



ACHA Team Manager User Guide

Volunteer/Managers: Please register for free at <https://www.membership.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

Logan.Spellman@usahockey.org

Dkurtz@achahockey.org

Bruss@achahockey.org

Technical Support Contact (Please include **Division**, **Team Name**, **Team Manager Name**):

achasupport@usahockey.org

Part 1: Declaring your team

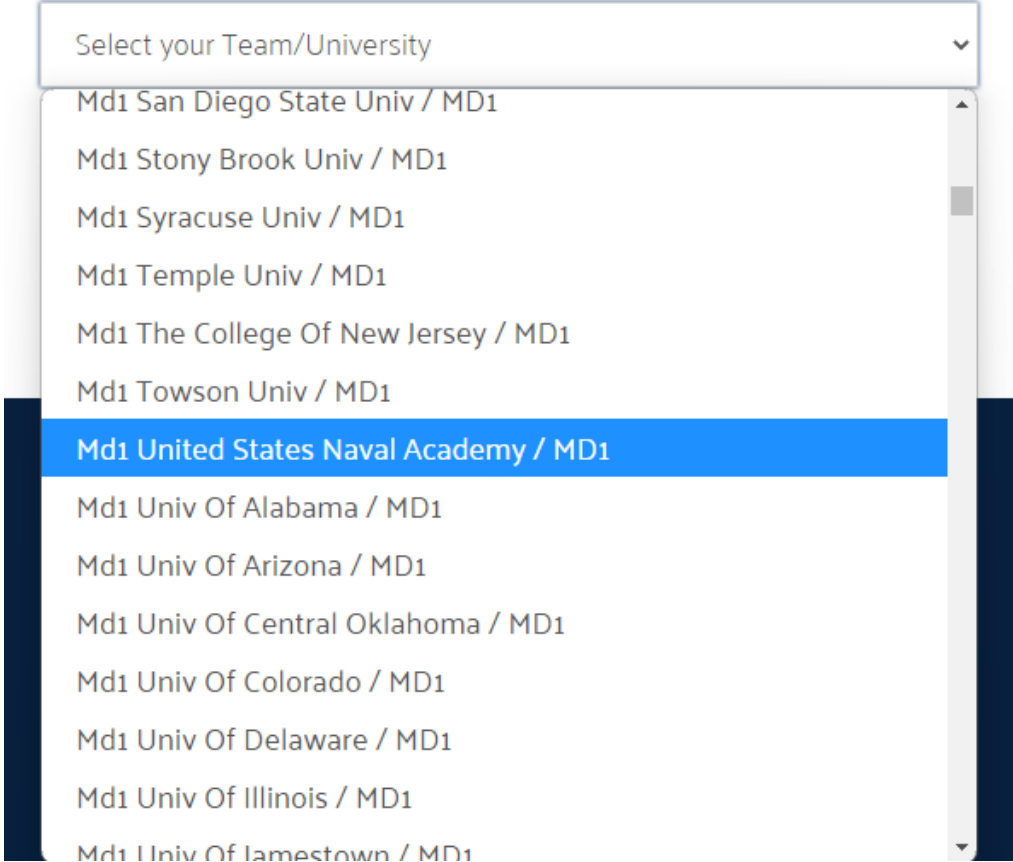
[VIDEO TUTORIAL HERE](#)

*****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	Last Name
System	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 *

