



## Manage Linked Accounts

You have the ability to link accounts to manage others' information and purchase memberships and upgrades for them. Participants will still need to create their own account. Once the account is created you can request to link to their account.

If you have any questions please contact [info@hq.usultimate.org](mailto:info@hq.usultimate.org) or 719-219-8322.

**Link to an Existing Account**.....Page 2

**Manage Linked Accounts**.....Page 4

**Purchase or Upgrade a Membership for a Linked Account**.....Page 5

**Edit Contact Info**.....Page 7



## Link to an Existing Account

A USA Ultimate account holder can link to multiple accounts to be able to edit others' contact information and purchase or upgrade memberships.

There are two different levels of access:

- All Access: Modify personal data, purchase membership and register for events
- Events & Memberships: Purchase memberships or register for events. Does not have the ability to modify data.

To link to an account follow these steps:

1. Log into your USA Ultimate Account.
2. Click on Manage Linked Accounts.

### Welcome to Your USA Ultimate Account!

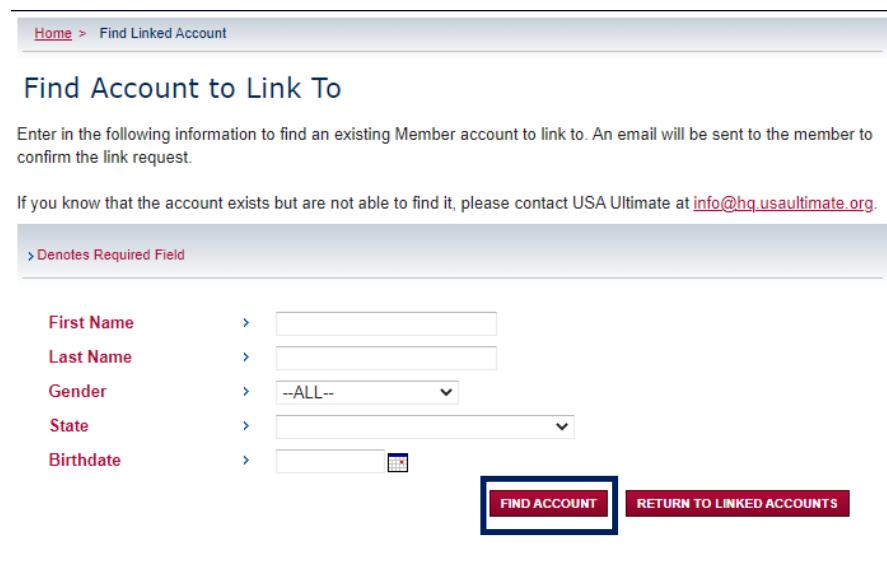
If you have any questions about your account features, please see the [Members Help](#) listed in the Quick Links on the left of this page or contact [membership@usultimate.org](mailto:membership@usultimate.org).



3. Click on Link to Existing Account



4. Input information and click Find Account.

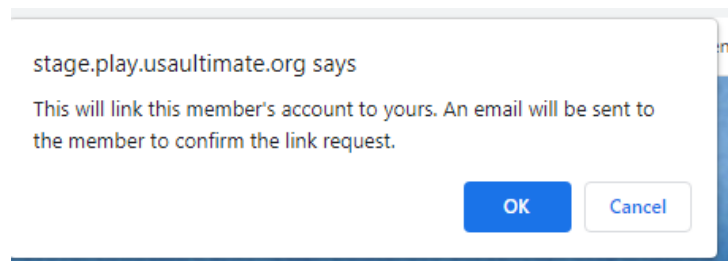


## Manage Linked Accounts

5. Click on Link Account

USAU ID	Name	Email	
[REDACTED]	[REDACTED]	353242@usaatest.com	<a href="#">LINK ACCOUNT</a>

6. A message will pop up to confirm that you'd like to link this account. Click ok to have an email sent to the person so that they can confirm that you can have access.



