

USASF.net—Instructions for Gyms

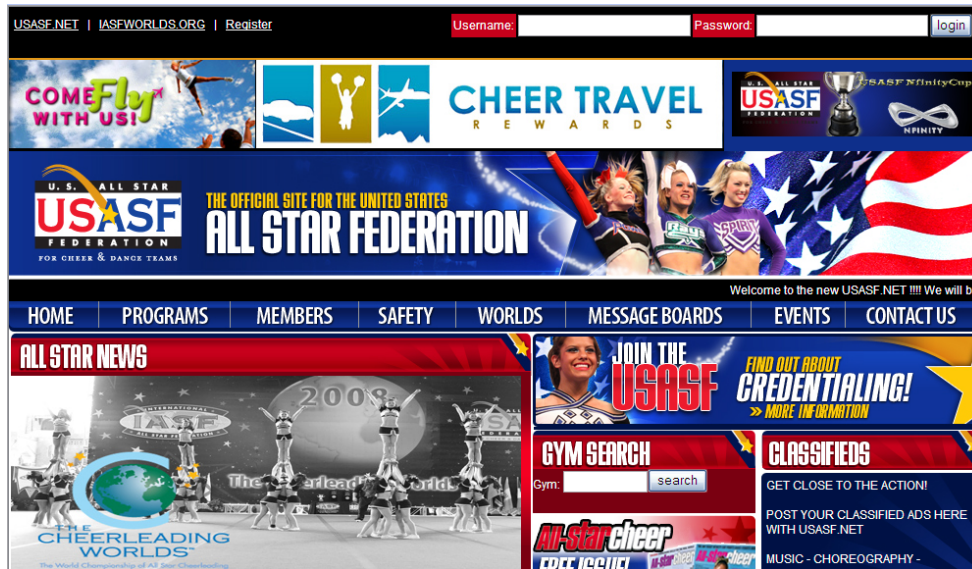
Welcome to the NEW USASF web site! The new site is intended to make it easier for our members to manage their own information.

You will notice that both www.usasf.net and www.iasfworlds.org are two “doors” into the same backend database. As the USASF and the IASF are one entity it only makes sense to have one home for member information, which is the database you log into (instructions below). However, because of the vast amount of information and because some information only applies to the U.S. there are two information sights (usasf.net and iasfworlds.org).

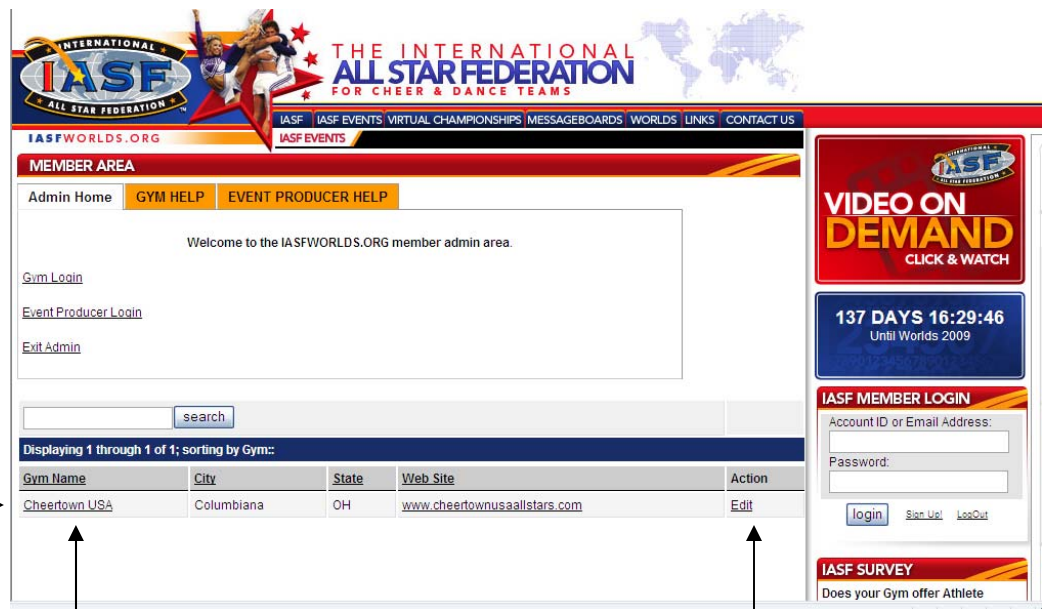
Log on to www.USASF.net and enter you USERNAME and PASSWORD and click the login button.

If you do not have your USERNAME or PASSWORD please contact Angela Bruno in the USASF office:

PHONE: (901) 251-5914 or via E-MAIL: abruno@usasf.net



If the system accepts your username and password you will be re-directed to the iasfworlds.org portal MEMBER AREA and your gym name will appear. If when you are re-directed you do not have these tabs and your gym name does not appear—the system did not accept your username and password (you will still be re-directed to the iasfworlds.org site however the MEMBER AREA header and the HELP TABS will not appear).



