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](http://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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>What to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor Type*</td>
<td>This already is filled in as Center.</td>
</tr>
<tr>
<td>Name*</td>
<td>Last: Type in your last name. First: Type in your first name.</td>
</tr>
<tr>
<td>Center Certification Number*</td>
<td>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.</td>
</tr>
<tr>
<td>User ID*</td>
<td>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.</td>
</tr>
<tr>
<td>Password*</td>
<td>Enter a password. The password must be six (6) characters in length and contain at least one letter and one number.</td>
</tr>
</tbody>
</table>
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 begin 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.

:::note
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.

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]

**Leagues Tab**

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

![All My Leagues]

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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>What to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Season*</td>
<td>Indicates the league season. This field will default to the current season.</td>
</tr>
<tr>
<td>Application Number*</td>
<td>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.</td>
</tr>
<tr>
<td>Center*</td>
<td>Click the Search Center to find a center. You can search by the following: Zip Code, City, State, or Name.</td>
</tr>
<tr>
<td>Field Name</td>
<td>What to do</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>League name*</td>
<td>Enter the league name.</td>
</tr>
<tr>
<td>Association*</td>
<td>Indicates the association that memberships will be assigned to. Center</td>
</tr>
<tr>
<td></td>
<td>processors often will have more than one association shown in this list.</td>
</tr>
<tr>
<td>League Type*</td>
<td>Select the league type. Note: Once you create a league, you cannot</td>
</tr>
<tr>
<td></td>
<td>change this field.</td>
</tr>
<tr>
<td>League Options</td>
<td>Specify the various options for this league.</td>
</tr>
<tr>
<td>Game Format*</td>
<td>Select the game format.</td>
</tr>
<tr>
<td>Lane Conditions*</td>
<td>Specify one or more of the lane conditions that the league will bowl on.</td>
</tr>
<tr>
<td>#Teams* and #Players per Team</td>
<td>Specify the number of teams and players per team for the league</td>
</tr>
<tr>
<td><strong>League Dates</strong></td>
<td></td>
</tr>
<tr>
<td>Start Date*</td>
<td>Click the “Select Date” button and click your start date. Note: You can</td>
</tr>
<tr>
<td></td>
<td>click the field or the “Select Date” to open the calendar.</td>
</tr>
<tr>
<td>End Date*</td>
<td>Click the “Select Date” button and click your end date.</td>
</tr>
<tr>
<td>Day of Week*</td>
<td>Specify the day of the week, the time and the number of weeks the league</td>
</tr>
<tr>
<td>Time*</td>
<td>will play.</td>
</tr>
<tr>
<td>#Weeks League Bowls*</td>
<td></td>
</tr>
<tr>
<td>Bonding Funds</td>
<td>Specify the bonding amount.</td>
</tr>
</tbody>
</table>

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.

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

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.

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.
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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>What to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay</td>
<td>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.</td>
</tr>
<tr>
<td>Make Payment</td>
<td>To submit the payments, click the “Make Payment” button.</td>
</tr>
<tr>
<td>Cancel</td>
<td>To cancel submitting the payments, click the “Cancel” button.</td>
</tr>
</tbody>
</table>
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.
**Bowl.com**  

**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.”

![Bowlers in the League](image)

**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.

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

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.

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.

![Bowlers in the League](image)

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.