



## **TEAM IMPORTATION, NEW USA HOCKEY** **NUMBERS ISSUED (RETURNING TEAM):** **eCROSSCHECK**

1. It is **vital** you gather all USA Hockey numbers from all returning players on your roster for the upcoming season *prior* to beginning the registration process. Failure to do so will prevent you from properly importing and registering your team.
2. If your roster exceeds the league roster limitations, please remove to players to coincide with these limits prior to beginning the importation process. The system performs a check during the importation process to ensure your team is compliant prior to beginning each session.
3. Visit <http://ecrosscheck.com/MemberLogin.aspx>
4. Login using your username and password. If you have misplaced your password, please select the “Forgot your password?” link. Enter your username in the following screen, then properly answer your security question (your username and password are case sensitive (i.e. you must capitalize appropriately) and click “Submit.” Within a reasonable amount of time, you will receive an email with a temporary password. Revisit the login page and enter your username. Then copy and paste (*do not attempt to type it in*) the password in the password box. Once you are admitted into the site, click on the “View Profile” link in the dashboard on the left side of the page. Paste the temporary password in the “Password” box. Then type your desired permanent password in the two boxes labeled “New Password” and “Confirm New Password.” Please note: your password must contain at least seven characters and one non-alphanumeric character (i.e. !@#\$%^&\*()-+), etc. Click on “Change Password” button. Your permanent password is now set. Please retain for your records to avoid this process in the future.

**IMPORTANT NOTE:** The following steps must be completed in succession. First, you must join a new season or import your team from the previous season in order to present the league administrator (Commissioner) with the option of marking your team as paid. Once your team has paid and is marked accordingly by the league administrator (Commissioner), you will then be registered for the upcoming season and will gain the administrative right to add/edit players on your roster. If you fail to register or import your team, the league administrator (Commissioner) cannot verify payment as required.

5. If you do not have a pop-up blocker on your browser, **please proceed to step 6**. If you have a “Pop-up Blocker” enabled on your browser, you must disable the blocker now in order to successfully import. To disable most blockers, select “Tools” from the browser menu, highlight “Pop-up Blocker,” then select “Turn Off Pop-up Blocker.”
6. Select the “View/Add Team” from the dashboard on the left side of the screen.
7. Select the “Import team to new season” link just above the teams list, offset to the right. After selecting this option, you’ll be presented with a pop-up box which states, “To use the import function, you will now be taken to a new window. Please enable temporary use of popup windows in your browser settings. To continue, click the ‘ok’ button.” Click the “OK” button to proceed.
8. In the new browser window, determine which team you would like to import from a previous season (typically the most recent, or the team with the most players in common with the upcoming season) and click the “Import Team” option to the right of the appropriate team.
9. On the next screen, you will be asked to verify your team name and choose your season for which you are registering. If your team name changed, please edit the team name in the box. If your team name has not changed, **please proceed to step 10**.
10. Select the upcoming season for which you are registering from the drop down box, and click the “Continue to Move Players” button.
11. After selecting the “Continue to Move Players” button, you’ll be prompted by a pop-up that verifies you’re prepared to continue. Select “OK” to continue or “Cancel” to go back to the edit team name/ select upcoming season screen.
12. Select the players who will be a part of your team in the upcoming season by clicking the box to the left of the corresponding players. Once you’ve selected all players you wish to import, click the “Continue” button.
13. The next screen will present players on your roster with invalid/expired USA Hockey numbers. This step will be commonly be skipped when new USA Hockey numbers are not required. If new numbers are not required, please skip to step **15**. Typically, the requirement for new numbers occurs when USA Hockey numbers convert from one year to the next (e.g. 2008 to 2009). Below the presentation text, you’ll see the list of players with invalid or expired numbers. By clicking on each player’s corresponding box, you’ll navigate to a screen that allows you to convert their old numbers to new/current.
14. On the next page, enter that player’s new USA Hockey number. In the space provided, accurately enter the player’s new USA Hockey number and click the “Update USAH Number” button. The application is now performing a USA Hockey number verification, please be patient as this check takes a few moments to complete. After the check is complete select the “Back” button, and you’ll be returned to the list of players who are awaiting verification. You’ll need to complete this process for every player displayed until all USA Hockey numbers have been updated/resolved.
15. To add players to your new season roster, select the “View Roster” link from the dashboard on the left side of the screen. Click on the “View Roster” link to the

- right of the team you wish to add players. On your roster page, click the “Add A Player” link just above your roster listing. If you have not paid or recently paid and your league administrator (Commissioner) has not yet marked your team as such, this link will display “Your team fee has not been paid.” Upon clicking the “Add A Player” link, enter the player’s USA Hockey number in the appropriate box. Then select the player’s position and number from the provided drop-down boxes. If the player is a member of an upper tier team (e.g. you are registering a player for a D team that also plays for a C team), be sure to select the box provided to label the player accordingly. To finalize the addition of that player to your roster, click the “Save” button near the bottom of the screen.
16. For issues pertaining to team payment and the restoration of your managerial capabilities in reference to said matter, please contact your league administrator (Commissioner).
  17. **Aforementioned: In order to activate your team and gain administrative rights, you must first pay your league dues. Upon receipt of payment, your league administrator (Commissioner) will mark your team as paid and your full managerial functionality will be (re)enabled.**

Thank you for using eCrossCheck! For further questions about purchasing eCrossCheck or for technical support, please visit our web site at [www.eCrossCheck.com](http://www.eCrossCheck.com) or email [support@eCrossCheck.com](mailto:support@eCrossCheck.com)