USBC YOUTH MEMBERSHIP PROCESSING GUIDE

This guide is used to help you get familiar with the USBC Online Membership web application. It is not an exhaustive user reference manual, and it may not include answers to every scenario an Association or Center may have.

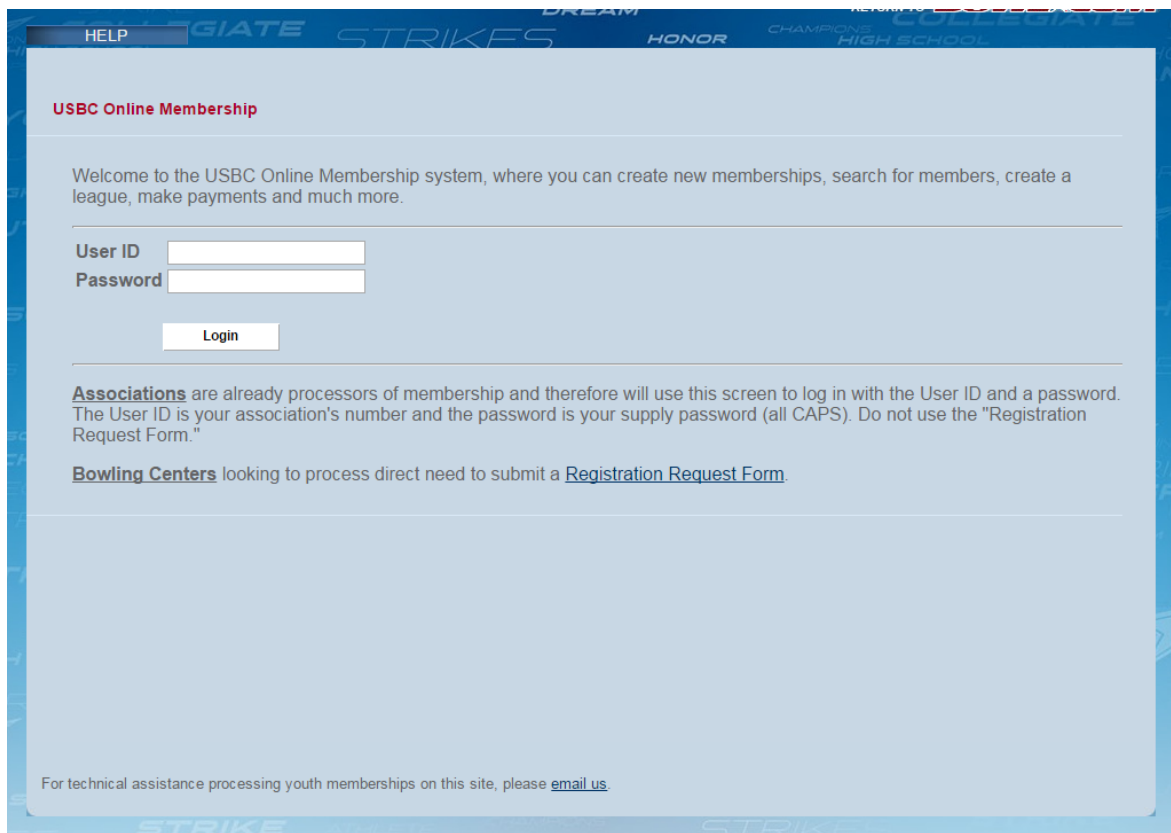If you have questions or feedback, contact USBC at 1-800-514-BOWL (2695).

To properly view this Quick Start Guide as a PDF, use Adobe Acrobat Reader. You can download it at www.adobe.com. Click the "Get Adobe Reader" button.

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Welcome/Login Screen

When you open the USBC Online Membership application for the first time, you will see the Login screen as shown below. Please read the appropriate information concerning Associations or Bowling Centers.

Associations

If you are an Association and want to log in to process memberships, you already have a User ID and password. Your User ID is the association's number; your Password is your supply order password in all capital letters.

Associations, DO NOT need to USE the Registration Request Form

Bowling Centers

Bowling Centers will need to click the "Registration Request Form" and then complete and submit the form to receive a User ID and Password to be able to process memberships.

Create an Account - Centers

If you are a representative for a Center and want to register so you can process membership, you will need to perform the following task to have an account created with USBC.

1. On the Welcome Login screen, click the "Registration Request Form" link to open the form.

2. Complete the information.

Field Name	What to do
Processor Type*	This already is filled in as Center.
Name*	Last: Type in your last name. First: Type in your first name.
Center Certification Number*	Enter the certification number of the Center you are representing. This number will be verified by USBC before an account is created. Be sure to enter a valid Center Certification Number. If you do not, your account will not be created.
User ID*	Enter a user name. An email address is an option as a unique user name. If the system locates that the user name already is in the system, you will receive a system prompt after you click the Submit button. You will then need to enter a different User ID.
Password*	Enter a password. The password must be six (6) characters in length and contain at least one letter and one number.

Re-enter Password*	Enter the password in a second time.
Security Question*	Select the security question from the drop down list.
Security Answer	Provide an answer for the security question.

3. Click the check box to agree to the Terms and Conditions.

4. Verify your information and then press the Submit button. If the submission of the form is successful, the system will display the Welcome Login screen.

