



# USA Cricket Membership Portal

## End User Guide

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### INTRODUCTION

The USA Cricket membership portal helps USA Cricket community members register themselves and their organizations as members of USA Cricket. Upon successful completion of registration and the payments, each individual will be assigned a unique USA Cricket ID.

Individuals who are -

- Players
- Parents who want to register their Kids (Minors)
- Coaches
- Umpires
- Fans

can register with USA Cricket on the portal.

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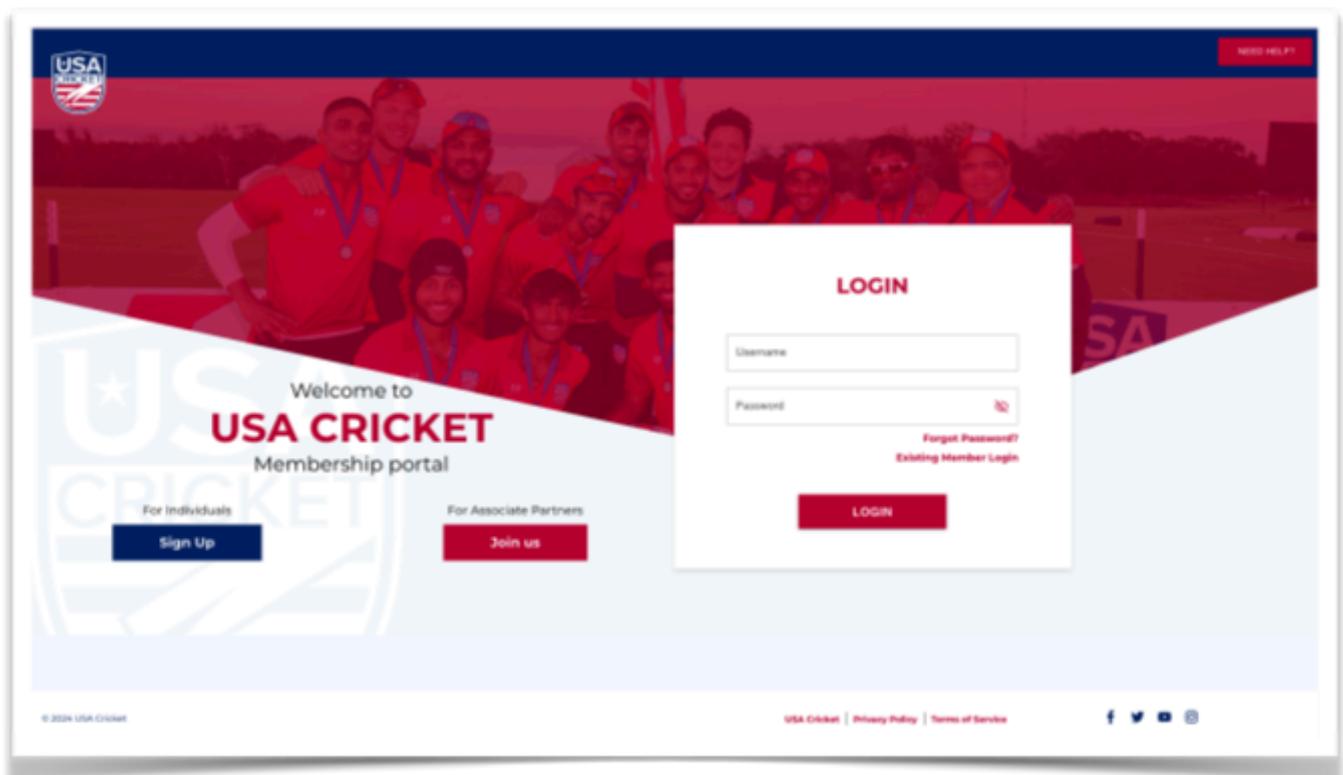
## REGISTRATION PROCESS

To initiate the registration process -

- Open the USA Cricket Website - <https://www.usacricket.org>
- Click on the “Login” button in the top right corner.
- Click on “Sign Up” for individuals and get started with the sign-up process.

The registration process includes the below steps on a high level.

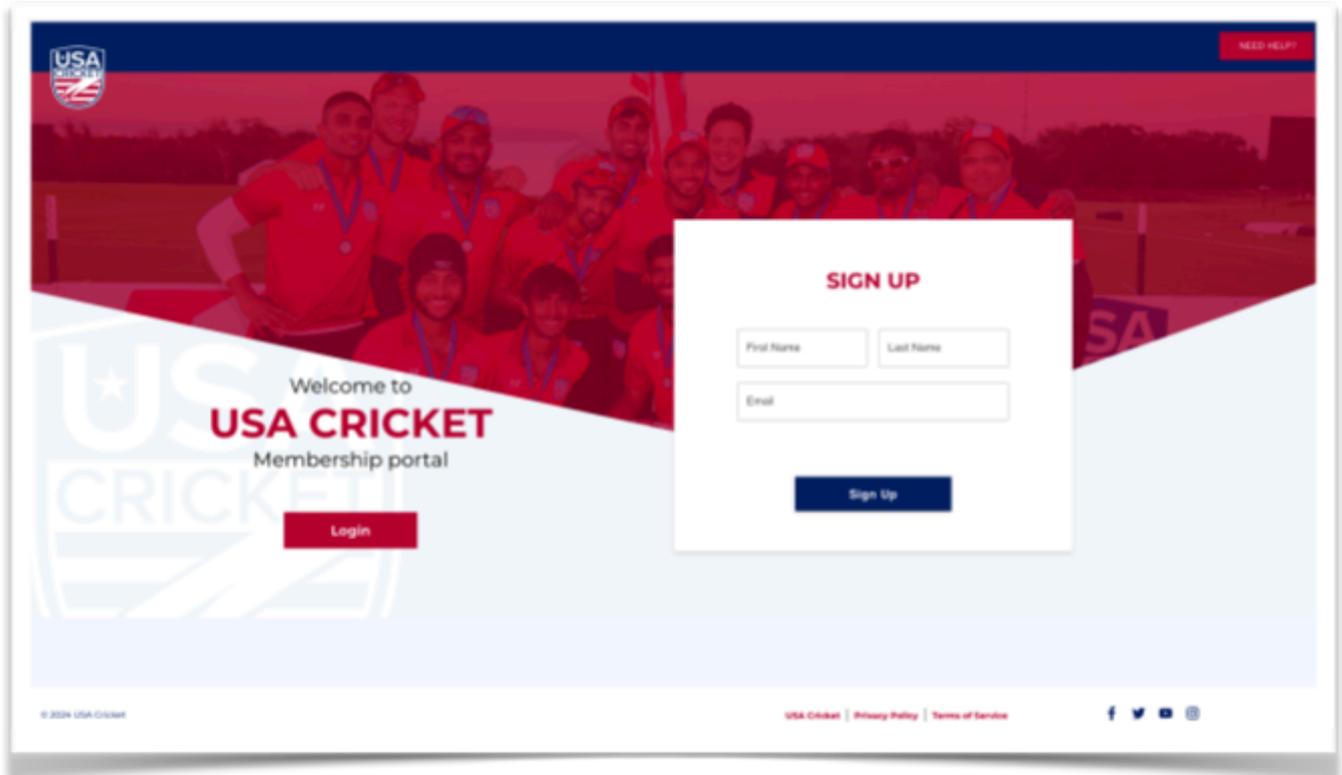
- Email ID verification
- Phone Number verification
- Personal details
- Set Password
- Select applicable roles
- Completing the profile
- Payments (as applicable)



