

First, [log into your profile with USA Rugby](#).

Once logged in, click "Club Members" in the left-hand side blue "Club Administration" box.

USA RUGBY

Welcome George Washington to the Members' Only area of USA Rugby!

WELCOME, GEORGE WASHINGTON TO USA Rugby - Webpoint

Membership Card

This membership is Lapsed.

Club Admin Features

As a Club Administrator, you have access to the following features within your Club:

- View Information about your Club
- Review your Club's memberships.
- View members within your Club, send emails or perform other tasks.

To Renew your Club Membership:

- Click the Renew my Club link.
- Follow additional steps to renew your membership.

To Print your Club Certificate:

- Click the link Print Club Certificate

To Add/Renew Members within your club:

- Plus open, My Club
- Click the link Add Members
- Follow onscreen instructions to add members to your club.
- Once completed, click on the navigation link Pay for Members.
- Follow onscreen instructions to pay for your members within your club.

To Submit an Event Sanction:

- Click the Submit an Event Sanction link.
- Follow onscreen instructions to submit your sanction.
- Once your sanction is submitted, your Region will review your sanction and approve or deny based on the information provided.

USA Rugby Membership Values

USA Rugby Partners

adidas
ADIDAS, the official kit supplier of USA Rugby.

KT TAPE
KT TAPE is an elastic sports and fitness tape designed for muscle, ligament and tendon pain relief and support. KT TAPE is lightweight, comfortable to wear, and can be used for hundreds of common injuries. Use the Promotion Code TEAMUSAR at ktape.com to find a product that will help you train longer and finish stronger.

On the next screen click, the small button located next to the numbers located to the left of the players' names.

> Logout | > Renew your Membership! | > Account Settings

USA RUGBY

Welcome George Washington to the Members' Only area of USA Rugby!

Active - Active Club: Aigroup Test Club

Club - Aigroup Test Club (ID: 120210)

Main Info | Members | Memberships | Customer Info

Member Profile

Renew Membership

Change Club Affiliation

Print Member Card(s)

Re-Print Confirmation

Re-Print Waiver

Search USA Rugby Members

Account Settings

Club Administration

My Club

Club Profile

Club Members

Print Club Certificate

Member Cards

Add/Renew Members

Pay for Members

Receive Waivers

Renew My Club

Search Contacts

Pending Transfers

Club - Aigroup Test Club (ID: 120210)

Main Info | Members | Memberships | Customer Info

Club: Aigroup Test Club
3078 8th st.
Boulder, CO 80304

Membership Type: Club Membership
Membership Status: In Progress (Exp. 8/31/2018)
Club Administrator: Player4 aigroup
Phone:
Web Address:
Email: matt@aigroup.com

Current Club Members , (1)

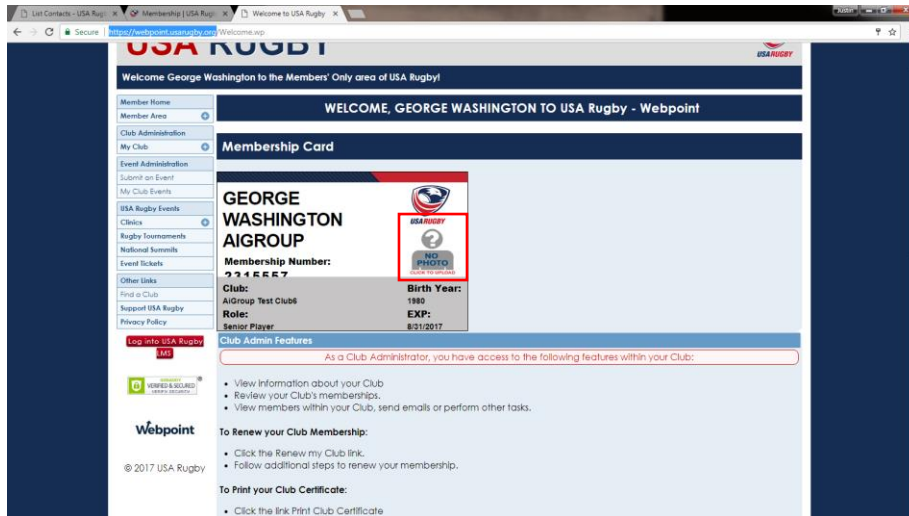
All Member Categories | Player Member | Referee Member | Coach Member | Admin Member

