

The steps below should assist you with registering the referees of your local meet. This can be done before or after the event has occurred.

1. Open the meet from your membership profile by clicking on the meet title.

Avery Marzolf - (Member ID: 1021320)

Member Profile | Memberships | Certifications | **Events** | Customer History | Exams

Company: USA Weightlifting
Name: Avery Marzolf
Title: Membership Specialist
Address: 1 Olympic Plaza
Colorado Springs, CO 80909
Email: avery.marzolf@usaweightlifting.org
Phone: 719-866-4508

Member ID: 1021320 - General
Member Status: Current (Exp. 7/12/2019)
Transfer Date: 11/6/2018
LWC: Colorado
Club: New Age Weightlifting
Birth Date: [Redacted]
Gender: M

USA Weightlifting
Affiliated Club
LWC Administrator of: Colorado
Club Admin of: AIGROUP TEST CLUB

Current Certifications/BG Screening

Level/Type	Status	Exp Date
SafeSport Trained	Current	1/19/2020
Level 1 Coach	Current	2/6/2019
LWC Referee	Current	
Background Screening	Current	2/6/2019

Event Registrations | My Events

160605 **OTC Lift Off** Active/Approved 167
On Website
Paid Sub-Event Entry
Reg. Start: 10/14/2018 10:00:00 AM

2. Then, you will click on "Event Settings" located along the top of the screen.

Staff Registrations | Registrations | Send Schedules

Meet Info | Division | **Event Settings** | Registrations | Sanction Info | Reports | **New!** - Event Results

Status: Active/Approved
On Website
Category: Local (LWC) Meet

Weight Class Entries

Add Meet Entry | Upload Meet Results

- From there, select “Staff Options” and then “Add Staff Registration”. Then you will be able to follow the remaining prompts provided by the system. If there is text that says “This user cannot add registration and may only view this registration information,” disregard that as you will still be able to add a staff registration option



- In the next screen, you will be asked to input the Member ID number. If you receive an error message that states “This individual may not register for this event until they have a current LWC referee certification or higher,” then they will not be credited for refereeing the meet.

