

HOW TO GENERAL MEMBERSHIP SUMMARY

Memberships – Black Menu Bar (top) is where you select to do application processes after signing in

Dashboard – Small person icon upper left after you sign in, is where you data listing can be found

FIRST - AAU Membership Non-Athlete Membership – www.aausports.org

New Platform – select JOIN – you will need to set up an account to establish your new login to the new platform. Once account is established Login.

1. Membership Bar - Select non athlete membership – not instantaneous – allow enough time to clear before anticipated participation in any AA licensed event or setting up your club.
2. You will get an incomplete profile. It will say you are inactive. Click edit button and fill in all requested information on your profile. Next
 - a. Regular – insurance in all AAU licensed event
 - b. Added Benefit – accident insurance in recognized non-licensed AAU events – **read more explanation on the AAU web site.** For this category note all of your club members must be designated AB
3. Fill in all requested information – Next – Check Out
4. You will receive an email from NCSI **to complete your background application.** Click on the link provided and complete. Save confirmation info. Print and save and wait. You will receive your membership once the check has been cleared.
 - Note – an owner of account/club may add non athlete membership – making sure they enter individual emails to ensure the email link to complete NCSI background check is sent.

SECOND – Get your Club Membership

1. Log in to your account – Sign In – Select Black Menu Bar Membership in White lettering
2. Join a Club – it will ask for your membership number, birthdate, address and zip on the card so it can look you up.
3. Hit Membership Look Up
4. Once you are found select the club level you need.
 - a. A – for all insurance benefits and practice insurance
 - b. B – you need this if you are going to host a licensed event
 - c. C – is for non- profit status – call the national office for more info
5. Fill in all information – Check out. You will be sent your Club Code ID via email when it has been processed, and you will see it in your account when you go to the dashboard – select club
 - **IMPORTANT** – if your practice facility requires a **Third-Party Certificate Proof of insurance for practice with their designated name and address**, apply online – Select Memberships on menu bar, there is a choice to apply for Practice Certificate. **Start Date is 31+ days from application date \$50 – apply immediately after you get your club to avoid increased processing fees. Make sure you check with your facility as to exactly they want to be listed on the certificate with preferred address! Document available 24 hours after club membership purchase.** Verification of Insurance (or ‘Generic Certificate’) is free – see website for more information.

THIRD – Log in – Sign In to add your athletes – select Membership – Join Athletes – if a parent or guardian is getting the athlete membership, they will need to establish their own account. Give parents your AAU club code – the parents will then enter this code during the athlete application process or select your club on the drop-down box. If they do not add the club, it can be added using the REPRINT EDIT MEMBERSHIP CARD on the national site – listed under the Membership Menu Button by the person who established the account.

FOURTH – Log In – Membership Bar – Select Event Licensing fill in appropriate info and upload your flyer – if you have questions, contact the GA office 678-596-1374. (Note, your event will not be published on any AAU web site until it is licensed).