



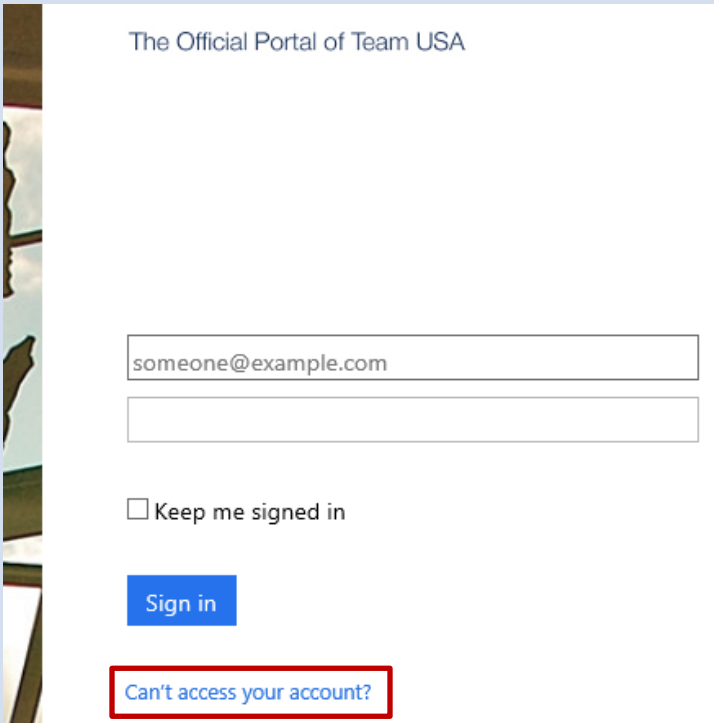
TeamUSA Portal Games Delegation Management Instructions

This document includes the instructions to use TeamUSA Portal for Games Delegation Management. Updates to the system include: **Managing your Assignments** (all staff who may attend the Games & will need USOC approval, background checks, & training) & bulk updating capabilities to submit Assignment delegates to the USOC, send delegates the registration invitation, & remove delegates from your master list.

Click on the title section as appropriate to navigate to the specific instructions:


- [NGB login & My Delegate Lists home screen](#)
- [Manage Delegate List](#)
- [Build your Delegate List](#)
- [Delete Delegate](#)
- [Bulk Update](#)

NGB Login & Manage My Delegate Lists

Step:	Action:
1)	Navigate to Team USA Portal: https://portal.teamusa.org [For testing, use https://dev-portal.usocdev.org/]
2)	You are redirected to the Microsoft logon screen. To initiate your first login, click Can't Access your account? 
	If necessary, you can click Can't access your account , to reset your password at any time.
3)	For the User ID , type in your NGB e-mail address on file with the USOC. This must be an e-mail that you can access to retrieve a verification code. Enter the characters in the picture and click Next .

