# UNITED STATES JUDO ASSOCIATION
# COACHES GUIDE

# Table of Contents

# Intro

The following is intended to help club coaches and administrators navigate our new and improved database.  We understand that using the new system can seem confusing at first, but we assure you, it's a lot easier than Judo.

We will be going over various options available to all club coaches.  Changes to our system were made after consulting with some of the top club instructors in the country to see how we could improve their club operations.

Some of the most notable changes from the previous system were online promotions, live statistical tracking, and improved communication tools.  We're proud to say that we have the best state-of-the-art database and online coaching support system of any organization.

We hope that you enjoy learning about the new perks available for club coaches and administrators.  If you have any questions, comments, or suggestions, feel free to contact the office during normal business hours or at Support@usja.net.

Respectfully,
The United States Judo Association

# Dashboard

The Dashboard is your headquarters.  You are able to view your own personal information as well as the Club Access table.  All Club Coaches and Administrators are able to see and use the Club Access table.  We will be going over all the options available to club coaches below.
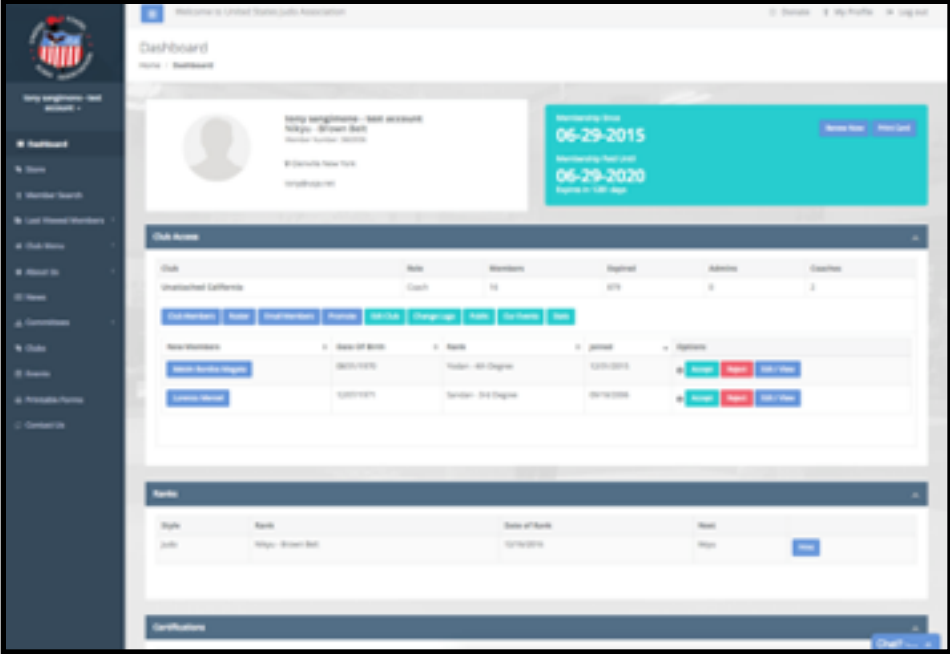


Available options in the Club Access table are Club Members; Roster; Email Members; Promote; Edit Club; Change Logo; Public; Our Events; and Stats.

To approve new members to your club simply press the "Accept" button.  If someone you do not know is attempting to join your club, press "Reject".  If you are unsure and need more information on the person, click "Edit/View".  Feel free to contact Support@usja.net and we will look into the matter for you as well.
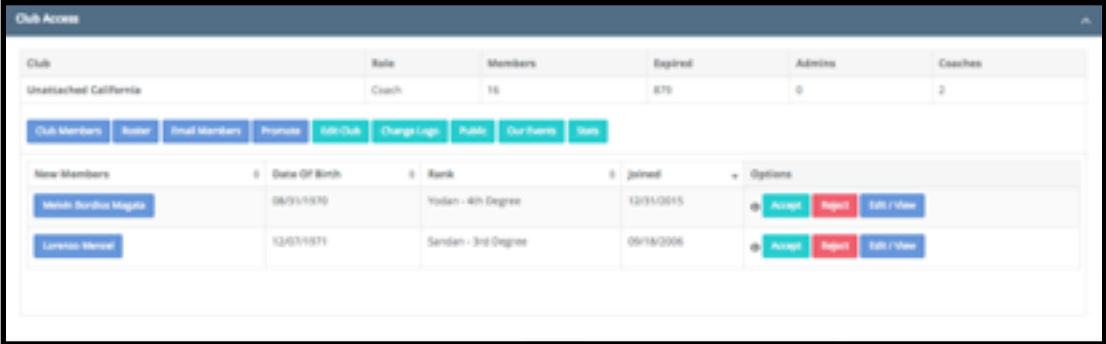
# Club Member