Your GYM NAME and info will appear here.

Click your gym name to manage:
Your Teams
Your Coaches
Your Athletes

Click Edit to update your gym contact information and basic information

How to EDIT your gym contact information, upload logos, and share information on your program:

After you click EDIT from the previous screen, the following screen will appear. Edit information as instructed below. You may need to scroll down to see the entire screen.

The screenshot shows the IASF member admin area. At the top, there is a navigation bar with links for IASF, IASF EVENTS, VIRTUAL CHAMPIONSHIPS, MESSAGEBOARDS, WORLDS, LINKS, and CONTACT US. Below this is a 'MEMBER AREA' section with tabs for Admin Home, GYM HELP, and EVENT PRODUCER HELP. A welcome message reads: 'Welcome to the IASFWORLDS.ORG member admin area.' Below the welcome message are links for Gym Login, Event Producer Login, and Exit Admin. The main form contains the following fields: Gym Name (Cheertown USA), Phone Number (330-482-5900), Address (PO Box 280), City (Columbiana), Country (USA), State (Ohio), Zip (44408), Contact Name (Rick Clark), Email (rickclark@cheer4less.com), and Web Site (www.cheertownusaallstars.com). There is a 'Save' button and a 'View All Gyms' link. A 'General Info' text area is also present. At the bottom of the form, there is a 'Browse...' button and an 'Upload logo (.jpg or .gif)' label. On the right side of the page, there are several widgets: 'VIDEO ON DEMAND' with a 'CLICK & WATCH' button, a countdown timer showing '137 DAYS 12:24:42 Until Worlds 2009', 'IASF MEMBER LOGIN' with fields for Account ID or Email Address and Password, and buttons for login, Sign Up, and Log Out. Below that is an 'IASF SURVEY' asking 'Does your Gym offer Athlete' with radio button options: Yes, No, Not sure, and What's that?, and a 'Vote!' button. At the bottom right is a 'FAN POLL' asking 'What was your Favorite 2008 Worlds Routine?' with a radio button option 'Top Gun Unlimited Co-ed'.

You can edit any of the information in these fields.

Use this field to upload your gym logo. Click browse, find the photo by searching the files on your computer. When you click save (in the blue upper shaded section of this page) your logo will upload.

In this box you can type general information for the public to view on either usasf.net or iasfworlds.org. If you are html savvy, you can add links to videos that may be on YouTube or live on your website. Write/copy html code and put in this box.

How to MANAGE COACHES, TEAMS and ATHLETES & Associate your teams w/Events for Nfinity Points

After you click YOUR GYM NAME from the previous screen, the following screen will appear. Edit information as instructed below. You may need to scroll down to see the entire screen.

The screenshot shows the IASF Member Area interface. At the top, there's a navigation bar with 'ADMIN HOME', 'GYM HELP', and 'EVENT PRODUCER HELP'. Below this is a 'MEMBER AREA' header. The main content area includes a 'Register for events:' dropdown menu set to '3 P Comps' and a 'Go' button. Below the registration section is a profile for 'Cheertown USA' with contact information, a logo, and a bio. The 'Teams' section contains a table with columns for Division, Division Type, Division Size, Division Level, and an 'Add Team' button. The 'Coaches' section has a table with columns for Name, Team, and an 'Add Coach' button. The 'Athletes' section has a table with columns for Name, Membership Date, Team, and an 'Add Athlete' button. Arrows from external text point to the 'Go' button, the 'Add Team' button, the 'Add Coach' button, and the 'Add Athlete' button.

All of this information can be edited by you when you click EDIT from the initial screen. See pages 1 and 2 of these instructions for details.

Your member ID and membership date can only be edited by USASF staff.

After you have added your teams, coaches and athletes (instructions below) you will need to register your teams for events.

Use the drop down box next to "Register for events" to select the host of the first event you are attending, then click the "Go" button. On the event producers page you need to select the event you will be attending by clicking on REGISTER at the end of the row with that event. This will take you to a page with your teams that have a check box associated with each of your teams. Click the boxes of the teams that will be attending that event and then click the "Register Teams" button. Repeat this process for each of the events you will be attending.

Click **Add Team**

A screen will appear where you can put in the team name and indicate the details about the team. To Edit or Delete a team click the action at the end of the line with that team.

Click **Add Coach**

A screen will appear where you can enter the contact information for that coach. All credentialing information can only be entered/edited by the USASF staff.

After you have entered all of your coaches, choose the drop down box next to their name and select the team(s) they coach and click the **Update Coaches** button to save their team affiliations.

Click **Add Athlete**

A screen will appear where you can enter the contact information as well as the credentialing history for that athlete.

After you have entered all of your athletes, choose the drop down box next to their name and select their primary team and then click the **Update Teams** button to save their team affiliations.