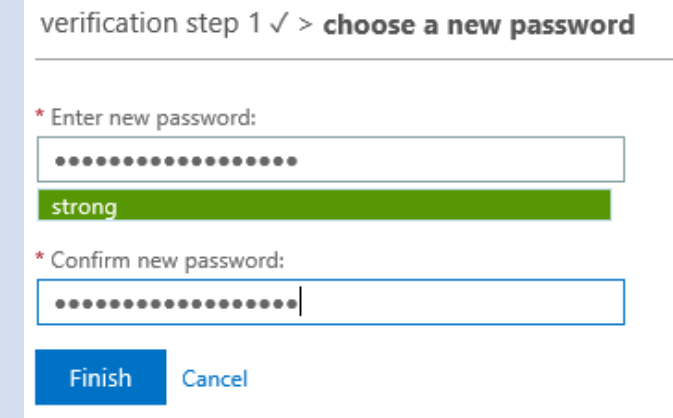
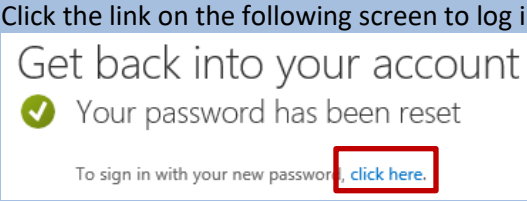
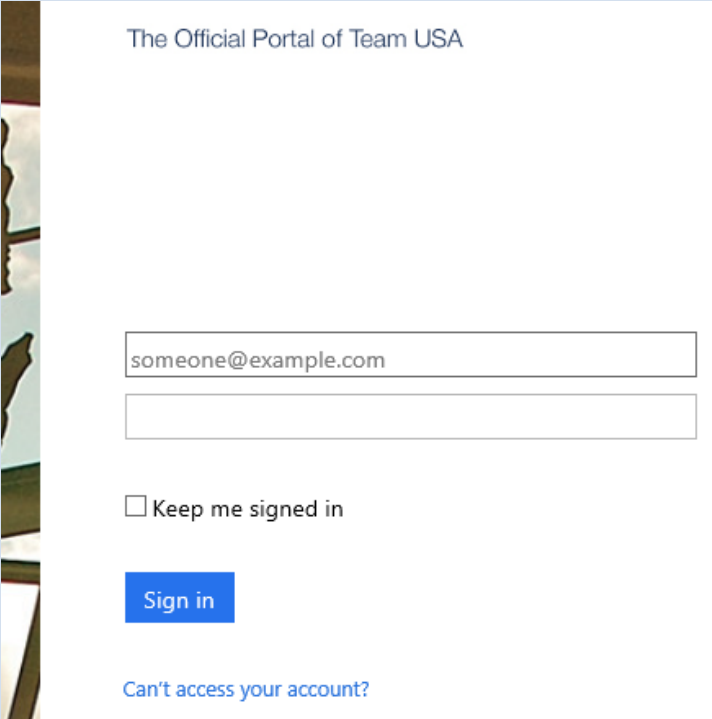


TeamUSA Portal Games Delegation Management Instructions

	<p>If the character string is not clear, you can play an audio code or generate another code by clicking the appropriate icon to the right of the character string.</p> <p>Who are you?</p> <p>To recover your account, begin by entering your user ID and the characters in the picture or audio below.</p> <p>* User ID:</p> <input type="text"/>  <input type="text"/> <p>Enter the characters in the picture or the words in the audio.</p> <p>Next Cancel</p>		
4)	<p>Click the Email button on the right side of the screen.</p> <p>verification step 1 > choose a new password</p> <hr/> <p>Please choose the contact method we should use for verification:</p> <table border="1"><tr><td data-bbox="272 1094 561 1163"><input checked="" type="radio"/> Email my alternate email</td><td data-bbox="561 1094 1206 1163">You will receive an email containing a verification code at your alternate email address (te*****@yahoo.com).</td></tr></table> <p>Email</p>	<input checked="" type="radio"/> Email my alternate email	You will receive an email containing a verification code at your alternate email address (te*****@yahoo.com).
<input checked="" type="radio"/> Email my alternate email	You will receive an email containing a verification code at your alternate email address (te*****@yahoo.com).		
5)	<p>Access your e-mail, enter the code on the verification screen, and click Next.</p> <p>verification step 1 > choose a new password</p> <hr/> <p>Please choose the contact method we should use for verification:</p> <table border="1"><tr><td data-bbox="272 1423 561 1493"><input checked="" type="radio"/> Email my alternate email</td><td data-bbox="561 1423 1206 1493">We've sent an email message containing a verification code to your inbox.</td></tr></table> <p><input type="text" value="622677"/></p> <p>Next Are you having a problem?</p>	<input checked="" type="radio"/> Email my alternate email	We've sent an email message containing a verification code to your inbox.
<input checked="" type="radio"/> Email my alternate email	We've sent an email message containing a verification code to your inbox.		
6)	<p>Enter a password (include alpha and numeric characters) and click Finish.</p>		



TeamUSA Portal Games Delegation Management Instructions

		
7)	<p>Click the link on the following screen to log into your account.</p> 	
8)	<p>Enter your e-mail, password, and click Sign-in. You will be directed to the Team USA Portal welcome screen.</p> 	
9)	<p>Upon successful login, you will be directed to the Team USA Portal welcome screen. If you are unable to login, click Can't access your account and reset your password.</p>	
10)	<p>Appearing on all screens within the Portal is a top-level navigation bar with selections based on your permissions.</p>	



