How to Upload your Team Roster to the USA Triathlon site

A brief step by step guide
Step 1: Log in to your membership profile at https://membership.usatriathlon.org/
  • Use your personal Member ID to log in
  • Forgot your password? Call our membership department 719-955-2807 to get your password reset

![Login page screenshot](image)
Step 2: Club on the CLUBS tab on your profile
Step 3: Your Club Profile Page
• Make sure this information is up to date, this is the info that will show up on Find a Club
• Scroll down to bottom of page

Make sure this information is up to date
Step 4: Scroll to the bottom of the page.
• Double check the click boxes
• Click Edit Roster

Remember, if you select Youth here, you must adhere to the youth SafeSport requirements

This determines what appears on Find a Club
The Roster Page

Your current roster appears here.

Upload a full team roster by using the Team Roster Template:

OR

Upload athletes manually one by one here.
Step 5: Check your current roster
• If your team has ever uploaded a roster before, a list of names will appear here
**Step 6: Uploading New Members**

**Option 1: Full Roster Upload**

- Download the Roster Template
- Fill in the athlete info on the roster template
  - The easiest way to fill out the roster template is to put your athlete’s USAT ID numbers
  - If an athlete does not have a USAT ID, then first AND last name are required
- Do not change any columns on the roster template, this will cause the roster to be rejected
- Once complete, select the roster file from your computer when you click Choose File
- You may elect to update the current roster, which will not remove any athletes but will add new athletes
- Or you can Upload a new roster which will erase the current roster and enter the new one
Step 6: Uploading New Members
Option 2: Single Member Additions

- Search for members by USAT ID or by name
- Click Search
- Choose the correct athlete from the list of athletes
• If you are given an error message when uploading a full roster, confirm that the document you are submitting has followed the Roster Template exactly and that any required information is present

• If you cannot determine why your roster is not uploading correctly, send your roster template to clubs@usatriathlon.org and we can help