US Squash Accounts for SEA Programs

SEA member programs receive the following benefits:
- All students receive free accounts and discounted memberships at a price of $20/student for batches of 10 or more students, and $25/student for batches of 9 or less students.
- All students with active US Squash memberships are eligible for a 50% discount on US Squash sanctioned tournament entry fees.
- All programs have their own "club" within US Squash's Club Locker system. This allows programs to track and edit all participants' accounts in one central location, access the US Squash rankings and ratings database, track students' tournament results in real time, and access referee exams for free.

Below are instructions for creating accounts, updating player profiles, and activating student accounts within US Squash. Each member program is responsible for keeping track of its students' US Squash numbers and account information.
- If you have questions about this process, contact Jazmin Matos at SEA: jazmin.matos@squashandeducation.org or (347) 952-9925.
- 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 player
FROM US SQUASH WEBSITE
1. Go to ussquash.com. From the blue menu bar, move your mouse over "My Account" and click "Create Account" in the drop down menu.
2. 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.)
3. Select your program as your home club. (Do not choose SEA.)
4. After completing a player profile, log into that profile to record the players' US Squash number and update their username and password (see "Recommendation" below).

FROM CLUB LOCKER (if you are the admin for your program/club)
1. Go to http://clublocker.com/admin. Login (must be the assigned admin for your program)
2. Select "Reservations: Club Admin" in the top left.
3. Select "Manage".
4. Select "Members" on the left column.

5. Under "Add Member," enter email, first/last name, and gender, click "Add Member".
6. New member will appear under "Member Management".
7. Select "edit" to create a username and set password (see "Recommendation" below).

RECOMMENDATION:

It can be difficult to track all your players' US Squash accounts. Experienced coaches have recommended creating your own usernames for students, a standard password, and a document to track their information. See below for details.

- 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, "dora.thomas@racquetup.2023" is Dora Thomas, a student at Racquet Up who is expected to graduate high school in 2023.
- Use the same formula and same password (ex: "racquetup1") 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.
- Keep one central document for your entire program with a list of all students and their US Squash account numbers, usernames, and passwords.

** 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 or Renew Membership with US Squash AND/OR to Update Profile Information

After creating new accounts, and/or compiling your list of old accounts in Club Locker, send the full list of accounts to SEA with updated profile information. SEA will send it to US Squash for membership activation at the discounted rate.

To activate and update accounts, send Jazmin Matos at SEA (jazmin.matos@squashandeducation.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).

<u>Payment</u>

After sending SEA the excel sheet, remit payment of $20/student to US Squash for batches of 10 or more students, or $25/student for batches of 9 or less students. If you'd like to pay by card, please contact Bill Buckingham at (646) 597-5884. Checks should be made payable to "US Squash" and sent to:

US Squash
555 8th Avenue, Suite 1102
New York, NY 10018