



Bulk Registration Instructions – V1.0

- Go to: <http://my.ussa.org/>
- Log in with your club login and password (if you need this info, email jehlers@ussa.org)
- Click on the Athlete Event Registration Tool

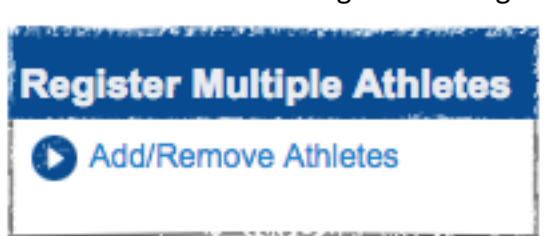
01 Athlete Event Registration

- You can to see which athletes are registered for a race by finding the race of interest and clicking on the list of registered athletes. They are listed with their club.
- Athletes can now be registered individually by using these instructions:

<https://usskiandsnowboard.org/sites/default/files/files-resources/files/2017/Event%20Athlete%20Registration%20Instructions%20-%20Parents.pdf>

or for bulk registration continue with these instructions.

- You will see a box on the right titled Register Multiple Athletes



- Click on Add/Remove Athletes
- There will now be a box like below that you will need to insert a comma separated list of USSA IDs:

A screenshot of a web form titled "Users" in a blue header. Below the header, the text "USSA Ids:" is followed by a large, empty white rectangular input field. At the bottom of the form is a blue button with the text "Add Athletes" in white.



- Copy and Paste or input a comma separated list of USSA IDs. This list can contain multiple age classes and genders:

A screenshot of a web form titled "Users". It contains a text input field labeled "USSA Ids:" with the following text pasted into it: "6400516,6408952,6423888,6423896,6424881,5993084,6212002,5987375,6084404,6133938,6254225,6338396,6240659". Below the input field is a blue button labeled "Add Athletes".

- To generate a comma separated list of USSA IDs. Here are some ways to do it:
 - Paste column of USSA IDs into the box and then add a comma to the end of each ID
 - In an Excel Spreadsheet copy the column of USSA IDs that you need. On a blank sheet, click in box A1. Do a Paste Special and choose Transpose. Save the sheet as a .csv file. Open the .csv file with a text editor and copy and paste into the box.
- Click Add Athletes and you will get a “working circle” and then results looking something like this:

A screenshot of the "Users" registration form after clicking "Add Athletes". The "USSA Ids:" input field is empty. To the right, under the heading "Athletes Ready to Register:", a list of names and their corresponding USSA IDs and age classes is displayed. At the bottom of the form, there is a blue button labeled "Search Competitions". Below the main form area, there is a section titled "Athletes Not Added:" which lists "Nicholas Stenicka - 5987375 (Member not a registered athlete)".

Athletes Ready to Register:

- Wyatt Barth - 6408952 (AC_U16,)
- Dominik Brazerol - 5993084 (AC_U16,)
- Hunter Carlson - 6133938 (AC_U16,)
- David Diamond - 6423888 (AC_U16,)
- Bennett Diamond - 6423896 (AC_U16,)
- Macintyre Henderson - 6084404 (AC_U16,)
- Andrew Hoggan - 6424881 (AC_U16,)
- Charlie Lamb - 6338396 (AC_U16,)
- Max Miller - 6254225 (AC_U16,)
- Wyatt Minor - 6240659 (AC_U16,)
- Jack Pollard - 6400516 (AC_U16,)
- Bennett Snyder - 6212002 (AC_U16,)

Athletes Not Added:

- Nicholas Stenicka - 5987375 (Member not a registered athlete)

- Now use Search Competitions for the parameters that will find the race you are looking for.



- When you click on Register Athletes next to the race, you will get a list of all athletes you have loaded that are eligible to be in that race:

Register Athletes ×

Please select the athletes you want to register for this race:

- Select All
- Wyatt Barth
- Dominik Brazerol
- Hunter Carlson
- David Diamond
- Bennett Diamond
- Macintyre Henderson
- Andrew Hoggan
- Charlie Lamb
- Max Miller
- Wyatt Minor
- Jack Pollard
- Bennett Snyder

- Choose athletes and click Register
- You can register these athletes in multiple races
- Once everyone is registered, go to your cart and do the checkout as normal.
- If you have athletes in the cart and realize one needs to be removed, go back to search competitions, find the race and click Register Athletes. This allows you to remove an athlete from the cart.