Confirm Email Address
Check the box

Cell Phone *

Confirm Phone Number
Check the box

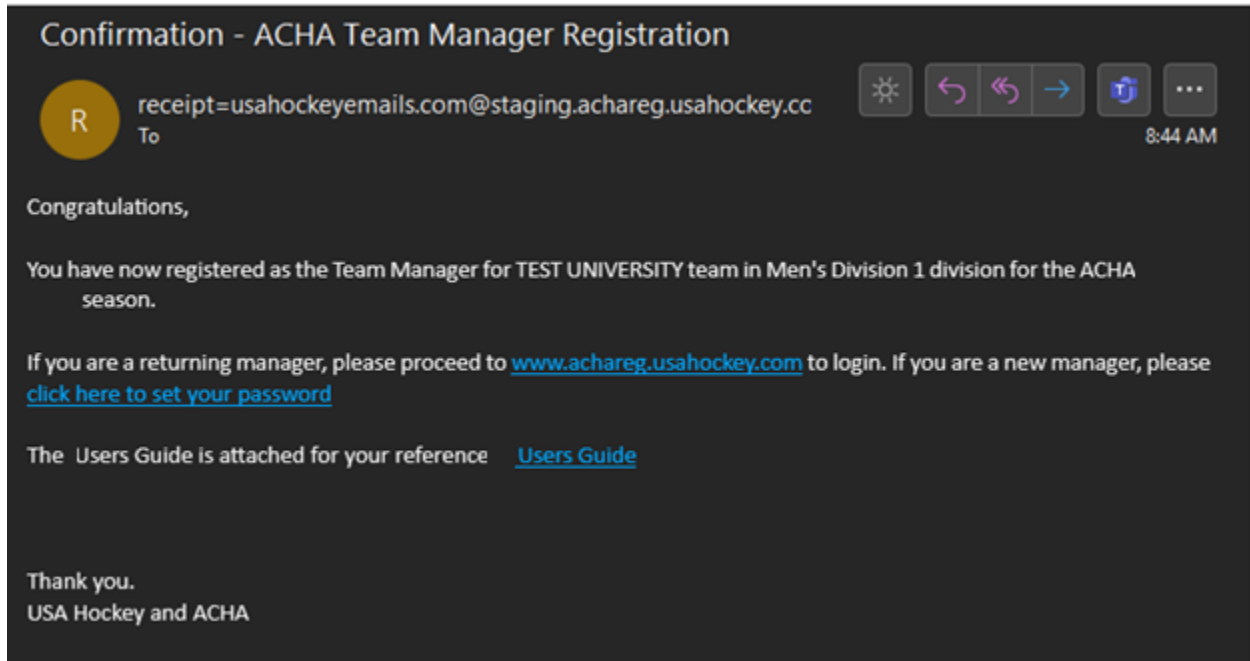
6. Complete Registration by downloading an invoice or pay online [here](#)

7. You will receive an email after clicking on 'COMPLETE REGISTRATION'

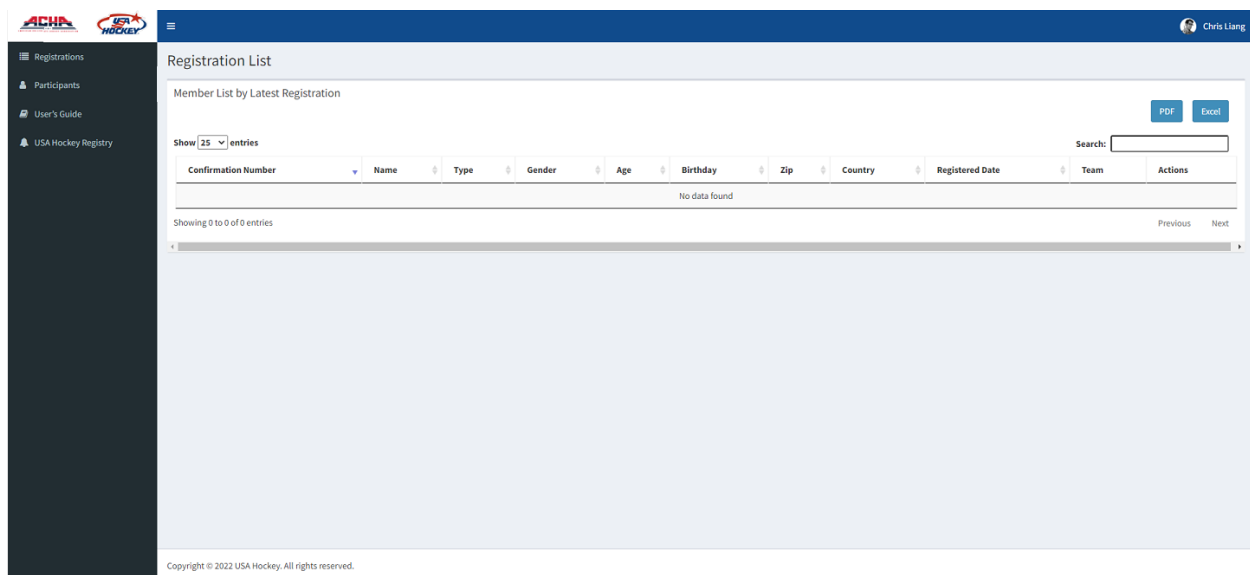
Part 2: Sending out registrations to players and coaches

[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'

Registration List

Member List by Latest Registration

PDF Excel

Show 25 entries

Confirmation Number	Name	Type	Gender	Age	Birthday	Zip	Country	Registered Date	Team	Actions
No data found										