5. Review the steps below:

Submission >
When you click the Submit button, an account is not automatically created. The information will be reviewed by USBC.
Validation >
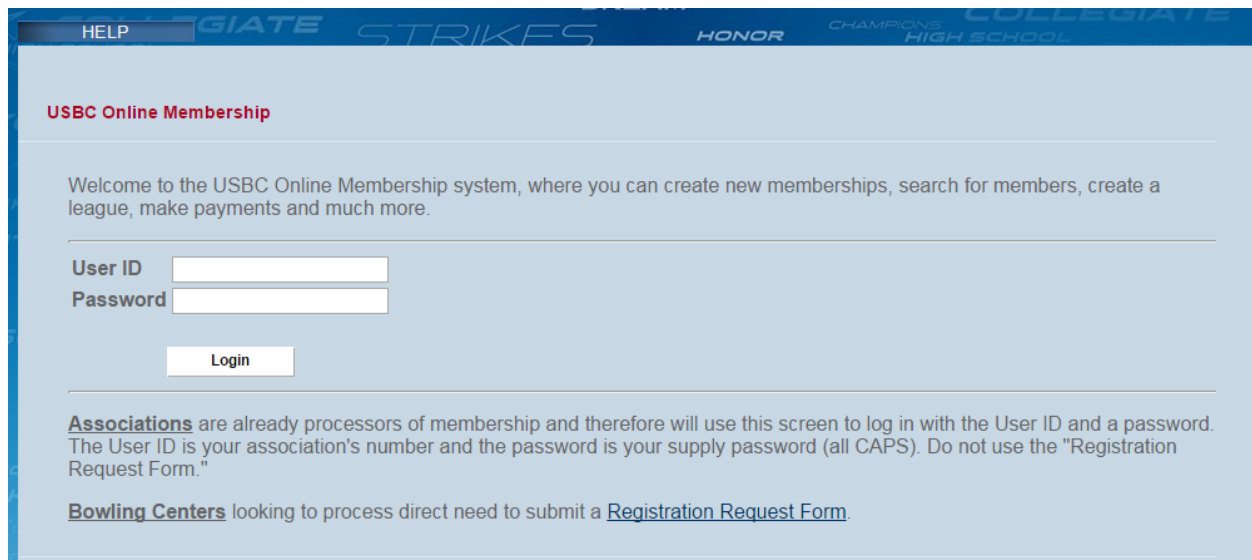Once the information is verified, an account will be created and activated, and you will be sent a Validation email. The email address used will be what USBC has on record as contact information for the Center.
You are Ready to Begin Processing!
Once you receive the Validation email that includes your User ID and Password, you may log in and being processing memberships. If you have questions, contact USBC at 1-800-514-2695.

Logging In

To log in to the USBC Online Membership application, do the following:

1. In the **User ID** field, enter your User ID.
2. In the **Password** field, enter your Password.
3. Click the **Login** button to log in.

	Depending on what security rights are assigned to your User ID, you may or may not see all of the screens explained in this guide. If you have questions, contact USBC at 1-800-514-BOWL (2695).

Centers Tab

When you successfully log in to the USBC Online Membership system, you will be directed to the **Centers** screen. Depending on if you are an Association or a Center, please read the appropriate section that applies to you below.

Associations

If you are an Association, when you successfully log in to the USBC Online Membership system, you will be directed to the "Centers" screen. Associations will see their list of centers on this screen.

CENTERS	LEAGUES	BOWLERS	AVERAGES	ORDERS	REPORTS	HELP

Centers

Pay All Dues	Print

| Cert. ⇅	Center Name ⇅	Details ⇅	Facilities ⇅	
11524	Airway Lanes	4825 Highland Ave Waterford, MI 48328 248/674-0424	Lanes: 32	View Leagues
2187	Alley 59	44925 Groesbeck Hwy Clinton Twp, MI 48036 586/469-6411	Lanes: 24	View Leagues
6221	Apollo Lanes	29410 Gratiot Ave Roseville, MI 48066-4149 248/772-2070	Lanes: 14	View Leagues
1619	Astro Lanes	32388 John R Rd Madison Heights, MI 48071 248/585-3132	Lanes: 48	View Leagues
11250	AMF Rose Bowl Lanes	28001 Groesbeck Hwy Roseville, MI 48066 586/771-4140	Lanes: 48	View Leagues
6364	Beech Lanes	15492 Beech Daly Rd Redford, MI 48239 313/531-3800	Lanes: 16	View Leagues
11251	Bel Mar II Lanes	3351 West Rd Trenton, MI 48183 734/675-8319	Lanes: 32	View Leagues

> If your center is missing, please notify us at contactus@ibcyouth.com.
> Please include the following: Association Name, Association Number, Bowling Center name, Certification Number, City, and State.