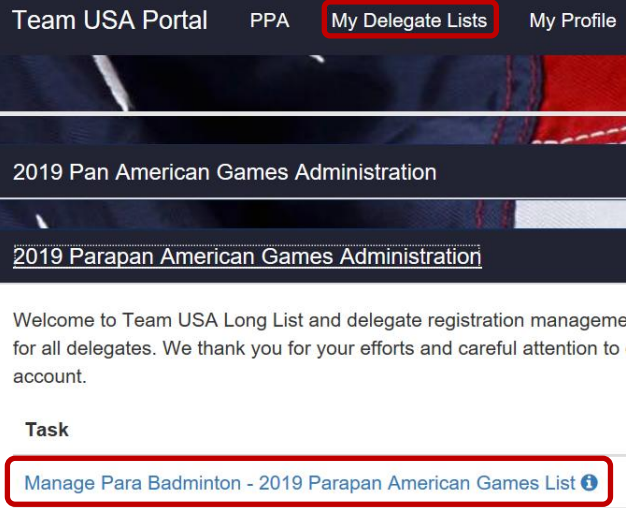
TeamUSA Portal Games Delegation Management Instructions

Team USA Portal PPA My Delegate Lists My Profile

Your options may include:

- **Team USA Portal:** Navigates to the Portal Welcome screen.
- **PPA:** Navigates to the PPA list.
- **My Delegate Lists:** Navigates to Delegate team management screen.
- **My Profile:** Your profile; most of the fields are for athletes and alumni however, fields shown in red are required to save any changes on a specific page.
- **Drop-down next to your name:** My Profile access and TeamUSA Portal logout.

Manage Delegate List

Step:	Action:
1)	<p>From the top navigation bar, click My Delegate Lists. If you have more than one Games assigned, you will have separate sections available. If not already expanded, click the title to expand the Games to work on. Click the Manage link to access your Delegate List.</p>  <p>Note: If no Delegate Lists are displayed, contact your USOC Sport Performance Administrator.</p>
2)	<p>If you have more than one Delegate List, click on a list to expand the content. If you have no Delegates on your list, continue to the Add Delegate instructions.</p> <p>New to the list of columns is the staff's Assignment Status. Athletes will not have an Assignment Status.</p>



TeamUSA Portal Games Delegation Management Instructions

Para Basketball - WheelChair Basketball - Team - Men - 2020 Paralympic Games - Long List

Bulk Update - Select an Option + Add Delegate

Show 25 entries Search your list:

Previous 1 Next

First	Last	Email	Role	Registration Status	Assignment Status
	Aaron	Gouge	{56EE1800-09C4-E411-940C-005056AD1287}@mailinator.org	Athlete	New
	Abby	Dunkin	{DFE810AE-BCBE-E411-940B-005056AD1287}@mailinator.org	Coach	New
	Team	Athlete	teamusaathlete@yahoo.com	Athlete	Invited

Showing 1 to 3 of 3 entries Previous 1 Next

3) Once a Delegate is on your master list, click the green button to the left of their name to process further.

Para Basketball - WheelChair Basketball - Team - Men - 2020 Paralympic Games - Long List

Bulk Update - Select an Option + Add Delegate

Show 25 entries Search your list:

Previous 1 Next

First	Last	Email	Role	Registration Status	Assignment Status
	Aaron	Gouge	{56EE1800-09C4-E411-940C-005056AD1287}@mailinator.org	Athlete	New
Modify		Submit to USOC		Remove	
Registration Details		Send Delegate Invite			
Minor: false Attendance Confirmed: false Forms Signed: false					
	Abby	Dunkin	{DFE810AE-BCBE-E411-940B-005056AD1287}@mailinator.org	Coach	New
Assignment Details		Submit to USOC		Remove	
Registration Details		Send Delegate Invite			
Minor: false Attendance Confirmed: false Forms Signed: false					

4) Click [Assignment Details](#) to process a staff application. Here you can view/change Email, Role, Access, Qualifications, Sport Performance and Medical information.

If a Delegate is an Athlete click [Modify](#) to change the Delegate Email or Role.

5) Approximately 8 months prior to a Games, Registration Details is available.

