once you are in the profile.)
- Recommendation from experienced programs:
 - Uncheck “Use my email address as my username” and create your own usernames for students.
 - Email addresses, for both staff and students, change over time. Instead of trying to track which email address was used for which student, create a username formula that you follow for every player in your program. For example, you could use the formula of **firstname.lastname@programname.hsgradyear**. In this example, “becky.silva@chucktown.2018” is Becky Silva, a student at Chucktown Squash who is expected to graduate high school in 2018.
 - Use the same formula and same password (ex: “chucktown1”) for all students so that you can easily log in to their accounts at any time to update info, register them for tournaments, check their rankings, etc.
- Select your program as your home club. (Do not choose NUSEA.)
- After completing a player profile, log into that profile to record the players’ US Squash number. Each program is responsible for keeping track of its students’ US Squash numbers and account information. (NUSEA recommends creating a document to track all students’ names, usernames, and US Squash numbers.)

*** If a player already has a US Squash account, and you would like to update their information or assign them to your club, do not create another account for them. Just add them to the spreadsheet described below and US Squash will update their information.*



To
Activate Accounts with US Squash and Update Profile Information

After creating new accounts, send the list of accounts to NUSEA with updated profile information. NUSEA will aggregate accounts from all programs into one spreadsheet, and send it to US Squash for account activation 3 times a year - on ***Dec. 1, May 1, and Sep. 1.***

To activate and update accounts, send Julie Monrad at NUSEA (julie.monrad@nationalurbansquash.org) a spreadsheet that looks like this with your players' information:

Club Name	First Name	Last Name	US Squash #	Gender	Date of Birth	City	State	Zip Code
Racquet Up Detroit	Megan	Johnson	865236	Female	5/8/2001	Detroit	MI	48235
Racquet Up Detroit	Luis	Rojas	336589	Male	3/26/1999	Detroit	MI	48235
Racquet Up Detroit	Mark	Roman	454688	Male	8/7/2002	Detroit	MI	48235

**** Please note that the DOB must be formatted with the full year (ex: 5/1/2000 not 5/1/00).**