From the Centers screen, you can also click the **View Leagues** button to see what leagues are in the desired center. Refer to "Leagues" in this guide to learn about the USBC Online Membership system.
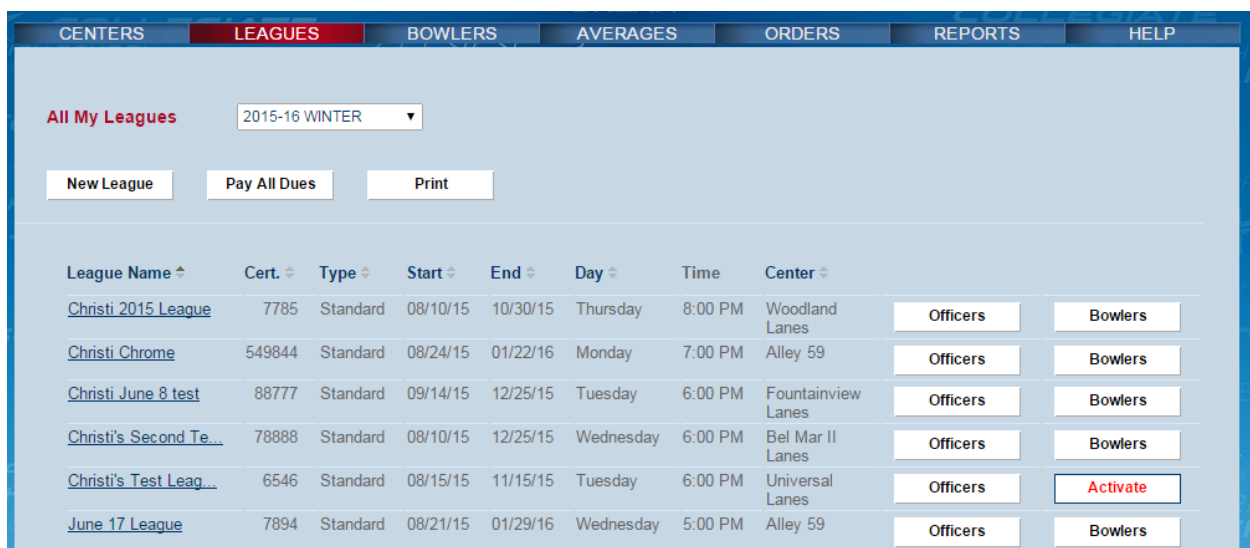
When you log in as a Center

If you are a Center, when you successfully log in the USBC Online Membership system, you will not have a "Centers" tab. You will open in the "Leagues" tab, as shown here.
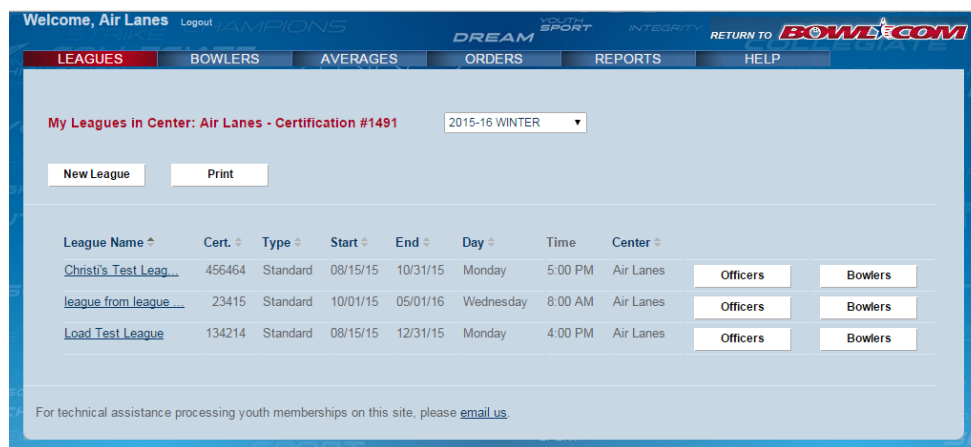
Leagues Tab

To view all the leagues, select the "Leagues" tab. Leagues are shown for the season selected in the drop-down menu.

From the "All My Leagues" screen, you can do the following:
- Create and edit a league
- Add, edit, and delete officers
- Activate a league
- View bowlers
- Pay All Dues for all bowlers in all leagues

Create a League

1. Click the **Leagues** tab.
2. From the "All My Leagues screen", click the **New League** button. The system displays a pop-up screen.

3. Complete the following fields. A red asterisk (*) on the screen denotes a required field.

Field Name	What to do
Season*	Indicates the league season. This field will default to the current season.
Application Number*	Enter the Application Number. This number is located on the League Application form (top-right corner). You can enter between 0 and 10 numbers for this field.
Center*	Click the Search Center to find a center. You can search by the following: Zip Code, City, State, or Name.

Field Name	What to do
League name*	Enter the league name.
Association*	Indicates the association that memberships will be assigned to. Center processors often will have more than one association shown in this list.
League Type*	Select the league type. Note: Once you create a league, you cannot change this field.
League Options	Specify the various options for this league.
Game Format*	Select the game format.
Lane Conditions*	Specify one or more of the lane conditions that the league will bowl on.
#Teams* and #Players per Team	Specify the number of teams and players per team for the league
League Dates Start Date*	Click the "Select Date" button and click your start date. Note: You can click the field or the "Select Date" to open the calendar.
End Date*	Click the "Select Date" button and click your end date.
Day of Week* Time* #Weeks League Bowls*	Specify the day of the week, the time and the number of weeks the league will play.
Bonding Funds	Specify the bonding amount.