## **Email ID Verification -**

To ensure that the individual applying for membership is real and unique, during the registration process the individual will have to verify the email and phone number in use.

In the Email ID verification step, the individual needs to enter the Email ID using which he/she intends to register.



A one-time password (OTP) will be sent to the Email ID, which needs to be verified by the individual to complete the Email ID Verification step. In cases, where the individual didn't receive an OTP, he/she can use the "Resend OTP" option to get a new OTP. Only upon successful verification of the Email ID, the individual will be allowed to the next step.

The sample Email looks similar to the one below -



## Welcome to USA Cricket Membership Registration

Hi,

We have received your details for USA Cricket Membership Registration. To complete your email verification and continue with the registration, please enter the below code:

**9 6 1 0 3 1**

We look forward to welcoming you as a member of USA Cricket. If you were able to complete the process and have already received your unique USAC ID, then please ignore this message.

Thank you,

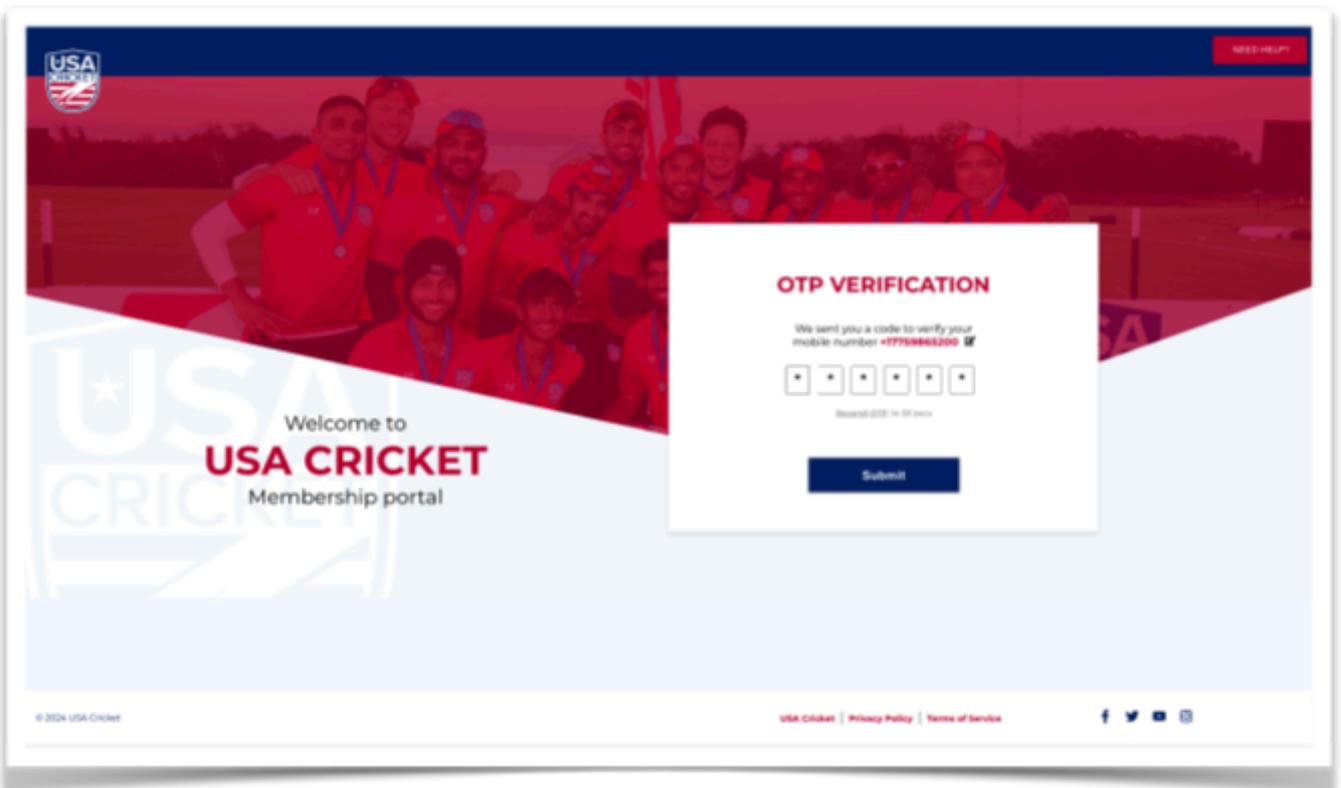
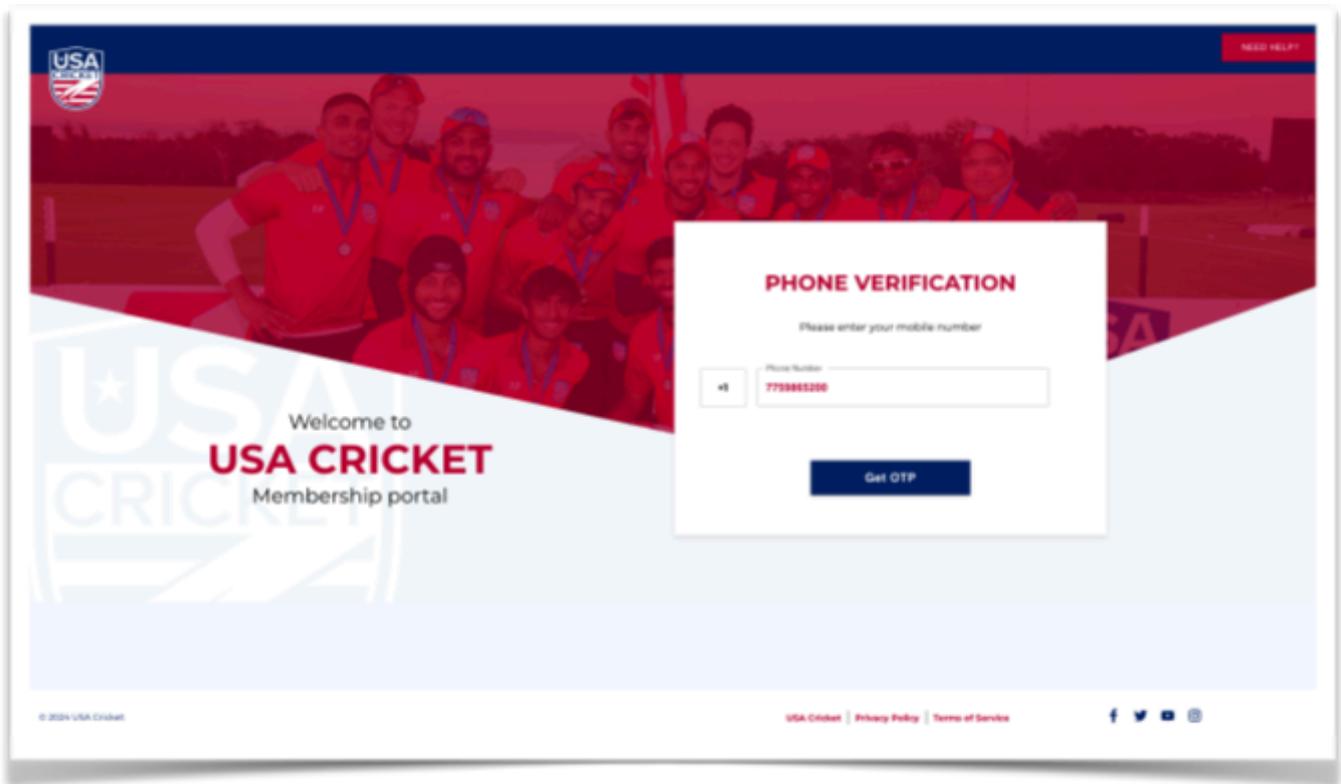
USA Cricket