[Registration Details](#)

6) Click [Submit to USOC](#) to submit the staff application to the USOC for approval. Upon approval, the applicant will receive information on next steps, including required background screenings, training, & for medical roles, uploading credentials.

7) Also available approximately 8 months prior to a Games is Send Registrant Invite.

[Send Registrant Invite](#)

8) Click [Remove](#) to remove the Delegate from your Delegate List.



TeamUSA Portal Games Delegation Management Instructions

9) Please add all members of your staff and competitors to your Delegate List.

Building your Delegate List

Step: **Action:**

1) Click **+Add Delegate** to search the database of affiliated staff and athletes for your team.

Para Basketball - WheelChair Basketball - Team - Men - 2020 Paralympic Games - Long List

Bulk Update - Select an Option

Show 25 entries Search your list: [] Previous 1 Next

First	Last	Email	Role	Registration Status	Assignment Status
Aaron	Gouge	{56EE1800-09C4-E411-940C-005056AD1287}@mailinator.org	Athlete	New	
Abby	Dunkin	{DFE810AE-BCBE-E411-940B-005056AD1287}@mailinator.org	Coach	New	New
Team	Athlete	teamusaathlete@yahoo.com	Athlete	Invited	

Showing 1 to 3 of 3 entries Previous 1 Next

2) You can search your list by entering data provided in any of the columns listed. For example, type a delegate's first name. You can also sort the list in ascending or descending order, on any of the columns by clicking the column heading (First, Last, etc.).

Search your list: []

First	Last	Email	Birthdate
Aaron	Gouge	{56EE1800-09C4-E411-940C-005056AD1287}@mailinator.org	11/3/1985 ✓
Abby	Dunkin	{DFE810AE-BCBE-E411-940B-005056AD1287}@mailinator.org	11/24/1995 ✓
Brian	Bell	{2B7802E3-4BA3-E411-9408-005056AD7D3E}@mailinator.org	2/24/1989 ✓
Brittany	Gustafson	{10B3E5A4-B731-E711-80ED-005056AD0A0F}@mailinator.org	11/10/1993 ✓
Christina	Schwab	{21490131-FD94-E411-940A-005056AD1287}@mailinator.org	7/31/1980 + Add
Connor	Kelly	connor.kelly@usoc.org	N/A + Add
Darlene	Hunter	{7F6F36CA-6CCA-E411-940C-005056AD1287}@mailinator.org	4/16/1982 + Add
Desiree	Miller	{0758FB24-FD94-E411-940A-005056AD1287}@mailinator.org	8/12/1987 + Add
Emily	Oberst	{A17E6B15-B831-E711-80ED-005056AD0A0F}@mailinator.org	8/27/1998 + Add
Gail	Gaeng	{BF857D01-4CA3-E411-9408-005056AD7D3E}@mailinator.org	12/27/1992 + Add

Showing 1 to 10 of 42 entries Previous 1 2 3 4 5 Next

If you cannot find the athlete you are looking for in the list, please use the advanced search. Advanced Search

Click **+ Add** to add a Delegate to your master List.

Select the Delegate's role from the drop-down list & continue adding Delegates to your master list.

While the system is processing the window will show it updating. Once the delegate has been added, a check mark will display to the right of their birthdate.

3) If you cannot find the Delegate on your team list, click **Advanced Search**. To help reduce duplicates in the system, please search by last name to double-check that the Delegate is not in our system.



TeamUSA Portal Games Delegation Management Instructions

Search your list:

First	Last	Email	Birthdate	
Aaron	Gouge	{56EE1800-09C4-E411-940C-005056AD1287}@mailinator.org	11/3/1985	✓
Abby	Dunkin	{DFE810AE-BCBE-E411-940B-005056AD1287}@mailinator.org	11/24/1995	✓
Brian	Bell	{2B7802E3-4BA3-E411-9408-005056AD7D3E}@mailinator.org	2/24/1989	✓
Brittany	Gustafson	{10B3E5A4-B731-E711-80ED-005056AD0A0F}@mailinator.org	11/10/1993	✓
Christina	Schwab	{21490131-FD94-E411-940A-005056AD1287}@mailinator.org	7/31/1980	+ Add
Connor	Kelly	connor.kelly@usoc.org	N/A	+ Add
Darlene	Hunter	{7F6F36CA-6CCA-E411-940C-005056AD1287}@mailinator.org	4/16/1982	+ Add
Desiree	Miller	{0758FB24-FD94-E411-940A-005056AD1287}@mailinator.org	8/12/1987	+ Add
Emily	Oberst	{A17E6B15-B831-E711-80ED-005056AD0A0F}@mailinator.org	8/27/1998	+ Add
Gail	Gaeng	{BFB57D01-4CA3-E411-9408-005056AD7D3E}@mailinator.org	12/27/1992	+ Add