4. Press the "**Save**" button to create a new league.

Edit a League

You also can edit a league after you have created, if needed. Do the following:

1. From the "All My Leagues" screen, click the name of the league you want to edit.

2. After you click the league name, the system once again will bring up the League Registration" screen.

3. Edit the desired fields. A red asterisk (*) denotes a required field. Refer to "Create a League" for more information on those fields.

4. You can move your league to another center, if desired. Click the "Search Center" button to change the center. They system displays a Search option dialogue.

5. For example, select a state abbreviation in the State drop down list box. Click the Search button.
6. Click the Select button by the new center you want to use.
7. The system displays the Edit League screen. 8. Press the Save button to save your changes.

Add/edit League Officer

1. From the "All My Leagues" screen, locate which league you want to edit officers and click the **Officers** button to the right of that league's information.

2. From the "League Officers" popup screen you can add, edit or remove an officer.
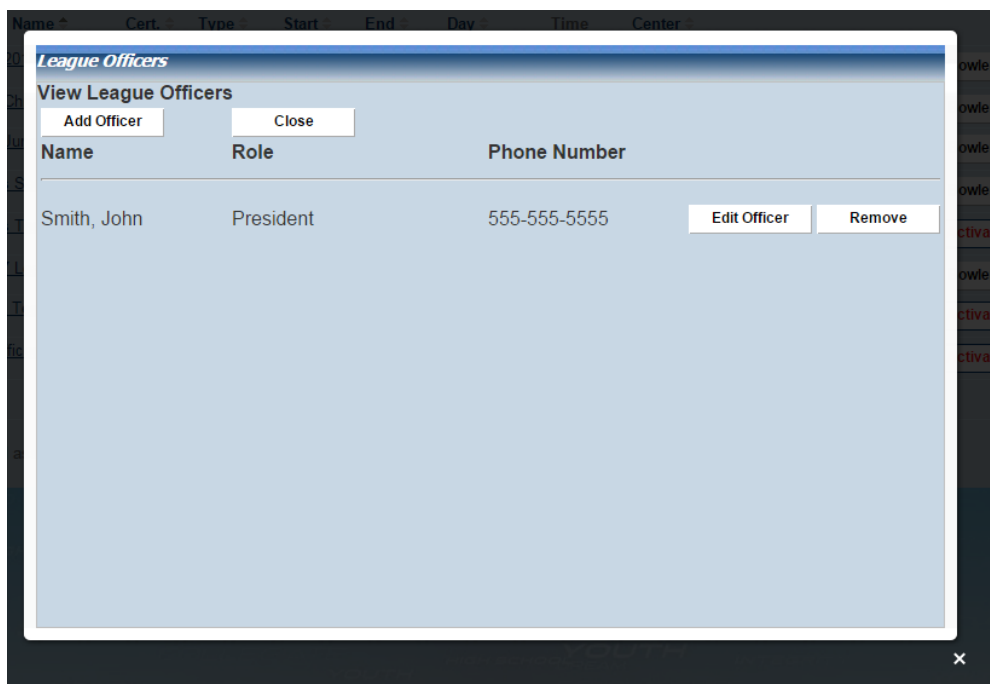
3. Click the **Add Officer** button.

4. The system will display the "Edit League Officer Information" screen.

5. Complete the following fields. A red asterisk (*) on the screen denotes a required field.

Field Name	What to do
Last name*	Enter the Last name for the officer. Note: The Last name field is listed before the First name field.
First name*	Enter the officer's first name in this field.
Role*	Select the role of the officer from the drop down list box.
Mailing Address*	Enter the mailing address in the fields.
Phone	Enter the day and night time phone numbers.
Exclude from 3rd party mail*	Select "Yes" to stop third-party emails.
Email address	Type in the officer's email address.
Gender*	Select officer's gender.

6. Press the Save button to create a new league.

7. If you need to change or update a league officer's information, click the "Officers" button next to the league and then click the "Edit Officer" button beside the league officer's name. Once edits are made, click the "Save" button.

8. If you need to remove a league officer, click the "Officers" button next to the league and then click the "Remove" button beside the league officer's name. A pop-up box will ask "Are you sure you want to delete the league officer?", simply click "OK" to remove the officer and then click "Close".

Activate a League (Leagues tab)

1. On the "All My Leagues" screen, click the **Activate** button. In the following screen, you can see the Activate button is located to the right of each league, next to the Officers button.
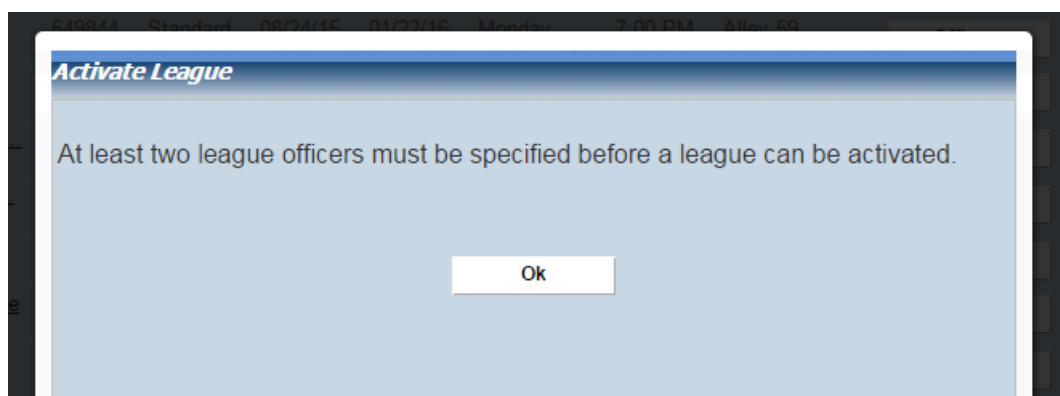