Membership Status: Current

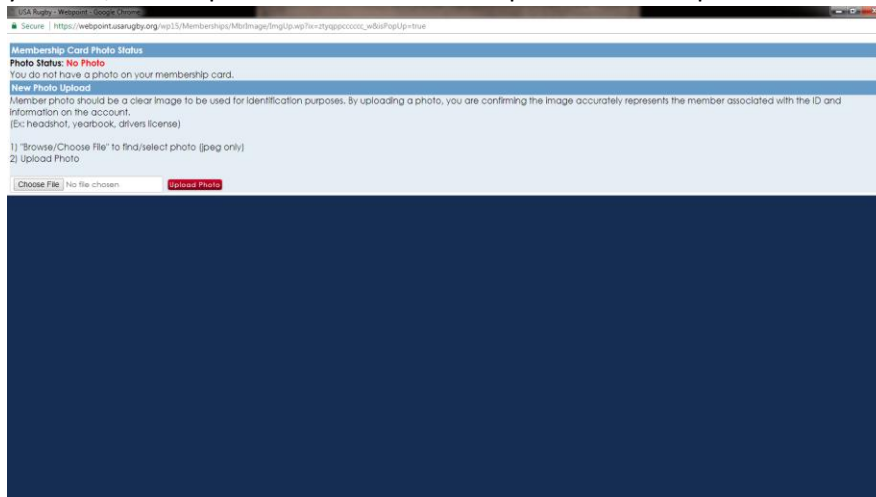
Member ID	Name	Membership	Birth Date	Email/Phone	
231557	George Washington Aigroup 2655 Crescent Drive, Suite A Lafayette, CO 80026	Senior Player ! Current 1/2/2018-8/31/2018	5/5/1980	Phone: 303-539-0300 Mobile: 303-539-0300	\$50.00

= Membership has been transferred)

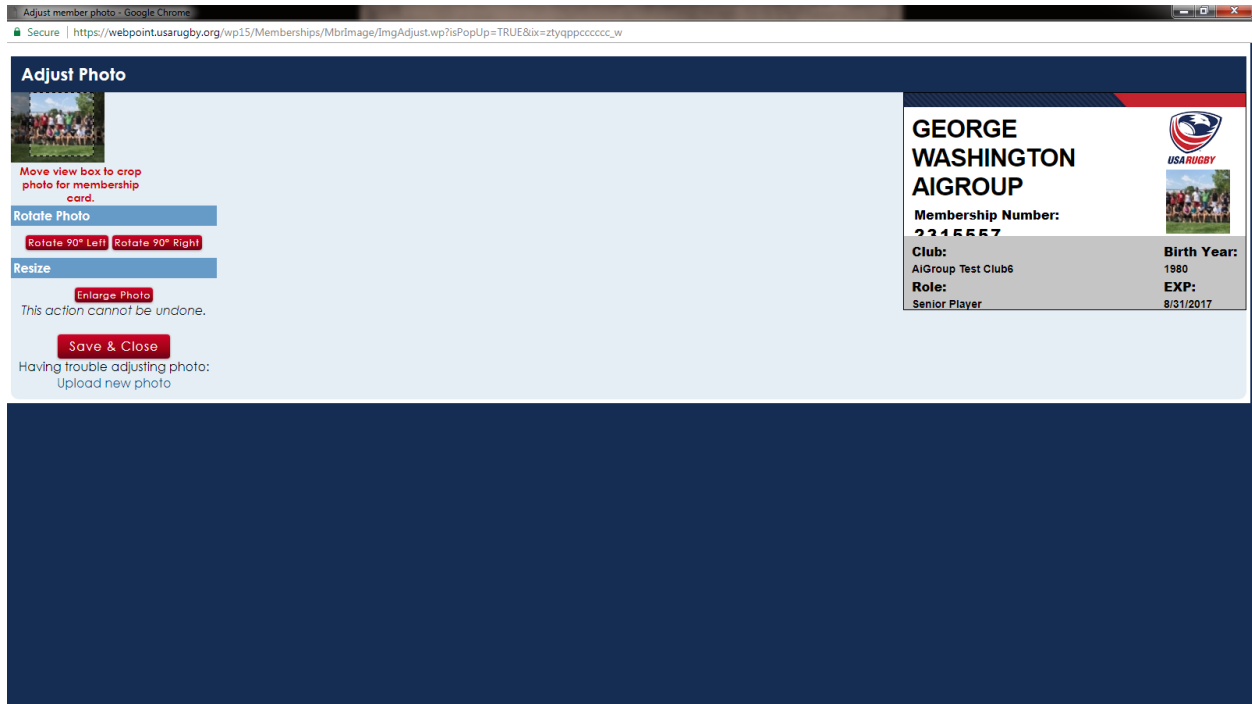
Next, click the gray character outline found inside the member card. If they have not previously uploaded a photo this outline will have a white question mark for a face and say both “No Photo” and “Click to Upload”.



Clicking this outline will open a new window giving you an option to upload a picture. After choosing your file, click “Upload Photo” to load the photo onto the profile.



After uploading, you will be given an option to modify the picture. These options include rotating the picture, enlarging the picture, and shrinking the picture. You also have the option of setting the focus of the picture to fit the membership card. Use the blinking box inside the photo on the upper left-hand side of the screen to highlight your photo. Once you are satisfied with the photo, click “Save & Close”.



This will close the additional window. You should now see your photo reflected on the membership card. Those with issues should contact membership@usarugby.org.