Showing 1 to 10 of 42 entries

Previous 1 2 3 4 5 Next

If you cannot find the athlete you are looking for in the list, please use the advanced search. Advanced Search

- 4) On the **Advanced Search** pop-up, enter the delegate's e-mail address. If the delegate is found, click **+Add** to add the Delegate to your master list.

Email Address

First	Last	Email	Birthdate	
Emily	Oberst	{A17E6B15-B831-E711-80ED-005056AD0A0F}@mailinator.org	8/27/1998	+ Add

- 5) To complete the addition, select the delegate's role.

Select a games role to continue...

Delete Delegate

Step:	Action:
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TeamUSA Portal Games Delegation Management Instructions

1) From the previous **Manage Delegate Lists** section, click the green plus icon to expand the Delegate

Para Basketball - WheelChair Basketball - Team - Men - 2020 Paralympic Games - Long List

Bulk Update - Select an Option + Add Delegate

Show 25 entries Search your list:

Previous 1 Next

First	Last	Email	Role	Registration Status	Assignment Status
	Aaron	Gouge	{56EE1800-09C4-E411-940C-005056AD1287}@mailinator.org	Athlete	New
	Abby	Dunkin	{DFE810AE-BCBE-E411-940B-005056AD1287}@mailinator.org	Coach	New
	Team	Athlete	teamusaathlete@yahoo.com	Athlete	Invited

Showing 1 to 3 of 3 entries Previous 1 Next

information.

2) Click **Remove**.

	Aaron	Gouge	{56EE1800-09C4-E411-940C-005056AD1287}@mailinator.org	Athlete	New
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Minor: false
 Attendance Confirmed: false
 Forms Signed: false

3) Follow system prompts to Remove a Delegate

Are you sure you want to remove this registrant from your long list?

The Delegate List will automatically refresh upon submission.

Bulk Update

Step:	Action:
1)	From the previous Manage Delegate Lists section, click Bulk Update – Select an Option located below the Delegate List name.



TeamUSA Portal Games Delegation Management Instructions

Para Basketball - WheelChair Basketball - Team - Men - 2020 Paralympic Games - Long List

Bulk Update - Select an Option + Add Delegate

Show 25 entries Search your list:

Previous 1 Next

First	Last	Email	Role	Registration Status	Assignment Status
Aaron	Gouge	{56EE1800-09C4-E411-940C-005056AD1287}@mailinator.org	Athlete	New	
Abby	Dunkin	{DFE810AE-BCBE-E411-940B-005056AD1287}@mailinator.org	Coach	New	New
Team	Athlete	teamusaathlete@yahoo.com	Athlete	Invited	

Showing 1 to 3 of 3 entries

Previous 1 Next

2) Select an option from the drop-down list.

- Submit to USOC – Selected Delegates’ information will be submitted to the USOC for processing.
- Send Delegate Invite – Selected Delegates will have an invite sent.
- Remove – Selected Delegates’ will be removed from your Delegate List.

3) Use the box next to each Delegate to add them to the Bulk Update selected. Follow system prompts to Bulk Update your Delegate list.

Bulk Update - Submit to USOC

Search your long list:

Name	Role	Email
<input type="checkbox"/> Abby Dunkin	Coach	{DFE810AE-BCBE-E411-940B-005056AD1287}@mailinator.org
<input type="checkbox"/> Brian Bell	Medical Staff - Doctor	{2B7802E3-4BA3-E411-9408-005056AD7D3E}@mailinator.org
<input type="checkbox"/> Brittany Gustafson	Administrative Personnel	{10B3E5A4-B731-E711-80ED-005056AD0A0F}@mailinator.org

Select All

Submit Close

Click **Submit**.