> To activate a League, all of the required league data and officers need to be entered.
>
> At least two officers must be specified.
> - The first must either be a President or a Youth Supervisor.
> - The second must either be a Secretary, Manager or Youth Official.

2. The system will inform the user if the required information is not specified

View Bowlers in a League (Leagues tab)

1. On the "All My Leagues" screen, click the **Bowlers** button located to the right of each league. (The "Bowlers" button will say "Activate" until the league is activated.)

2. The system displays the bowlers who are in that league. For example, the following screen shows the bowlers in the June 17 League.

CENTERS	LEAGUES	BOWLERS	AVERAGES	ORDERS	REPORTS	HELP

Bowlers in the League

Season	League			
2015-16 WINTER ▼	7894 - JUNE 17 LEAGUE 8/21/2015 - 1/29/2016 ▼	Add Bowler	Averages	Print

Number of Bowler(s): 4

Name ⬍	Bowler ID ⬍	Membership Type ⬍	Paid ⬍	Average ⬍		
Baker, Trent	11-385412	Youth Special Olympics Bowlopolis	Yes Yes	100	Edit Bowler	
Davis, Justin T.	11-680699	Youth Standard	Yes	200	Edit Bowler	
Fields, Paul, III	11-387836	None	N/A	0	Edit Bowler	Remove
James, James	2692-831	Youth Standard	Yes	0	Edit Bowler	

For technical assistance processing youth memberships on this site, please email us.

3. Note that the system moves you to the Bowlers tab from the Leagues tab. You will see the Bowlers tab highlighted in red above. Refer to "Bowlers" in this document for more information.

League drop down list box – Closeup

> In the League drop down list box, as shown below, you will see the League Application Number, League Name, Start Date and End Date. The leagues listed in this drop-down are specific to the season selected on the left.

CENTERS	LEAGUES	BOWLERS	AVERAGES

Bowlers in the League

Season	League	
2015-16 WINTER ▼	7894 - JUNE 17 LEAGUE 8/21/2015 - 1/29/2016 ▼	Add Bow

Number of Bowler(s): 4

Pay All Dues for All Leagues (Associations)

From the All My Leagues screen, you can pay the dues for all bowlers in all leagues. Typically, this task is performed by Associations.

1. Click the **Leagues** tab.

2. From the All My Leagues screen, click the **Pay All Dues** button. The system displays the All Bowlers Having Dues for All Leagues popup screen.

3. Complete the following fields.

Field Name	What to do
Pay	Yes: Click the "Yes" radio button for the bowler's dues you want to pay. No: Click the "No" radio button for the bowler's dues you don't want to pay.
Make Payment	To submit the payments, click the "Make Payment" button.
Cancel	To cancel submitting the payments, click the "Cancel" button.