The Club Member page is useful for small to medium sized clubs.  It presents a clean interface permitting you to see your club members' information easily.  This feature is used most when you need a quick link to one of your member's profiles or to see membership or rank information.  If you have a large club or need more customization for viewing options, the Roster button may be more appropriate.



# Roster

The Roster page is one of our more useful additions.  It provides the same convenience and information as the Club Member page, but with powerful options.  Checkboxes at the top of the page allow you to customize searchs.  All checkboxes appear checked by default.  This will show Current Members, Expired Members, Club Coaches, Club Admins, Life Members, and also allow searches by art, in case you have a predominantly Jujitsu or Aikido focused club.  Please give the system a moment to load, as larger clubs take longer to load than smaller ones.  Search results that are generated can be downloaded or sent as an email.  This makes communicating with other club coaches, administrators, and tournament directors a breeze.

# Email

The Email option is fantastic for coaches who have a dynamic class schedule or need to quickly email all their registered members from one place.  The email will be sent from [NoReply@usja.net](mailto:NoReply@usja.net)  As the name suggests, we do not receive incoming mail here, so please direct your questions or comments to [Support@usja.net](mailto:Support@usja.net).  We have provided some simple macros for you to use if you prefer your students to receive a customized email.  For example: "Dear #name#" will result in the member's name being used.  Recipients will not see the # sign, only the name they are registered under.



Below the email box you will see the Recipients table.  This shows all the recipients that will receive your email.  If they have the "Opt Out" option set as "Yes", they will not receive the email unless you check the "Ignore Email Opt Out" option.  Once the fields are completed and you are ready to send your email, click the save message button below.  On the next page you will be able to preview your email.

Confirm contents of the email and its recipients, then press Continue.  Provide a final confirmation that the email contents and recipients are correct and press the "Send Message Now" button.  The next page will show you the processing status of the email.  Please be patient, as the time for the email to send can fluctuate.
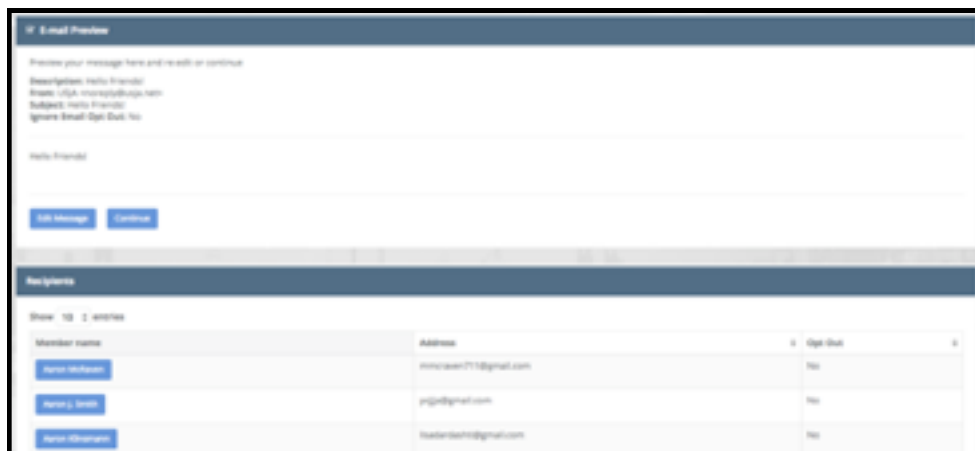
# Promote

The Promote feature is what our coaches enjoy most about our new system.  At the top of the page you will see the "Art" dropdown box.  This allows you to select the Judo, Jujitsu, or Aikido promotion system.  If you would like to see the Judo rank and promotion options available, select Judo.  You will see students' rank information along with their next ranks information.  If students are eligible for promotion, the Promote button will be green.  If not, it will be gray.  Select the button when you are ready to Promote.



