



Creating Accounts for Your Team Members

The purpose of this guide is to demonstrate how to invite athletes to your club's team on ScoreFlippers. **Only Club Managers can update club information.** If you need to be added as a manager for your club, please email info@naigc.org.

Step One: Navigate to the link below: <https://scoreflippers.com/INSIGHT/> and login using your credentials, this should bring you to your dashboard and you should see a "Club Management" button, click this to proceed. If you do not have an account, please reference "[Logging into Existing Account](#)" or "[Creating A New ScoreFlippers Account](#)" instructions.

LOGIN OR REGISTER NEW ACCOUNT
✕

Email:

Password:

Remember My Login

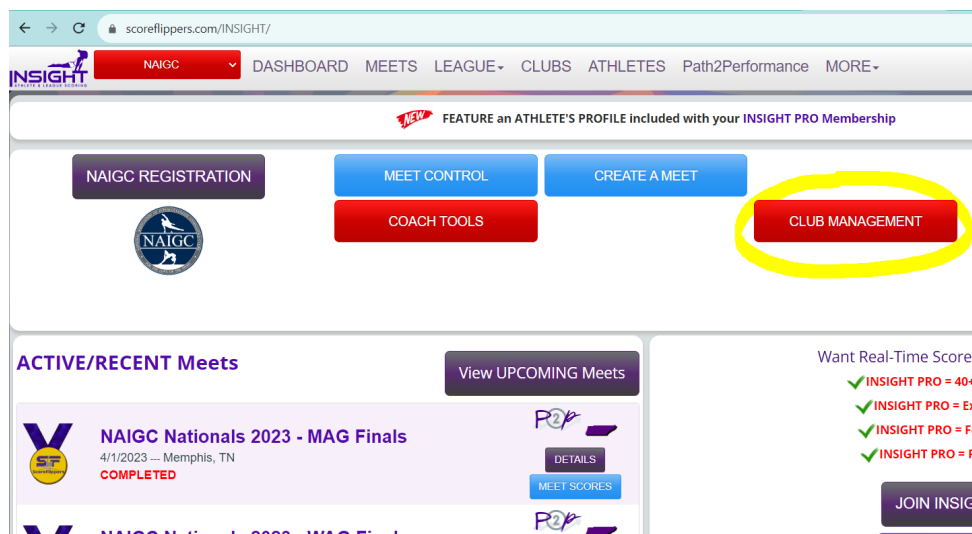
LOGIN

[Forgot Your Password?](#)

REGISTER

By Creating a FREE account with ScoreFlippers, you will be able to move through the site faster, register & link athletes, check scores, pay invoices, sign-up for classes and sign-up for meets with ease.

Step Two: Upon logging in, you will be directed to your dashboard. Click the "Club Management" button.





Step Three: Select your club from the drop-down list, then click the “Invite New Athlete to Register” button.

Step Four: Enter the athlete’s first and last name, birthday (can be entered as default if unknown), gender, and email. Then press the “Invite Athlete” button. Upon successful invitation, green text will appear saying “Account was successfully created:”. An email with the link to login and register will be sent. To invite another athlete, click the “Invite Another Athlete” button and repeat the process as needed.



Added athletes will then be added to the club's roster. **You will not be able to add athletes to events until they have logged into their own account and purchased membership for the season.** See "[Logging into Existing Account](#)" or "[Creating A New ScoreFlippers Account](#)" for instructions. Club managers can edit selected information for their members by selecting the edit icon (red arrow).

Manage Athletes

Athlete		Level / ID	Active	Retired	
	Clifford Dog DOB: 9/12/2022 Gender: Female Team: Team A	Level 9	<input type="checkbox"/>	<input type="checkbox"/>	
	Elmo Brown DOB: 9/7/2022 Gender: Female Team: Team A	Level 9	<input type="checkbox"/>	<input type="checkbox"/>	
	John Deere DOB: 1/1/1985 Gender: Male Training: (Other)	Silver	<input type="checkbox"/>	<input type="checkbox"/>	
	Ronald McDonald DOB: 1/1/1950 Gender: Male Team: Team A Training: (Other)	Silver	<input type="checkbox"/>	<input type="checkbox"/>	