4. Clicking the "Make Payment" button will open a pop-up window asking to confirm funds transfer. It will show the season, number of memberships you are paying and total amount you will pay.
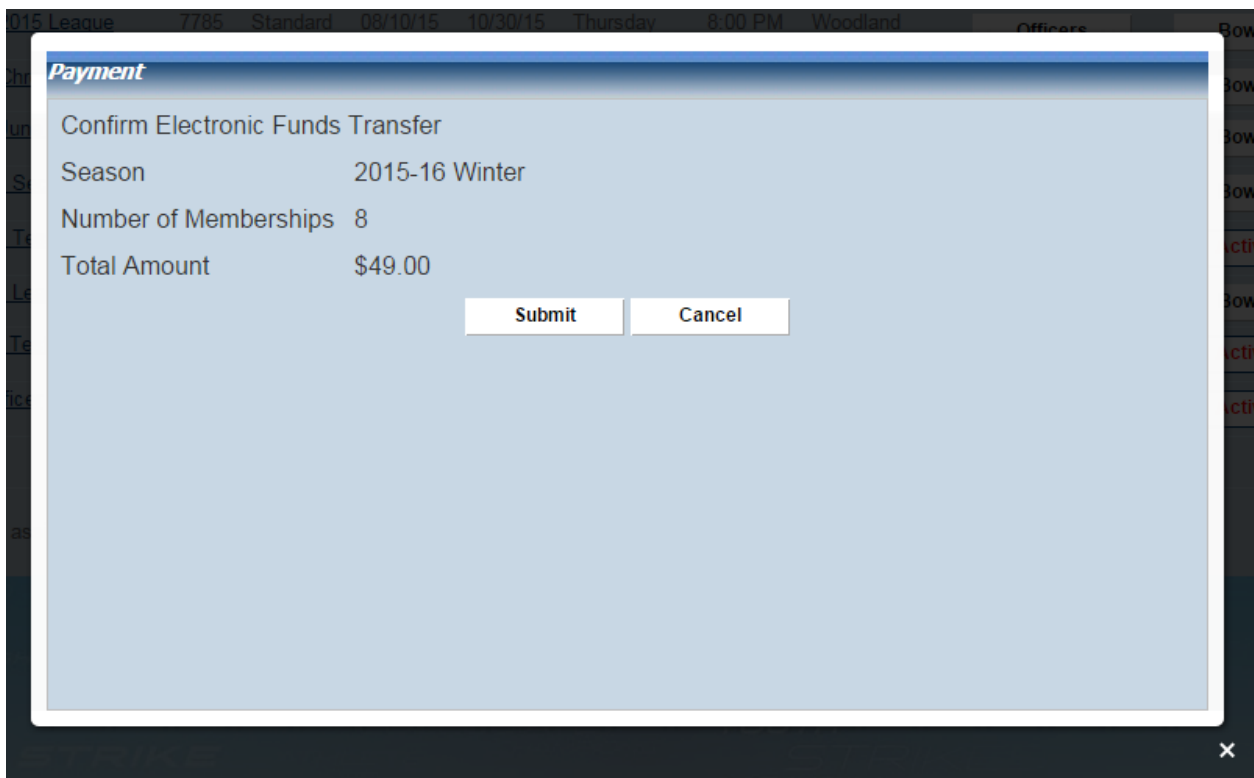
5. Once you click "Submit" then the system submits the payment and displays an approval screen saying that the payment has been approved. It displays the payment amount, date, and Transaction ID. Note: Be sure to write down the Transaction ID in case you need it for later use.
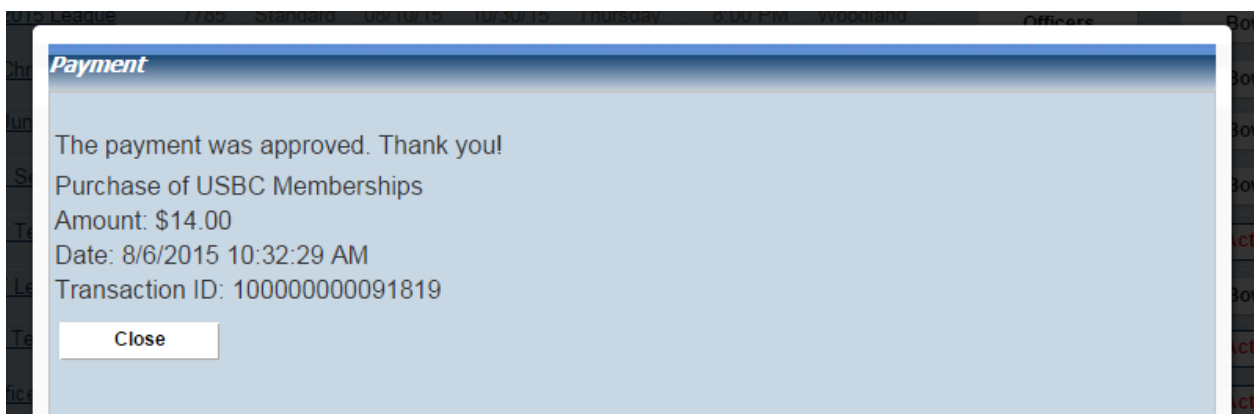
> To pay dues for specific bowlers in a league, see "Pay a Bowler's Dues" in the next section.

Bowlers Tab

To view the Bowlers screens in the Youth Membership system, click the **Bowlers** tab. From this screen, you can complete the following tasks:

- View bowlers in a league
- Add a bowler to a league
- Edit the bowler's information
- Remove bowlers who have not paid dues

View Bowlers in a League (Bowlers tab)

Just as you can view bowlers from the All My Leagues screen, you can view bowlers from the Bowlers in the League screen. Do the following:

1. Select the **Bowlers** tab.

2. In the League Name drop down list box, select the name of the league you want to view. In our example, we selected the "Christi 2015 League."

Add a Bowler

1. Select the **Bowlers** tab.

2. In the Season drop-down list box, select the season to work with.

3. In the League Name drop-down list box, select the name of the league.

4. Wait for the system to display the league.

5. Click the **Add Bowler** button. The system will allow you to look for a current USBC member by National ID or name, or you can click "New Member" to add a new member.

6. Clicking "New Member" will open a pop-up box.

7. Complete the following fields. A red asterisk (*) on the screen denotes a required field.

Field Name	What to do
Parent information*	Enter the Parent Information for any bowler under the age of 18. A phone number and full mailing address are required.
Bowler information Gender*	Select the radio box for the bowler's gender.
First name*	Enter the bowler's first name in this field
Initial	Enter middle initial. This is not a required field.
Last name*	Enter the Last name for the bowler.
Lineage	Enter the bowler's lineage. This is not a required field.
Date of Birth*	Enter the bowler's date of birth.
Email	Type in the email address.
Membership Choices*	Choose the type of membership, either Youth Standard, Youth Special Olympics or if bowler has Paid in Other League
Membership Upgrade	Select the box for any upgrades the member has chosen
Exclude from 3rd party mail*	Select "Yes" to stop 3rd party emails.