The screenshot shows the USA Cricket Membership portal. At the top left is the USA Cricket logo. A red banner at the top right contains the text "NEED HELP?". The main header features a group photo of USA Cricket players in red uniforms. Below the photo, the text reads "Welcome to USA CRICKET Membership portal". In the center, there is a white "OTP VERIFICATION" form. The form contains the text "We sent you a code to verify your mail [govancriclub@gmail.com](mailto:govancriclub@gmail.com)" followed by a checkmark icon. Below this is a row of six input boxes for the OTP code, with a "Resend OTP in 60 secs" link underneath. A blue "Submit" button is at the bottom of the form. The footer includes the copyright notice "© 2024 USA CRICKET", the text "USA Cricket | Privacy Policy | Terms of Service", and social media icons for Facebook, Twitter, YouTube, and Instagram.

### Phone Number Verification -

Upon successful verification of the Email ID, the individual can enter their Phone Number to complete the Phone Number verification step.

An SMS will be sent with the one-time password (OTP) to the registered Phone Number, which then needs to be verified by the individual. The individual can use the "Resend OTP" option in cases where he/she didn't receive an SMS. Upon successful verification of the Phone Number, the individual can proceed with the next step.



## **Personal Details -**

Upon completing both verification steps, the individual needs to provide the following details -

- DOB (Required)
- Gender (Required)
- Address (Optional)
- State (Required)
- ZIP Code (Required)

## PERSONAL INFORMATION

**Personal Info**

First Name Rohit	Last Name Anugula
Email rohitanugula17@gmail.com	Enter DOB 10/18/1997
Gender Male	