Showing 0 to 0 of 0 entries

ACHA USA HOCKEY

Registrations

Participants

User's Guide

USA Hockey Registry

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4. There are 2 ways to add your players:

- Add Team Participants button (Tutorial [HERE](#))
- 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

Registration List

Member List by Latest Registration

PDF Excel

Show 25 entries

Confirmation Number	Name	Type	Gender	Age	Birthday	Zip	Country	Registered Date	Team	Actions
No data found										

Showing 0 to 0 of 0 entries

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ACHA USA HOCKEY

Registrations

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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

Registration List

Member List by Latest Registration

Show 25 entries

PDF Excel

Search:

Confirmation Number	Name	Type	Gender	Age	Birthday	Zip	Country	Registered Date	Team	Actions
15333334JOHNS	HARRY JOHNSTON	Player/Coach	M	29	11/06/1992	80906	US	06/02/2022 08:41:25 am	Usah University	👁 ✉
15333333SMITH	JOHN SMITH	Player/Coach	M	33	11/17/1988	80906	US	06/02/2022 08:40:05 am	Usah University	👁 ✉
15333330JOHNS	LARRY JOHNSON	Player/Coach	M	18	09/19/2003	80909	US	06/02/2022 08:38:35 am	Usah University	👁 ✉
15333300YUSEA	SEAN YU	Player/Coach	M	19	06/16/2002	80906	US	06/02/2022 08:36:48 am	Usah University	👁 ✉
15333300TERRY	TATE TERRY	Player/Coach	M	25	10/14/1996	80808	US	06/02/2022 08:31:50 am	Usah University	👁 ✉
15333000TESTT	TEST TEST	Player/Coach	M	28	08/31/1993	12345	US	06/02/2022 08:28:35 am	Usah University	👁 ✉

Showing 1 to 6 of 6 entries

Previous 1 Next

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:

Sl.No	Confirmation Code	First Name	Last Name	Email	Phone	Student ID	Type	Gender	Age	Birthday	Height	Position	Zip	Country	Registered Date	Team
1	153330001TESTT	TEST	TEST	chris.liang@usahockey.org	1234567890	NA	Player/Coach	M	28	08/31/1993	6'10"	Center	12345	US	06/02/2022	Usah University
2	153333000TERRY	TATE	TERRY	tterry@email.com	4567891321	NA	Player/Coach	M	25	10/14/1996	5'10"	Left Wing	80808	US	06/02/2022	Usah University
3	15333300YUSEA	SEAN	YU	syu@email.com	7894561230	NA	Player/Coach	M	19	06/16/2002	7'0"	Right Wing	80906	US	06/02/2022	Usah University
4	15333330JOHNS	LARRY	JOHNSON	ljohnson@email.com	1234567891	NA	Player/Coach	M	18	09/19/2003	5'9"	Left Wing	80909	US	06/02/2022	Usah University
5	15333333SMITH	JOHN	SMITH	jsmith@email.com	4567891320	NA	Player/Coach	M	33	11/17/1988	6'10"	Defense	80906	US	06/02/2022	Usah University
6	15333334JOHNS	HARRY	JOHNSTON	hjohnston@email.com	3333333333	NA	Player/Coach	M	29	11/06/1992	5'7"	Left Wing	80906	US	06/02/2022	Usah University

3. Click on the 'USA Hockey Registry' Button

ACHA USA HOCKEY

- Registrations
- Participants
- User's Guide
- USA Hockey Registry**

Registration List

Member List by Latest Registration

Show **25** entries

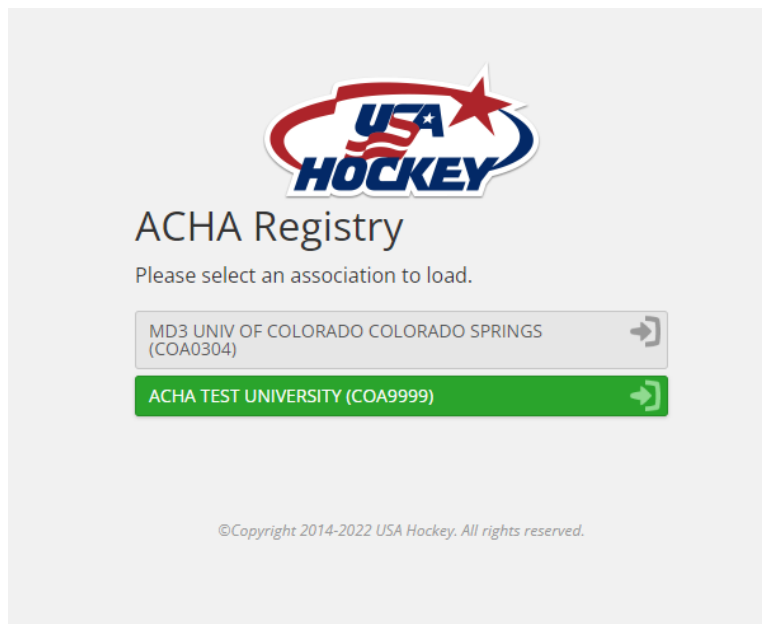
Search:

