



### Region C

# CLUB ADMINISTRATOR'S CONTACT SHEET

## HOW-TO & PROCESSES

- How to get started
- How to add my players
- How to buy memberships
- How to add proof of birth & waivers
- How to print cards & rosters

## TECHNICAL ISSUES

- Error messages
- Incorrect software behavior
- Merging profiles

## US CLUB POLICIES & PROCEDURES

- Proof of birth questions or processing
- Dual-carded player issues
- Staff requirement upload approvals
- Certificate of Insurance [COI]
- [Insurance questions](#)
- [Membership Fees](#)
- Financial Questions
- [US Club Soccer Resources](#)

## SPORTSENGINE NEED HELP TAB



Step by Step Articles



How-To Guide



Video Tutorials



Contact Help



Schedule a Support Call

## US Club Membership Administrator C

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