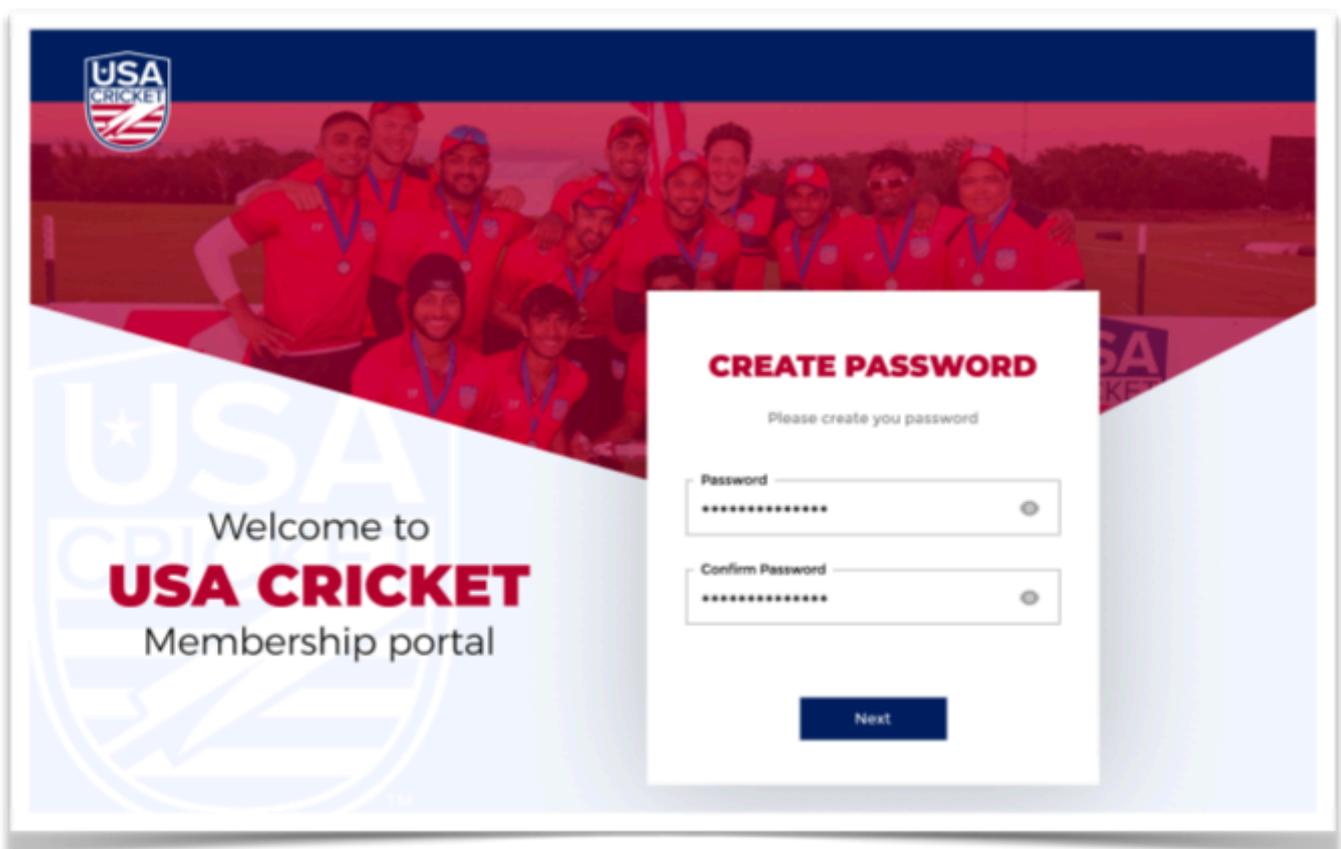
**Address**

House / Building name H no -107, Building Richard	Street and Lane Lane no 4, street 14, United M...
State Alaska	Zip Code 99501

Once the required information is provided the individual can proceed with the Set Password step.

### **Set Password** -

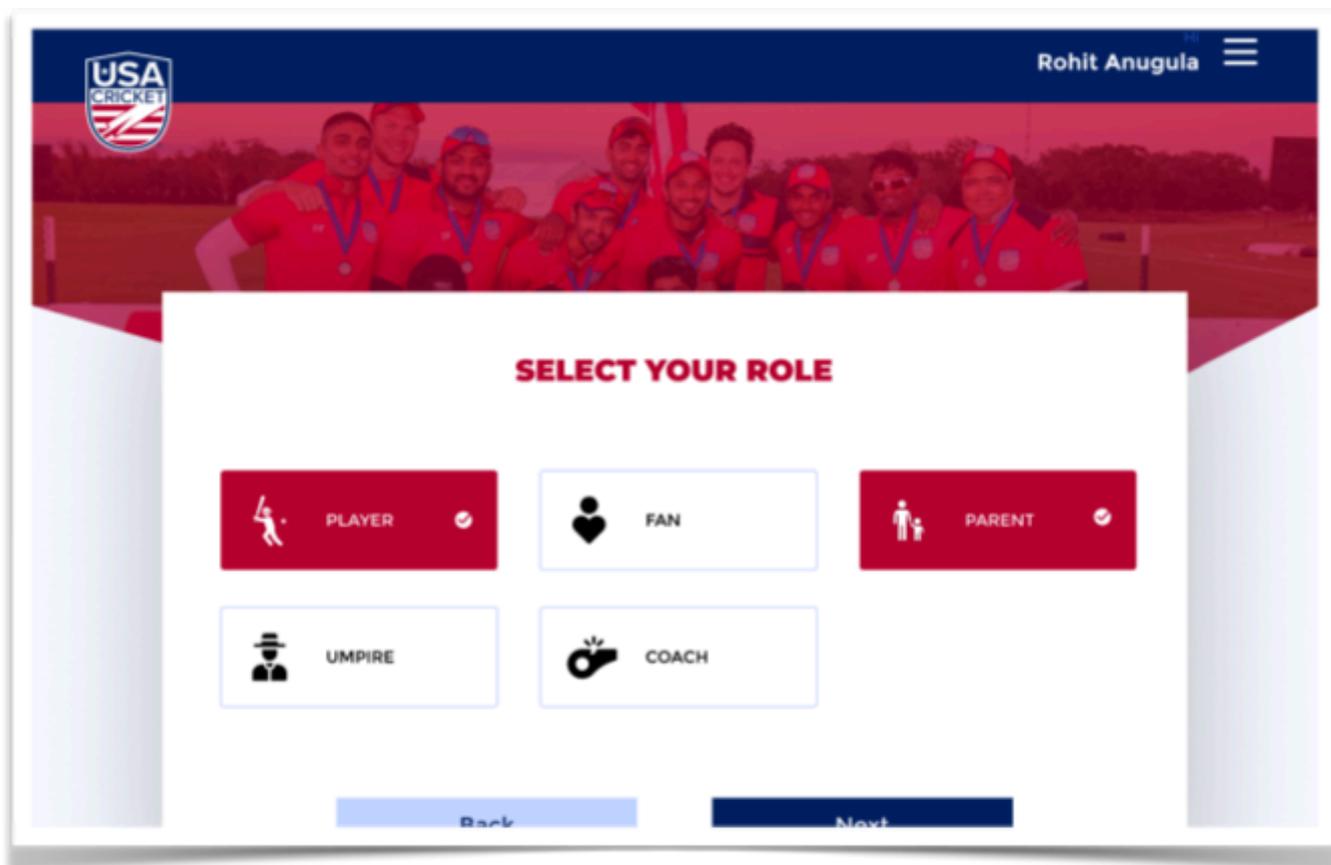
The individual can set the password for his account once the personal details are provided in the previous step. The Password supports alpha-numeric & special characters and should contain at least 8 characters.