8. Press the **Save and Add** button to add the bowler to the league. The new bowler displays at the bottom of the list. If necessary, scroll to the bottom of the screen to locate the record.

Edit a Bowler's Information

1. Select the **Bowlers** tab to open the Bowlers in the League screen.

2. From the Bowlers in the League screen, select the name of the league for the bowler you want to edit.

3. Wait for the system to display the league.

4. Click the **Edit Bowler** button to the right of the bowler's name.

5. The system displays the Edit Bowler's information screen.

> If the bowler is a pre-existing member in the system, the National ID field will display that bowler's National ID.

6. Modify the desired information and click the **Save** button to update your changes.

Pay a Bowler's Dues (Centers)

Instead of paying dues for all bowlers in all leagues, you can pay dues for just specific bowlers in a league. Perform the following steps for this task. Typically, this is a task performed by Centers.

1. Select the **Bowlers** tab to open the Bowlers in the League screen.

2. From the Bowlers in a League screen, select the league from the drop down box list.

After you select the league from the drop down list box, wait for the system to display the bowlers in the league.

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3. In our example, we are selecting the "Christi's Test League" league to pay dues just for Joe Tester and Christi2.


4. Click the **Pay Dues** button to the right of the League Name drop-down list box.

5. The system displays the League Bowlers Payment screen.
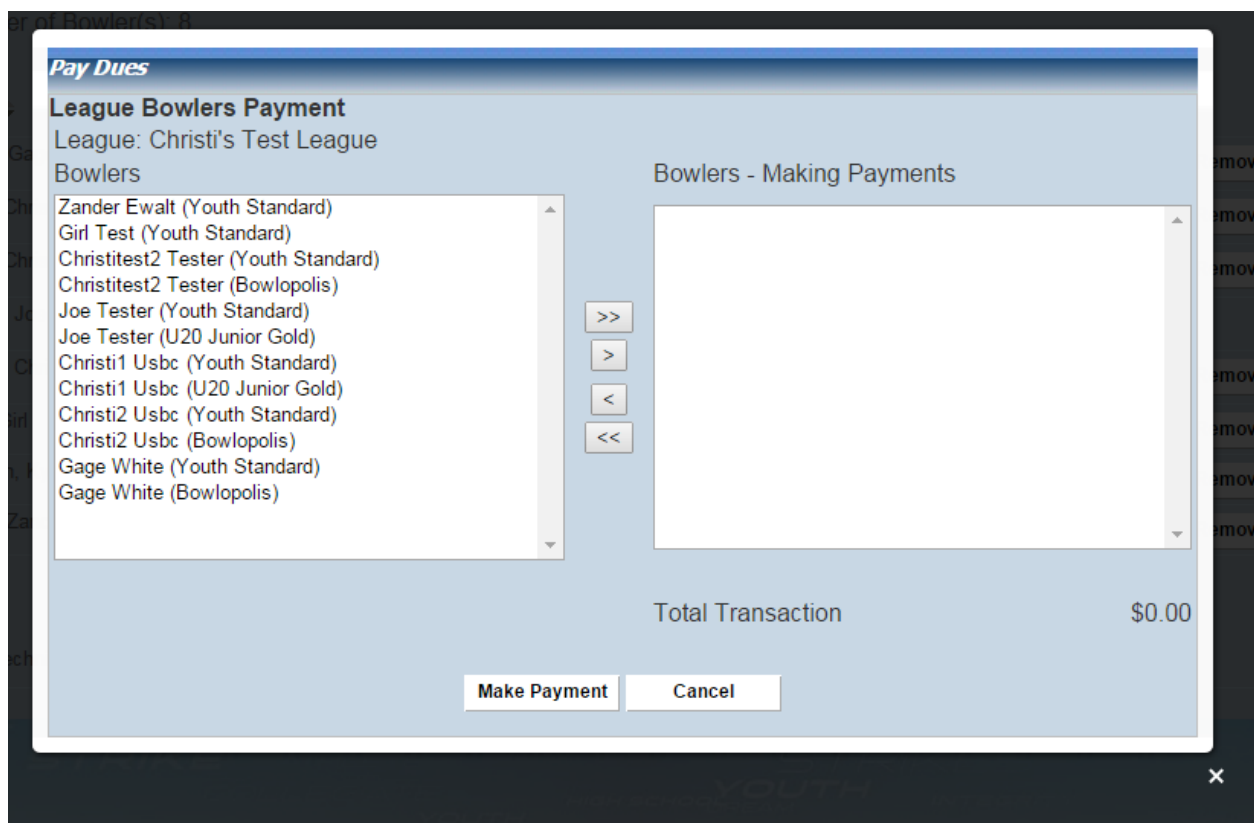
6. Select the bowler's name on the left (Bowlers) and use the **<** and **>** keys to move one bowler at a time to the right side (Bowlers – Making Payments) of the screen. Make certain to move the bowlers over for Youth Standard and any upgrade. For our example, Joe Tester has a Youth Standard and U20 Junior Gold memberships; Christi2 has the Youth Standard and Bowlopolis memberships.