Confirmation Number	Name	Type	Gender	Age	Birthday	Zip	Country	Registered Date	Team	Actions
15333334JOHNS	HARRY JOHNSTON	Player/Coach	M	29	11/06/1992	80906	US	06/02/2022 08:41:25 am	Usah University	View Edit
15333333SMITH	JOHN SMITH	Player/Coach	M	33	11/17/1988	80906	US	06/02/2022 08:40:05 am	Usah University	View Edit
15333330JOHNS	LARRY JOHNSON	Player/Coach	M	18	09/19/2003	80909	US	06/02/2022 08:38:35 am	Usah University	View Edit
15333300VUSEA	SEAN YU	Player/Coach	M	19	06/16/2002	80906	US	06/02/2022 08:36:48 am	Usah University	View Edit
15333300TERRY	TATE TERRY	Player/Coach	M	25	10/14/1996	80808	US	06/02/2022 08:31:50 am	Usah University	View Edit
15333000TEST	TEST TEST	Player/Coach	M	28	08/31/1993	12345	US	06/02/2022 08:28:35 am	Usah University	View Edit

Showing 1 to 6 of 6 entries

Previous **1** Next

- You will be automatically logged into the system (if you are not, please see [support contact information](#))
- Choose your school and season (2022-23)



- On the main page, click on the 'REGISTRATION' tab:

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'

Home Registration Personnel Teams Reports Forms Settings Help

Import Members Member Lookup Clear Session

Player ADD MEMBER

Member Type	Confirmation Number	Options
Page: 1		

Session Totals

Players	0
Coaches	0
Managers	0
Volunteers	0
Player/Coaches	0

SUBMIT MEMBER LIST

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8. Click on 'UPLOAD FILE'

Member Import Tool ✕

Please select how you would like to import your member list.

Note: Please use single characters for member types (coach = C, player = P, Manager = M, Volunteer = V). If member type doesn't match it will default to player. (Example: If "coach" is used instead of "C" the member type will default to player). Online confirmation numbers are 9 digits and 5 letters. For the 20-21 season, the 4th digit will always be a 1. System works best when claiming 500 max members at one time.

Upload File
 Copy/Paste

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

Please choose a file to upload

Registration...2085123.xlsx

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
- Here, Column 2 and Column 8

Member Import Tool


Below are samples of your data we found. Please let us know how you want to use your data.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
SI.No	Confirmation Code	First Name	Last Name	Email	Phone	Student ID
1	153330001TESTT	TEST	TEST	chris.liang@usahockey.org	1234567890	NA
2	153333000TERRY	TATE	TERRY	tterry@email.com	4567891321	NA
3	153333300YUSEA	SEAN	YU	syu@email.com	7894561230	NA
4	153333330JOHNS	LARRY	JOHNSON	ljohnson@email.com	1234567891	NA

Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
Type	Gender	Age	Birthday	Height	Position	Zip
Player/Coach	M	28	08/31/1993	6'10"	Center	12345
Player/Coach	M	25	10/14/1996	5'10"	Left Wing	80808
Player/Coach	M	19	06/16/2002	7'0"	Right Wing	80906
Player/Coach	M	18	09/19/2003	5'9"	Left Wing	80909

Column 15	Column 16	Column 17
Country	Registered Date	Team
US	06/02/2022	Usah University
US	06/02/2022	Usah University
US	06/02/2022	Usah University
US	06/02/2022	Usah University

Import Members

- Click on Import Members
 - If you receive an error, please click through, your players & coaches will be imported anyway
- Confirm your players and coaches.
 - To change a member type, click on the 'Pencil' icon to make the change ()
- Click on 'Submit Member List' (green button)
- Click on the 'TEAMS' tab

15. Click on 'CREATE TEAM'

Create Team

Team Name	ID	Team Type	Classification	Category	Division	Tags	Options
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Page: 1 of 1 pages
Jump to page: GO

