

To register your club members, please first ensure that you have been given front end admin access for your club. Please contact USA Rugby at [membership@usarugby.org](mailto:membership@usarugby.org) for this. To gain this access, you need to have successfully passed your background screening and need to be associated to the club. Please know that USA Rugby alone has the ability to assign this admin access and might need additional club confirmation.

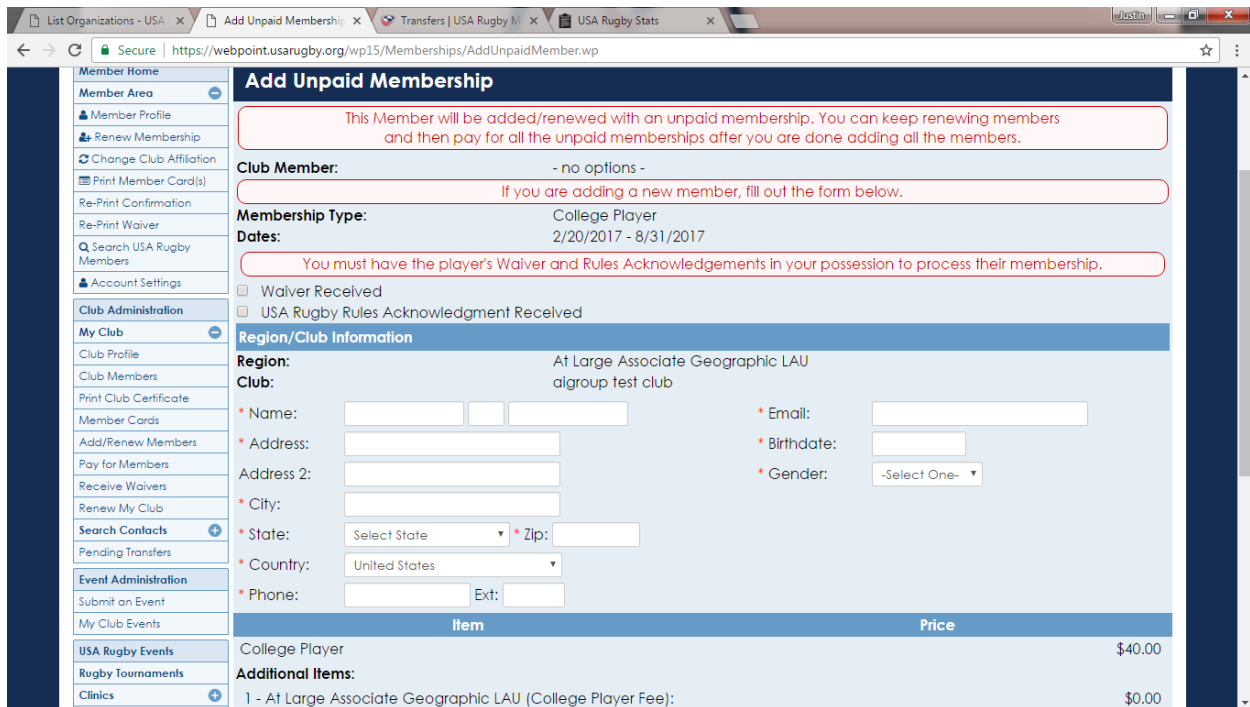
Only players can be registered by the club admin. Please instruct coaches, referees, or administrators to register themselves. Please see [“How Do I Register”](#) for assistance.

Once you have been assigned as a front end admin, [please log into your profile](#).

In the left hand side club administration box, please click “Add/Renew Members.”

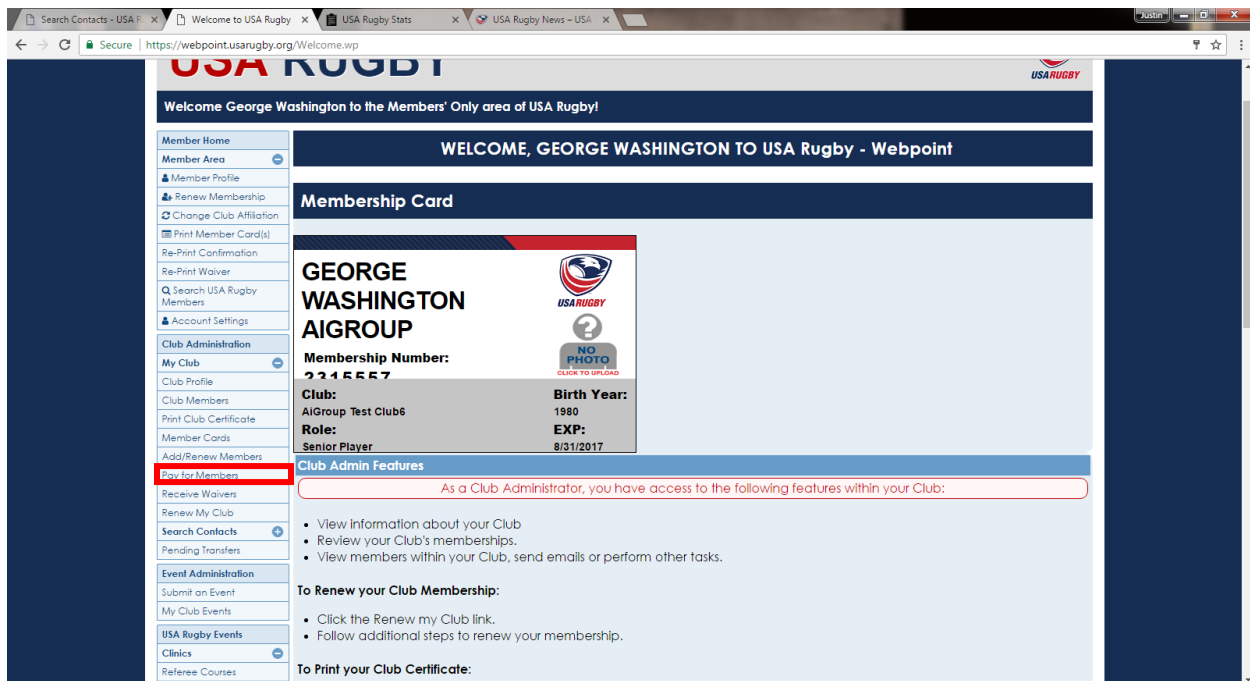
The screenshot shows the USA Rugby Webpoint interface. The browser address bar displays <https://webpoint.usarugby.org/Welcome.wp>. The page header includes the USA RUGBY logo and a welcome message: "Welcome George Washington to the Members' Only area of USA Rugby!". Below the header, a navigation menu on the left lists various options, with "Add/Renew Members" highlighted in red. The main content area displays a membership card for George Washington AIGROUP, showing a membership number of 2315557, club name AIGroup Test Club6, role Senior Player, and an expiration date of 8/31/2017. A "NO PHOTO" warning is also visible. Below the membership card, a section titled "Club Admin Features" lists several administrative tasks available to club administrators, such as viewing club information, reviewing memberships, and renewing memberships.

Use the drop down menu to renew any player memberships from the past season. Choose “Select One” to register anyone new to the club, this will allow you to enter their information into the fields below.



Once you have successfully registered all the players for your club, click “Pay for Members.”

This will allow you/the club to make one credit card transaction to pay for all members.



Please know once this is paid, all members will be active. As a reminder, member are not active until this payment is complete.

As always please contact USA Rugby with any questions.