The image shows the 'CREATE PASSWORD' step of the USA Cricket membership portal. The background features a group photo of the USA Cricket team in red uniforms. On the left, there is a large 'USA CRICKET' logo and the text 'Welcome to USA CRICKET Membership portal'. The main content area is a white box with the title 'CREATE PASSWORD' and the instruction 'Please create your password'. It contains two password input fields: 'Password' and 'Confirm Password', both with masked characters and toggle icons. A blue 'Next' button is located at the bottom of the form.

## **Select Applicable Roles -**

In the next step, the individual can select all the applicable roles - Player, Parent, Umpire, Coach, and Fan. Based on the roles chosen the individual can complete his/her profile in the following steps.



The individuals who aren't players or coaches or umpires but are willing to register themselves with USA Cricket can select their role as Fans.

The individuals who wish to register their children (in the case of minors), can select their role as Parents and enroll their children.

## **Completing the Profile -**

### Registering as a Player -

Individuals registering as a Player are expected to fill in the following information -

- Playing Role
- Batting Style
- Bowling Style
- Batting Order Position.
- Primary League
- Primary Club
- Secondary Leagues
- Secondary Clubs

## PLAYER INFORMATION

**Playing role**

Playing role  
Wicket Keeper ▼

**Batting / Bowling info**

Batting Style Right Handed ▼      Bowling Style Medium ▼

Batting Order Middle Order ▼      Bowling Arm Right Arm ▼

**League Info**

Are you associated with any of the leagues in USA?  Yes  No

Primary League Cricket League ▼      Primary Club Cricket Club ▼

[+ Add League](#)

The Players, who are not part of any of the leagues, can select No for “Are you associated with any of the leagues in the USA?” and continue with the registration.

The Players, who are part of the leagues but not finding their league name in the drop-down list, can select “**Others (League not found)**” and provide the League Name and the League Administrator Email ID details.

In general, a player can get associated with a maximum of 5 leagues.

### Registering as a Parent -

Individuals registering as a Parent are expected to fill in the following information -

- Child's First Name
- Child's Last Name
- Child's Gender
- Child's DOB
- Child's Playing Role
- Child's Batting Style
- Child's Bowling Style,
- Child's Batting Order Position
- Child's Primary League
- Child's Primary Club
- Child's Secondary Leagues
- Child's Secondary Clubs

## CHILD INFORMATION

**Personal info**

First Name:  Last Name:

Gender:  Enter DOB:

**Playing info**

Playing role:  Batting Style:

Bowling Style:  Batting Order:

Bowling Arm:

**League info**

Are you associated with any of the leagues in USA?  Yes  No

If the Child is not part of any of the leagues, the Parent can select No for “Are you associated with any of the leagues in the USA?” and continue with the registration.

In the case where the Child is part of a league but the league name is not shown in the drop-down list, the Parent can select “**Others (League not found)**” and provide the League Name and the League Administrator Email ID details.

In general, a child can be associated with a maximum of 5 leagues.

As a parent, the individual can add up to 5 Children to his/her profile by clicking on the Add Child Option.

### Registering as a Coach or as an Umpire -

Individuals registering as a Coach or as an Umpire are expected to fill in the following information-

- Certification Levels
- Certification Authority
- Expiry Date
- Certificate (Upload Image)
- Leagues

The Umpires/Coaches, who are not part of any of the leagues, can select No for “Are you associated with any of the leagues in the USA?” and continue with the registration.

The Umpires/Coaches, who are part of the leagues but not finding their league name in the drop-down list, can select “**Others (League not found)**” and provide the League Name and the League Administrator Email ID details.

In general, an Umpire or a Coach can get associated with a maximum of 5 leagues.

### **Payments -**

Once the profile is updated with all the required information, the individuals, with exceptions in the below-listed cases, will have to pay the membership fee of \$10 to complete the registration process.

Individuals falling under one of the categories need not make a payment. The Leagues are expected to make the payments on your behalf in the following cases.

- You are a Player registered with any of the USA Cricket-recognized leagues.
- You are a Parent and your Child is part of any of the USA Cricket-recognized leagues.

### **USA Cricket ID -**

Each individual upon successful completion of the payment, will be assigned a unique USA Cricket ID (USAC ID). The USAC ID can be accessed at any time from the profile page.

## **Approvals -**

The registrations of the individuals, who registered as players associated with USA Cricket recognised leagues, will undergo the two-step approval process from their Primary Clubs and Primary Leagues.

Only after the registration request is approved by both the Primary Club and the Primary League, the player will be considered as part of the league and the payment will be taken care of by the league.