7. To submit the payments, click the **Make Payment** button. To cancel submitting the payments, click the **Cancel** button.

8. The system displays the Credit Card Information screen. Enter the Credit Card number and Expiration Date. Then press the Submit button.
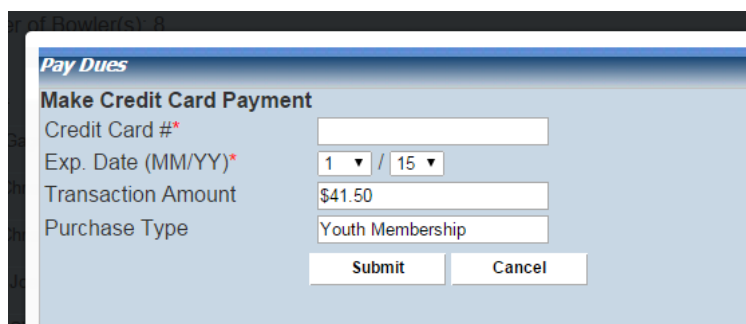
9. The system displays an approval screen saying that the payment has been approved. It displays the payment transaction amount and Transaction ID. Note: Be sure to write down the Transaction ID in case you need it for later use.

You can confirm the bowlers' dues have been paid. Return to the Bowlers in a League screen and select the League again. Notice in the Paid column the field shows Yes.

Delete a Bowler's Record

1. Select the **Bowlers** tab to open the Bowlers in the League screen.

2. From the Bowlers in the League screen, select the name of the league for the bowler you want to delete.

3. Wait for the system to display the league.

LEAGUES	BOWLERS	AVERAGES	ORDERS	REPORTS	HELP

Bowlers in the League

Season	League				
2015-16 WINTER ▼	456464 - CHRISTI'S TEST LEAGUE 8/15/2015 - 1(▼	Add Bowler	Pay Dues	Averages	Print

Number of Bowler(s): 8

Name ⇕	Bowler ID ⇕	Membership Type ⇕	Paid ⇕	Average ⇕		
White, Gage	7914-123	Youth Standard Bowlopolis	No No	0	Edit Bowler	Remove
Usbc, Christi2	15-60	Youth Standard Bowlopolis	No No	0	Edit Bowler	Remove
Usbc, Christi1	15-58	Youth Standard U20 Junior Gold	No No	0	Edit Bowler	Remove

4. Click the **Remove** button next to the bowler's name you want to delete. You will be prompted to confirm you want to delete the league bowler, so you will need to click "OK" to remove the bowler.

Averages Tab

From this screen, you can do the following:

- View bowlers in a league
- Enter the bowler's hand, total number of pins, number of games
- Calculate and save the bowler's average

To view the averages for bowlers in a league, do the following:

1. Click the **Averages** tab.
2. From the Averages screen, select the Season and League in the drop down list boxes.
3. The system displays the bowlers for that league.

4. Enter the number of games in the **# of Games** field for each bowler.
5. Enter the total number of pins in the **Total Pins** field for each bowler.
6. When you tab over to the Averages field (or click the **Save** button), the system calculates the average and shows it in the **Average** field. See an example screen below.

Orders Tab

The **Orders** tab has links to the forms to order Youth Awards. Click the links view the awards and to download the forms.

Reports Tab

The Online Membership system includes the following reports that are currently active:

- League Financial
- Payment Receipts
- Bowlers' Averages in a League
- Averages for All Bowlers
- League Mailing List
- Centers and Leagues
- League Contacts
- League Information
- League Certificate

To open a report

1. Click the Report tab to open the list of available reports.
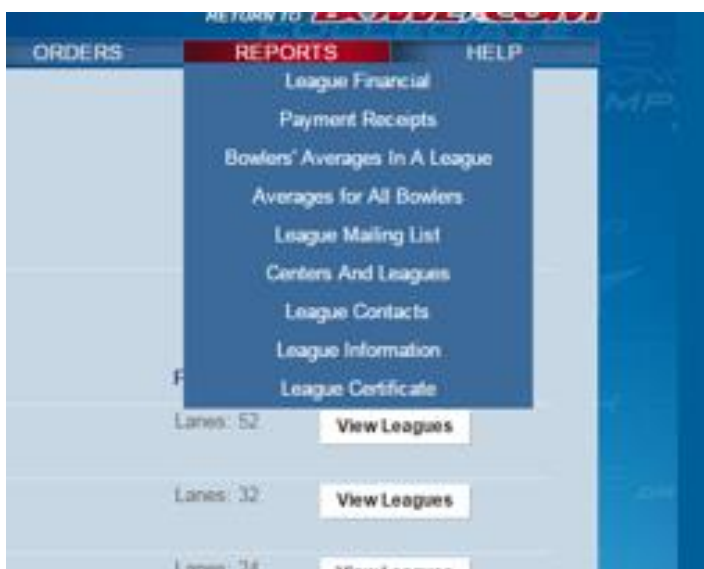
2. Click on the desired report to open the report.

3. Reports have a "Print" or "Excel" option. "Print" will provide a print preview and allow you to print the information. The "Excel" option will download the information in an Excel file.