US Squash Accounts for SEA Programs

SEA member programs receive the following benefits:
- All players receive free accounts and discounted memberships at a price of $30/player for batches of 10 or more players, and $40/player for ad-hoc submissions or batches of 9 or less players.
- Discounted membership rates apply to all players who are actively receiving services from member programs, up to age 24.
- All players with active US Squash memberships are eligible for a 50% discount on US Squash sanctioned tournament entry fees.
- Free access to US Squash Officiating Certification Exam
- All programs have their own "club" within US Squash's Club Locker system. This allows programs to track and edit all players' accounts in one central location, access the US Squash rankings and ratings database, track players' tournament results in real-time, and access referee exams for free.
- All full-time coaches at SEA member programs are eligible for a 50% discount on US Squash coach certification training.

Differences between US Squash Accounts and Memberships

	US Squash Accounts	**US Squash Membership**
Cost	Free and can be set up any time	$30/player for batches of 10 or more players during SEA-wide updates (Fall, Winter & Spring) $40/player for ad-hoc submissions or batches of 9 or less players.
Set up	Players receive a username and password	Players receive a username and password
Ratings and Rankings	Players receive a rating and can track their match history, but are ineligible for a US Squash ranking	Players receive a US Squash ranking if they participate in three US Squash sanctioned tournaments within their age division.
Tournament eligibility	Players can participate in:	Players can participate in:

	- US Squash Bronze level tournaments - Non-US-Squash sanctioned events (SEA regional tournament, team matches, etc.)	- All US Squash sanctioned tournaments (gold, silver, bronze, adult, JCT, etc.) - SEA national tournaments (Teams, Individuals, Midwest) - Regional citywide leagues
Tournament Fee Discounts	No discounts	50% discount on US Squash sanctioned tournament entry fees (Bronze, Silver, Gold, JCT, Adult tournaments, etc.)
Referee Exam	$45 charge for taking the US Squash Officiating Certification Exam	No charge ($45 fee waived per player) for US Squash Officiating Certification Exam

Instructions for Creating, Updating, and Activating US Squash Membership

Below are instructions for creating accounts, updating player profiles, and activating player accounts within US Squash. Each member program is responsible for keeping track of its players' US Squash numbers and account information. The best way to track players account information is through the Club Locker system as an admin.
- If you have questions about this process, contact Edgardo Gonzalez at SEA: edgardo.gonzalez@squashandeducation.org or (646) 294-8879.
- 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 (646) 597-5884

To create a member report from Club Locker
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. Next to "Member Management", click on "Export as excel".

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 player's email address. (The email you enter is the email that will receive updates on the player'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's profile, their account information can be updated through the admin page on your program's club locker.

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 players, 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 players. Email addresses, for both staff and players, change over time. Instead of trying to track which email address was used for which player, 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 player at Racquet Up who is expected to graduate high school in 2023.
● Use the same formula and same password (ex: "racquetup1") for all players 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 players 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 Edgardo Gonzalez at SEA (edgardo.gonzalez@squashandeducation.org) a spreadsheet that looks like this with your players' information:

Club Name	First Name	Last Name	SSMID	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).
* For "Club Name" please enter the name of the facility that your program is affiliated with on Club Locker. Some programs are registered on Club Locker under their program name, but others have a different affiliation on Club Locker. (ex: StreetSquash Harlem would enter their club name as "S.L. Green StreetSquash Center", not StreetSquash Harlem)
* Use players SSMID, instead of US Squash number. The SSMID can be located on Club Locker under the member management section.

Payment
After sending SEA the excel sheet, remit payment of $30/player to US Squash for batches of 10 or more players, or $40/player for ad-hoc submissions or batches of 9 or less players. 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