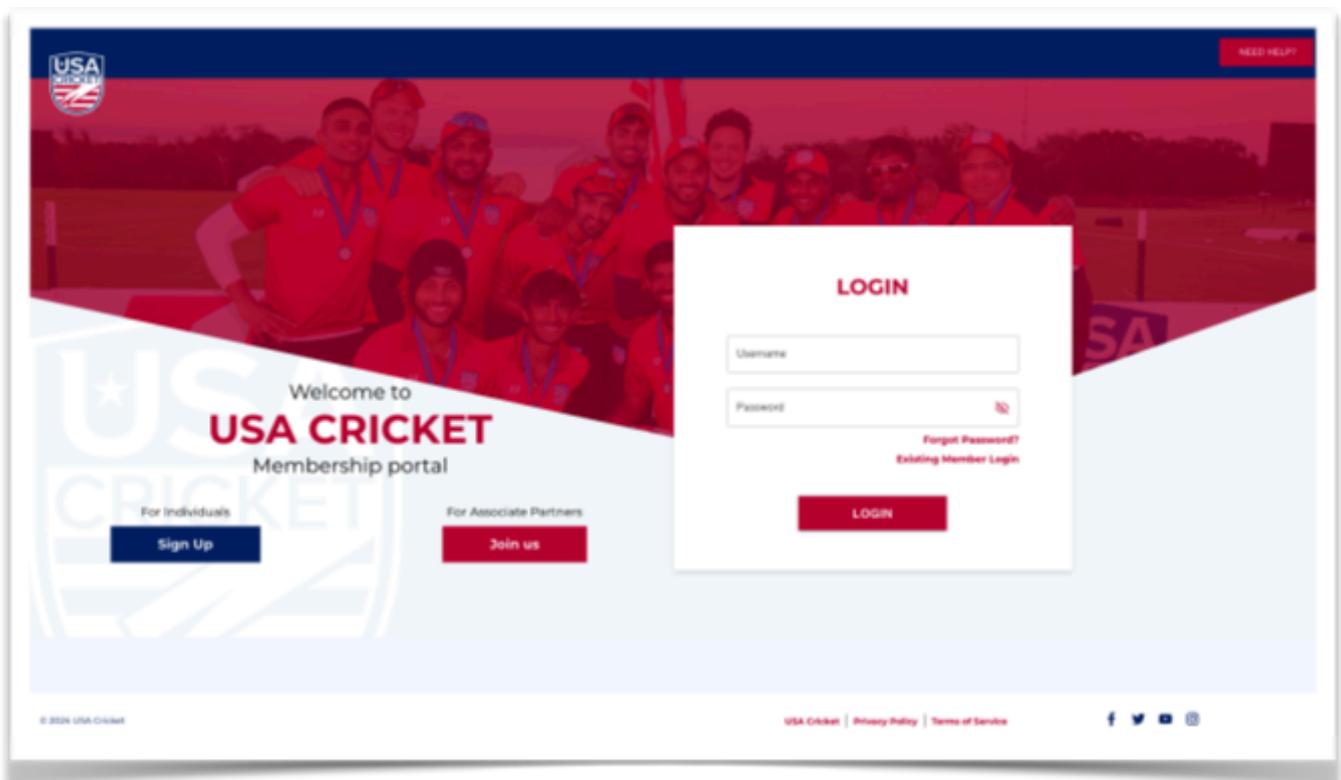
In cases, where the registration request is declined by either the Primary Club or the Primary League, the individuals will be sent an email communication detailing the reasons for rejection. The individuals in such cases are expected to update their profiles with correct information. Upon updating the profile, the admins will review the registration request and take necessary actions.

Please note that approvals are applicable only for Players (including Children/Minors) who are associated with USA Cricket-recognized leagues and not for any other roles.

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## **LOGIN -**

Upon successful completion of the registration, the individuals can log in using their registered Email ID or registered Phone Number or the USAC ID as the username and the password that was set during the Sign-up process.



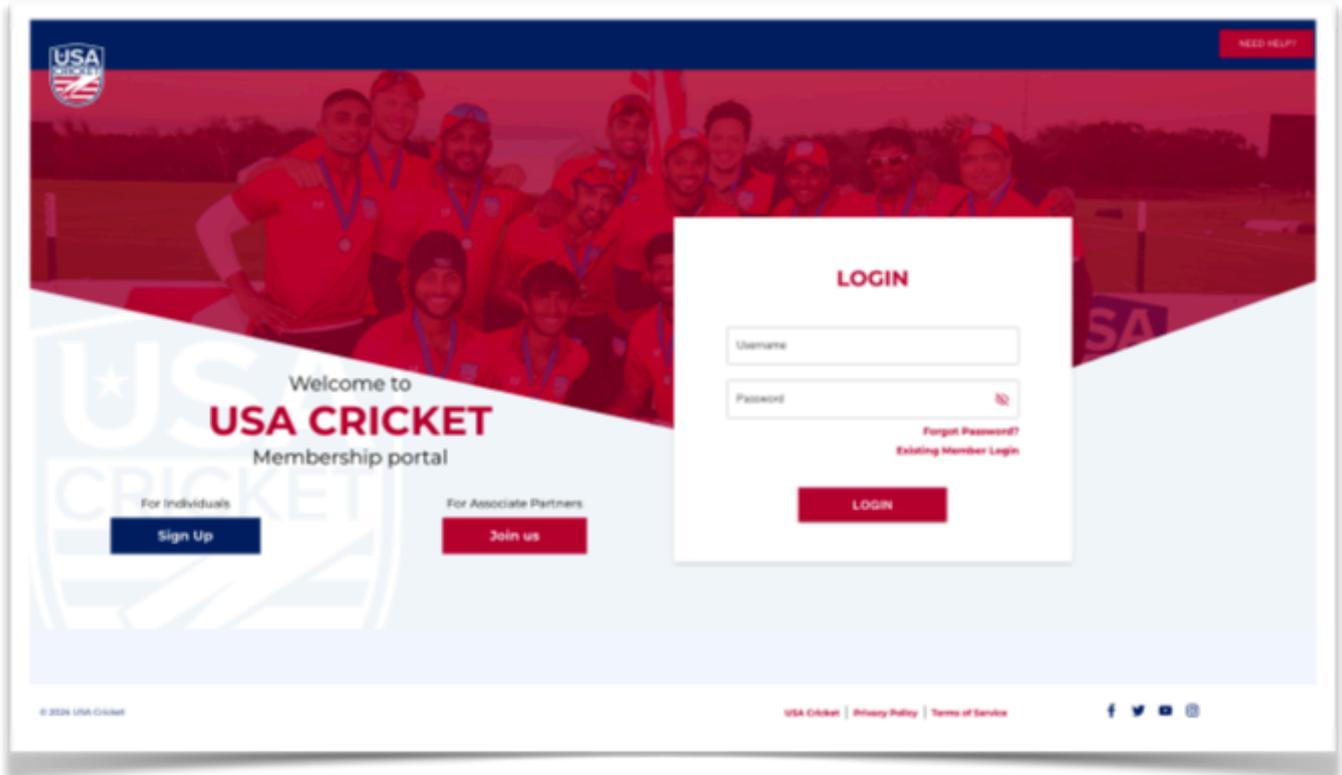
## **Forgot Password -**

In cases where the individuals forgot their password, they can reset it using the Forgot password option on the login screen. To reset the password, the individuals need to verify either their registered Email ID or their registered Phone Number.