A new box will appear displaying basic requirements for the promotion.  If all requirements are met, you will see six green "Pass" buttons.  Below you will see information on the promotion. Confirm that the Art, Rank, Date, Awarded By, and Points fields are correct.  If not, enter the correct information in the appropriate field.  If you cannot, or if a selection you think should be available to you is not, please contact support@usja.net for further assistance.  Complete the Payment Info section and press Promote to complete the process.  The member will receive an updated rank certificate and USJA ID card in moments.  If you would like to be CC'd on all of your student's emails or know more about email options, please contact Support@usja.net for details

# Edit Club

Edit Club is the place to edit any of your club information. At the top of the page you will see your club number and Dues information. If you would like to change your club logo, click the Change Logo button and follow the steps on the next page.

Continue on to edit your clubs name, the name shown on promotion certificates, club address, mailing address, contact information, class schedule, and social media links. Make sure to press the Save button to keep the changes you've made!
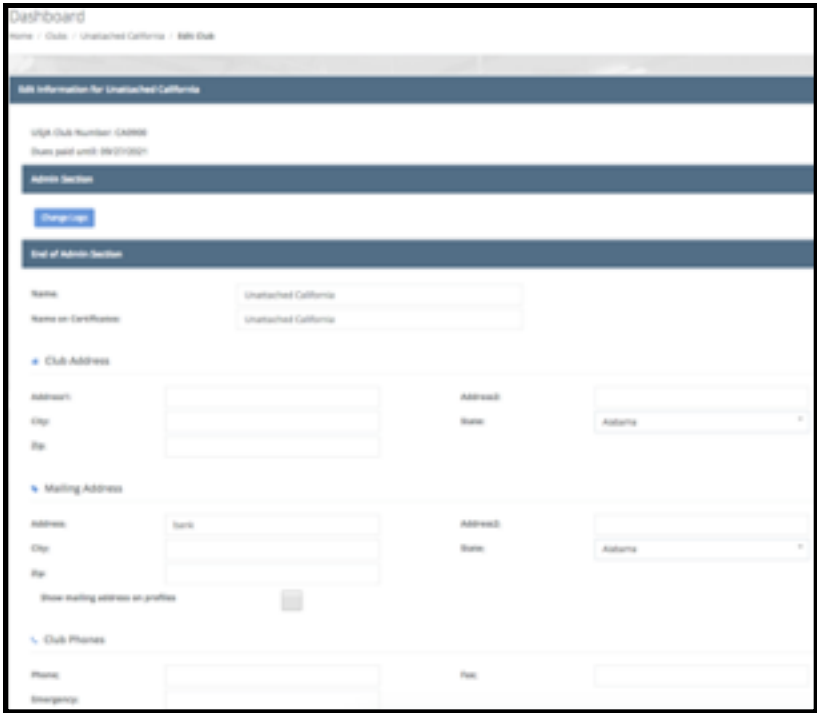