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
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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	

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

SELECTED PLAYERS

Last Name	First Name	DOB	Current Age	Class	Screening	Safe Sport
<input type="button" value="ADD SELECTED PLAYERS"/>						

Submit Added Players

Add 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. ALL COACHES MUST HAVE ALL 3 OF THESE REQUIREMENTS BEFORE BEING ALLOWED ON THE BENCH!!
- c. [COACHING REQUIREMENT LINKS HERE](#)

21. After ALL your players and coaches have been added, click on the 'SUBMIT TEAM' butt



Home Registration Personnel Teams Reports Forms Settings Help

Print Team Roster
Print Team List
Export Roster Data
Credentials Verification
Manage Team Details
Edit Team Settings
Submit Team

MD2 MERRIMACK COLLEGE

Team ID: MAA0207-001 **Season Type:** R
Program: MAA0207 **Team Type:** AC
Local Association: MERRIMACK COLLEGE **Classification:**
Team Status: Not Submitted **Category:** D2
Tags: NOT SUBMITTED **Division:** N/A

Players (0)

Last Name	First Name	Position	(H) Jersey Number (A)
-----------	------------	----------	-----------------------

Pending Players (0)

Last Name	First Name	Status
-----------	------------	--------

on

MISC GUIDES:

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

1. Click on the 'EDIT' button

Team Name/University	Division
Md1 Usa Hockey University	Men's Division 1
Category	
Men	
<hr/>	
Team Manager Information	
First Name	Last Name
System	Email Address
	system@usahockey.com
Cell Phone	
<hr/>	
<input type="checkbox"/> I verify that the above personal information is correct.	
<small>Check the box</small>	
Or click below to edit this information.	
<input type="button" value="Edit"/>	

2. Fill out your name and contact information:

Team Name/University *	Division *
Md1 Usa Hockey University	Men's Division 1
Category *	
Men	
<hr/>	
Team Manager Information	
First Name *	Last Name *
NEW	MANAGER
Email Address *	Cell Phone *
NEWMANAGER@usahockey.com	987-654-3210
<hr/>	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

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](#)

[GO TO PART 2](#)

[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

Add Team Participant ✕

First Name: _____ **Last Name:** _____

STEP 1

Email: _____

Team:

2022-23 Usah Uni ▼

STEP 2

Close Save

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

Participant List

Participant List Send Email Add Team Participant Import

Team: 2022-23 Usah University

Show 25 entries Search: _____

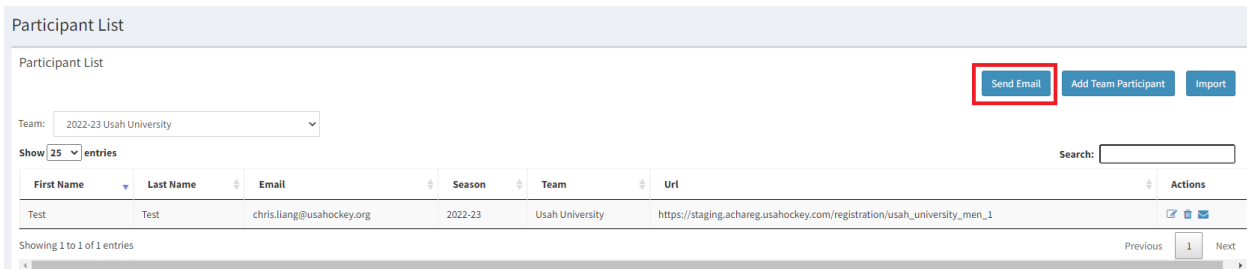
First Name	Last Name	Email	Season	Team	Url	Actions
Test	Test	chris.liang@usahockey.org	2022-23	Usah University	https://staging.achareg.usahockey.com/registration/usah_university_men_1	✉ 📄 🗑️

Showing 1 to 1 of 1 entries Previous 1 Next

[GO TO PART 3](#)

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



The screenshot shows the 'Participant List' interface. At the top right, there are three buttons: 'Send Email' (highlighted with a red box), 'Add Team Participant', and 'Import'. Below these is a 'Team' dropdown menu set to '2022-23 Usah University' and a 'Show 25 entries' dropdown. A search bar is on the right. The table below has columns for First Name, Last Name, Email, Season, Team, and Url. One entry is visible: Test, Test, chris.liang@usahockey.org, 2022-23, Usah University, and a long URL. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' navigation buttons.

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>