## **Existing Member Login -**

This section explains the steps involved for existing members (registered using the old portal), to login to the new portal. All such existing members can use the “Existing Member Login” option on the Login page, verify their Email ID/Phone Number that was used during the registration process, and set a new password. Upon setting up the password, the members can log in using their registered Email ID or registered Phone Number or the USAC ID as the username and the password set.



In cases where the individuals don't have an Email ID and Phone Number, they can raise a ticket using the Need Help option to get the details updated. The individuals can set the new password upon getting the details updated.

Upon logging in, the members need to provide all the missing details and update their profiles.

Please note that the members need to perform the above steps for the first time and can directly login from the next time onwards.

### **USAC ID for Existing Members -**

All the existing members (registered using the old portal) will continue to have the same USAC ID that they were assigned previously.

### **View Profile -**

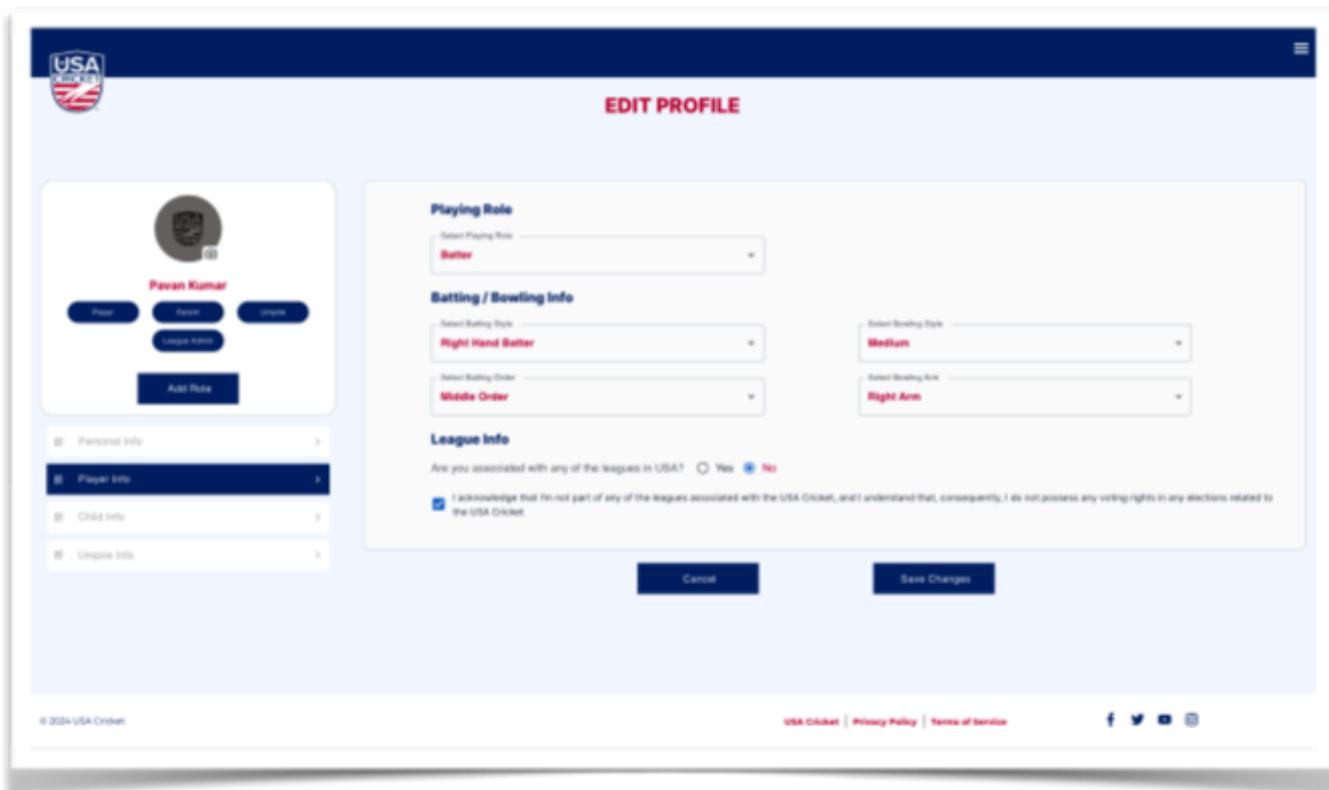
Upon successful login, the individuals can view their profile image, name, and roles on the left side. They can access their profile by clicking on the View Profile option on the left side.



The individuals can view all the details related to their profile, roles, etc on the View Profile page.



To edit any details on the profile, the individual can click on the Edit icon on the right and update the details.

