



Career & Professional Membership for Dance Coaches and Directors

The USASF has membership categories for all segments of All Star, including coaches and directors. Membership is required of all dance coaches or directors who want to participate in the dance credentialing program, vote for representatives on boards or committees and/or are taking teams to The Dance Worlds.

Career Membership

- This is our general membership level and is open to all coaches and directors who are 18 years or older
- The membership term begins August 1st and ends on July 31st, and coaches may join at any time during the term
- Membership fees are not discounted or pro-rated if someone joins after the membership term start date
- Coaches may select to pay for a single membership term (\$30), a two term membership (\$55) or a three term membership (\$75)
- Membership fees are non-transferrable and non-refundable once paid

How to join as a Career Member

There are two ways to register and pay for membership as a coach or director: individually or through the organization profile.

Step 1: Determine if a coach profile has been created for you already:

- Have your studio or gym administrator log in to the ORGANIZATION PROFILE
- Click on the COACHES tab
- Review the list of coaches to see if your name is already listed in the profile

If you **ARE** listed in the profile follow these instructions:

- Under your name will be listed 2 fields: Member ID and Membership Status
- Read the information in the **Membership Status** field
- If it reads ELIGIBLE FOR THE 2013-2014 season – proceed to the instructions on how to APPLY FOR PROFESSIONAL MEMBERSHIP
- If it reads Expired or Ineligible – proceed to the instructions on how to PAY FOR CAREER MEMBERSHIP

If you are **NOT** listed in the profile follow these instructions:

- A coach profile will need to be created for you, you have two options:
 - Within the organization profile
 - Joining on your own
- **OPTION 1: Create a Coach Profile within the Organization Profile**
 - From the COACHES TAB click on ADD COACH
 - Complete all of the information
 - Create a username for the coach (we suggest using the coach's email address as their username)
 - Click the check box to agree to the membership terms
 - Click on the ADD COACH button
 - You will then need to pay for the career membership for this coach (follow the instructions in Step 2: Pay for your Career Membership)
- **OPTION 2: Join on your own**
 - Go to USASF.net
 - Click the JOIN NOW button
 - Enter all of the requested information
 - When creating a username we suggest using your email address as the username
 - Click the check box to agree to the membership terms
 - Follow the online payment instructions
 - After you complete the registration and payment process LOG INTO YOUR ACCOUNT
 - Scroll down to the box entitled CURRENT ORGANIZATION

- Enter your organization affiliation in the search box (enter the name of your studio or all star gym) then click on GET ORGANIZATION
- Select the organization in the box to the right
- Your organization will need to APPROVE your affiliation. The organization administrator will need to log into their profile and find the NOTIFICATIONS box on the home screen (scroll down to the bottom of the page and it will be on the right).
- They will need to click CONFIRM to add you as a coach to their program.
- You will still be able to access your profile when you log in as a coach.

Step 2: Pay for your Career Membership

- You have two options for paying your membership fees:
 - Within the your organization profile
 - Logging in through your personal coach profile
- **OPTION 1: *Paying Membership Fees through your Organization Profile***
 - On the coaches page, click Bulk Renewal (at the top of the page)
 - Select the membership duration (1, 2 or 3 year term)
 - Click the Renew check box (at the far right of their name)
 - Click SELECT COACHES button at the bottom of the page
 - Follow the payment instructions on the next screen and complete the process
- **OPTION 2: *Paying membership Fees through your Coach Profile***
 - Log into your coach profile at USASF.net
 - Click the red MEMBER LOGIN BUTTON found on the top right of USASF.net
 - Once logged in, find the MEMBERSHIP INFORMATION box on your coach profile home screen – and click +Renew
 - Follow the payment instructions on the next screen and complete the process

NOTE: If you are already listed as a coach within the organization profile you can access and manage your own coach profile by logging into it. A username and password was created for you when the organization added you to their profile. If you do NOT know your username and password, contact your Regional Director for assistance retrieving your login information. If you know your username you can attempt the “forgot password” function found on the login page. If the system is unable to locate the username and email combination, contact your Regional Director to retrieve your username and password.

Once you complete all the steps for CAREER MEMBERSHIP you are eligible to begin the process of becoming a PROFESSIONAL MEMBER.

Professional Membership

- Professional Membership is open to any Career Member in good standing. In essence, Professional Membership is an “upgrade” to Career Membership.
- No additional fees are paid to the USASF for Professional Membership.
- The Career Member wishing to be considered for Professional Membership must apply for a background check with the National Council for Safety Initiatives (NCSI).
- The fee for background check processing will be paid directly to NCSI. The base fee for the background check is \$26.50. In some counties the fee is higher (see fee schedule found in the instruction letter).
- If the candidate receives a Green Light from NCSI he or she will be considered a Professional Member.
- The background check will be run a second time, at no charge, 12 months after the initial determination. In essence, coaches will apply and pay for the background check once every 2 years.



How to become a Professional Member

After you have successfully joined or renewed as a career member you will begin the background check process.

Step 1: Login to your USASF Career Member/Coach Profile or Organization Profile

Step 2: Locate the link BACKGROUND CHECK PROCESS in the INDUSTRY RESOURCES section found on the home screen of your profile by scrolling down to find the bottom box on the right hand side. Click the link.

Step 3: Read the letter and follow the instructions

NOTE: You will create a login and be given an id number when you register for the background check. You can track the status of your application by visiting their website and using your login and registration number.

Once the USASF receives notification from NCSI that a Green light has been issued, your Career Member/Coach profile will be updated and you will be recognized as a Professional Member

Request an ID Card

After you have completed the steps to become a Career Member AND you have received a Green Light to make you eligible for Professional Membership you must request a USASF ID card.

Follow this link to request your ID card for The Dance Worlds:

<https://www.formstack.com/forms/?1665520-tx2XXZF3z1>