# Change Logo

To upload a club logo, simply drag an image file into the dotted box, or press anywhere in the box to search your computer. When the correct file is in place, press the Upload button. After the page quickly refreshes, you will be able to see your new logo below.
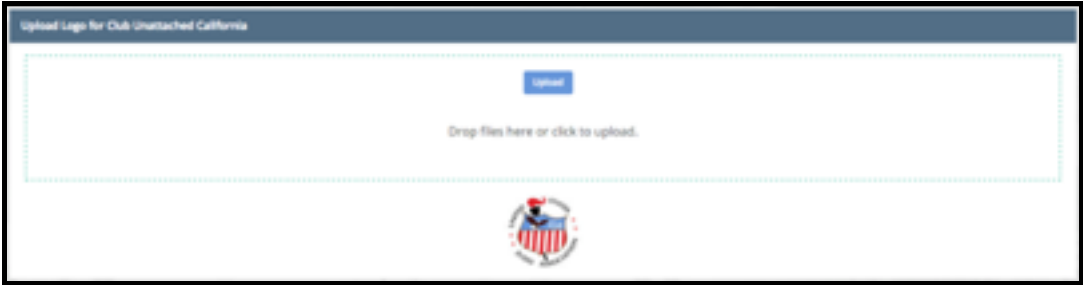
# Public

The public page shows how your club page looks on our website.  You can see the GPS Location of your club, as well as its basic information.  To edit this information, see the "Edit Club" section.  Coaches and administrators of the club are listed along with their rank and email.  You can also see statistics of your club by age, gender, art, and rank.  Below statistics are your Club Events, Club Images, and Club Documents.
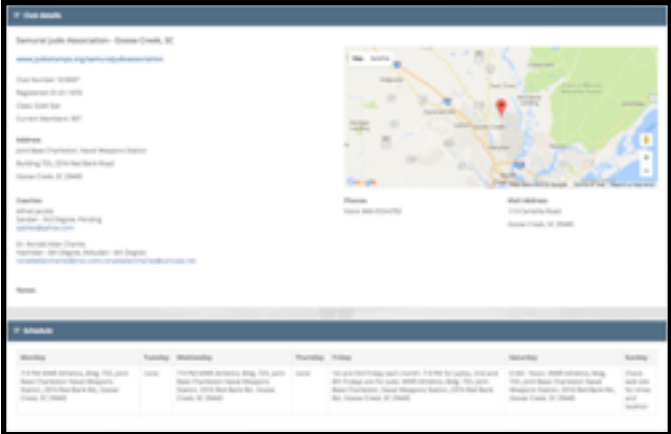


# Our Events

The Our Events button brings you to the Club Events page.  Here are listed events your club has added to the schedule.  To create an event, simply press the Create Event button and fill out the required fields.  The event will be shown on the USJA Events Calendar.



***IMPORTANT***:  This will not sanction the event.  If you need your event sanctioned, see the sanction paperwork in the Forms & Documents section.  If you have any questions about the process, contact Support@usja.net  for details.

# Stats

The stats page displays statistics from the members of your club.  You can see statistics based on Art, Gender, Rank, and Age.  A copy of this is also posted on the Public Profile page.  This allows potential new members to see breakdowns of clubs they are interested in joining.
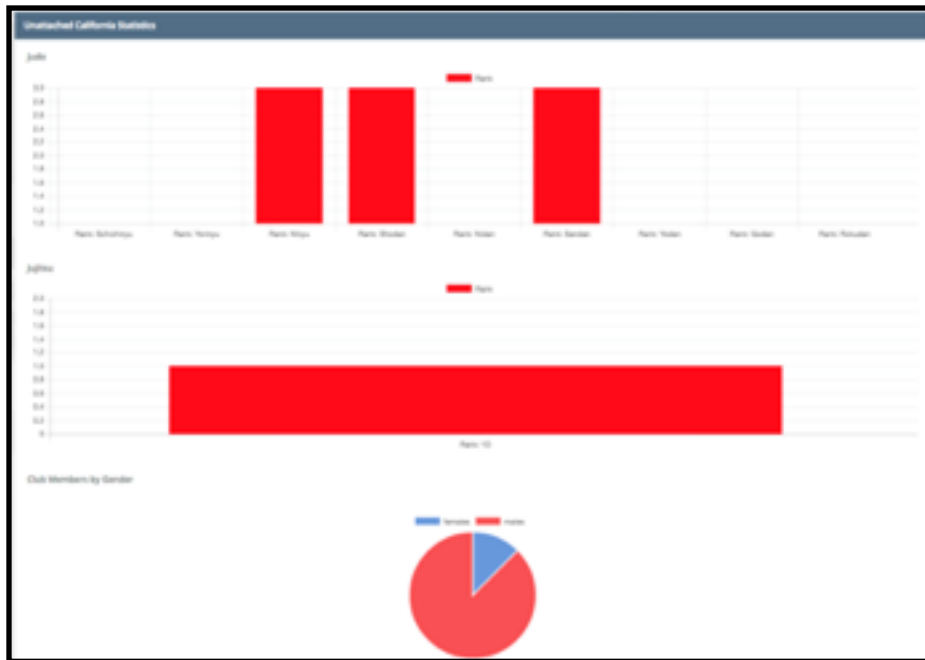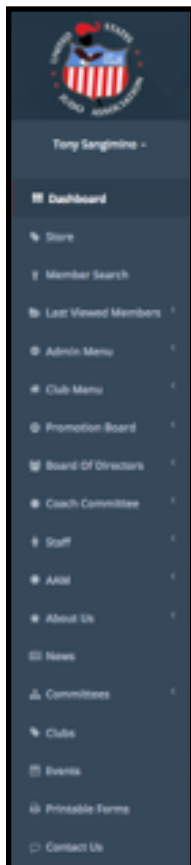
# Main Menu & Public Side