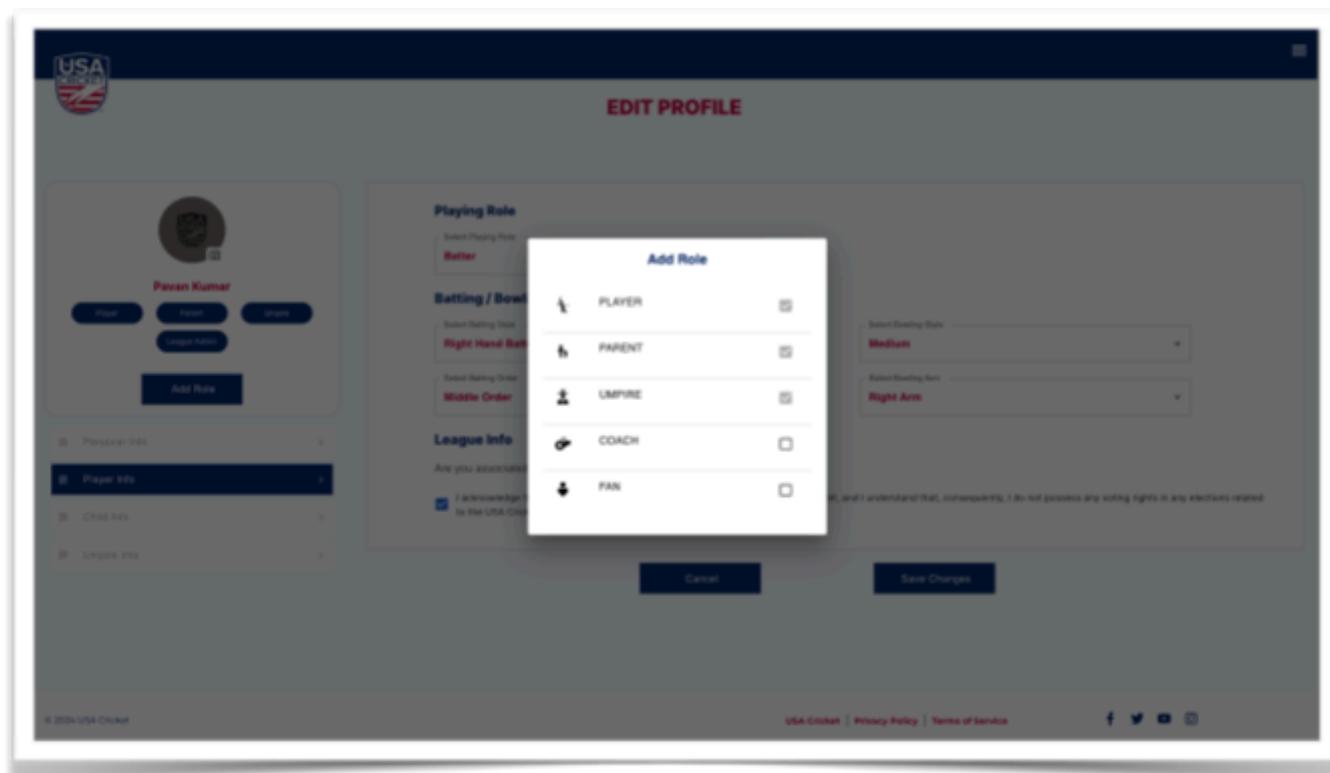


Please note that the individual cannot update the Date of birth once entered. In order to get the Date of birth updated, the individual needs to raise a ticket using the Need Help option and the changes will be done post successful verification by the USA Cricket Administrator.

Additionally, the players (for Child also) cannot change/update their Primary League/Club as long as the player is an active player in that League.

### **Add Role -**

The individuals can update their membership to have more roles by clicking on the Add Role option on the edit profile screen and choosing the respective new roles. Please note that the members cannot remove a specific role once selected.

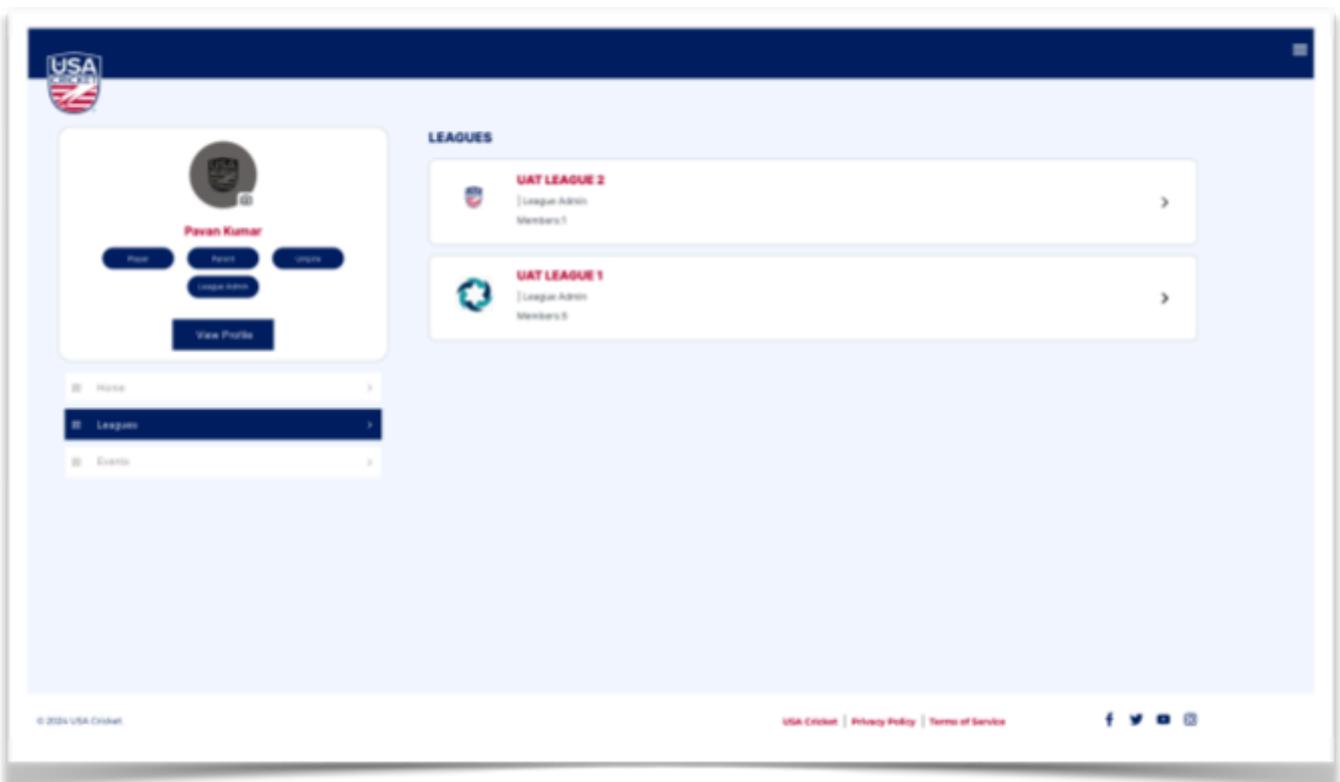


## Insurance for Players -

The Players can purchase the insurance, from their profile any time, by making a \$10 payment. As a parent, you can purchase the insurance for the Child by clicking on the Get Insured button in the Child section and completing the payment. All the transactions can be tracked by clicking on the Payment History option in the respective sections.



## Accessing the Leagues -



The individuals can access their leagues by clicking on the Leagues option on the left panel on the home screen. Clicking on a specific league takes them to the corresponding league page where they can view the league information, clubs, and players in the league.

## **Social Posts and Events -**

Individuals can stay on top of the updates from USA Cricket by following the Posts from USA Cricket. Additionally, the individuals can click on the Events option on the left panel on the home page and view all the events organized by USA Cricket.

