

Updating Club Info

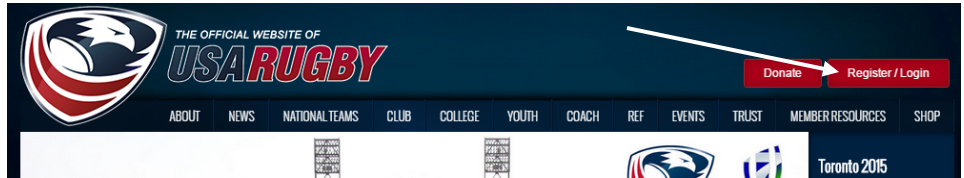
Thank you for checking out our new Youth Rugby club and program finder!

To launch our club finder, we did quite a bit of research on clubs. However, if you find your information to be missing, or in error, please follow the steps below & we will update it in our next monthly update.

You must be listed as an administrator of the club in the USA Rugby online system to make this update, if you do not know your club administrator or do not have access, please contact our membership department for assistance:

Charlotte Garbisch (303) 539-0300 x108

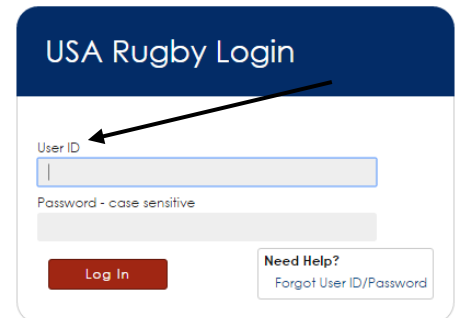
Step 1: Go to the USA RUGBY website and click on "Register/Login" on the top right corner, or go to: <http://webpoint.usarugby.org>



Step 2: Next, click the Login Button.

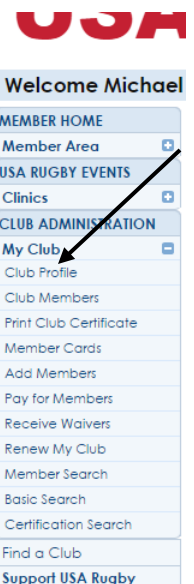


Step 3: Log into your account using your User ID and Password (case sensitive). If you have forgotten your password, click the forgotten password link or contact our membership department.



Step 4: After logging in, you will arrive to the user homepage. Click on the words "My Club" or the plus next to it under **Club Administration** in the side bar to the left.

Step 5: In the menu that opens, choose "club profile"



Step 6: The “Main Info” page will open for your club. Here you can update your club address, phone and fax number, club email, web address, facebook page and twitter handle.

Step 7: Once you update your information, be sure to click update club to save the changes.

Main Info	Members	Club Memberships	Events	Customer Info	Registrations
Region:	Alaska Union			Club Type:	College Player
Club ID:	120210			Club Administrator:	Michael Lovinguth
Region Club Code:					
Club Name:	Aigroup Test Club				
Address:	<input type="text" value="3078 8th st."/>				
Address2:	<input type="text"/>				
City:	<input type="text" value="Boulder"/>				
State:	<input type="text" value="Colorado"/>				
Zip:	<input type="text" value="80304"/> - <input type="text"/>				
Country:	<input type="text" value="United States"/>				
Phone:	<input type="text"/>				
Fax:	<input type="text"/>				
Club Email:	<input type="text"/>				
Web Address:	<input type="text"/>				
Facebook Page:	<input type="text"/>				
Twitter Handle:	<input type="text"/>				
Update Club					

IMPORTANT

YOUR CLUB’S INFO WILL NOT IMMEDIATELY UPDATE ON OUR CLUB FINDER. We typically update the club finder at the beginning of the month. You can contact youth@usarugby.org with your club name and info if you need the club finder update expedited.