## Member Search

Our Member Search is accurate, so you don't have to be.  A tough name like Tony Sangimino can be found easily by partially spelling it out.  "Ton San" will bring up correct search results.  From here you can see age, club, rank, location, and member number.  There is no need to continue typing; simply select the correct name.  If you do not see the person you are looking for, you can see if their membership is expired by checking the "Include Expired Members" box.  If you need to use search settings to locate the person you're looking for, click the advanced button.  This allows you to search by settings such as location, age, and rank.



## Last Viewed Member

The Last Viewed Member tab can be great for coaches who are doing a lot of work.  Instead of going through the member search all over again you can select the last viewed tab for the last 5 members you recently visited.  This allows you to cycle through previously viewed members quickly.

# Club Menu

The Club Menu lists reports available for Club Coaches and Administrators.  The only report available at the moment is for Club Classes.  Here you can see the breakdown of all club classes within the USJA.  Stay tuned for more reports to be made available in future updates.
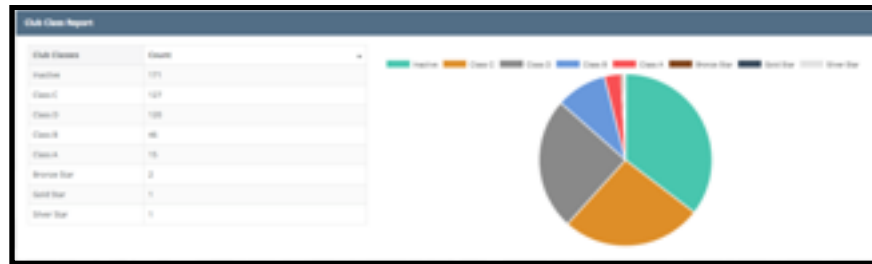


# About Us

Quick access to the "About Us" section includes Our History, Code of Ethics, Grassroots Judo, *Growing Judo*, Promotion System, and Archives.  This is available on the public side of the website.

# News

Quick access to the "News" section also is available on the public side of the website.

# Committees

Quick access to the "Committees" section includes the Aikido Committee, Board of Directors, CRE Subcommittee,  Coach Committee, Development Committee, Jujitsu Committee, Kata Committee, Military & Public Service Committee, National Awards Committee, Professional Judo Committee, Promotion Board, Referee Committee, Regional Coordinator Committee, Scholastic Committee, Standards & Ethics Committee, and the Technology Committee.  This too is available on the public side of the website.

# Clubs

Quick access to the "Clubs" section enables searching for clubs by location.  Available on the public side of the website.

# Events

Quick access to the "Events Calendar" Is available on the public side of the website.

# Forms

Quick access to the "Forms & Documents" section Is another feature available on the public side of the website.

# Contact

Quick access to our "Contact Us" page lets anyone find our address, phone and fax numbers, and email quickly.