[Back to Top](#)

## Manage Linked Accounts

To manage linked accounts click on Manage Linked Accounts from your USAU dashboard.

### Welcome to Your USA Ultimate Account!

If you have any questions about your account features, please see the [Members Help](#) listed in the Quick Links on the left of this page or contact [membership@usultimate.org](mailto:membership@usultimate.org).

[VIEW / EDIT ACCOUNT INFORMATION](#)

**[MANAGE LINKED ACCOUNTS](#)**

[ORDER HISTORY](#)

Here you will see the status for each linked account and what access you have.

### Linked Accounts for: Leah Dolan-Kelley

[LINK TO EXISTING ACCOUNT](#)

[CANCEL](#)

Accounts Managed By You					
USAU ID#	Name / Access Type	Email	Membership Status	Waiver Status	Options
460483	Gervon Williams <input type="checkbox"/>	460483@usautest.com		!	Awaiting Approval
	<input type="checkbox"/>	367191@usautest.com		!	<a href="#">Purchase Membership</a> <a href="#">Edit Contact Info</a> <a href="#">Remove Link</a>
118618	Stacey Waldrup <input checked="" type="checkbox"/>			!	<a href="#">Remove Link</a>
355573	Stacey Waldrup <input checked="" type="checkbox"/>	Stacey@hq.usultimate.org	Affiliate - Triangle Ultimate [Expires: 12/31/2023]	!	<a href="#">Upgrade Membership</a> <a href="#">Remove Link</a>

There is a box icon after each person's name. This explains what type of access you have. The Key at the bottom of this list will describe what type of access is granted.

**Key:**

- All Access: Modify personal data, purchase memberships and register for events
- Events\*\* & Memberships: Purchase Memberships or register for events, but does NOT have the ability to modify personal data
- Pending: Link Request Sent
- Rejected: Link Request was rejected

\*\* Event registration for Linked Accounts is coming soon.

[Back to Top](#)



## Purchase or Upgrade a Membership for a Linked Account

You can purchase a membership or upgrade a membership for accounts you have access to.

Go to your Manage Linked Accounts Page. Click on Purchase or Upgrade Membership under options.

Linked Accounts for: Leah Dolan-Kelley

LINK TO EXISTING ACCOUNT
CANCEL

Accounts Managed By You					
USAU ID#	Name / Access Type	Email	Membership Status	Waiver Status	Options
460483	Gervon Williams <input type="checkbox"/>	460483@usautest.com		!	Awaiting Approval
	<div style="background-color: black; width: 100px; height: 15px;"></div> <input type="checkbox"/>	367191@usautest.com		!	<div style="border: 2px solid blue; padding: 2px; display: inline-block; margin-bottom: 5px;">Purchase Membership</div> <a href="#">Edit Contact Info</a> <a href="#">Remove Link</a>
118618	Stacey Waldrup <input checked="" type="checkbox"/>	<div style="background-color: black; width: 100px; height: 15px;"></div>		!	<a href="#">Remove Link</a>
355573	Stacey Waldrup <input checked="" type="checkbox"/>	Stacey@hq.usultimate.org	Affiliate - Triangle Ultimate [Expires: 12/31/2023]	!	<div style="border: 2px solid blue; padding: 2px; display: inline-block; margin-bottom: 5px;">Upgrade Membership</div> <a href="#">Remove Link</a>

Click on the box next to the name you want to purchase a membership for.

1. Membership Options
2. Donations
3. Payment Summary

Membership Purchase Options for Myself & Linked Accounts

Memberships Available for Purchase/Upgrade

	Member Name / Membership Status	Participating State <span style="font-size: small;">?</span>	Membership Level
<input checked="" type="checkbox"/>	Leah Dolan-Kelley Adult (1 calendar year) [Expires 12/31/2023]	▼	▼ <span style="font-size: small;">?</span>
<input checked="" type="checkbox"/>	<div style="background-color: black; width: 100px; height: 15px;"></div>	▼	▼ <span style="font-size: small;">?</span>
<input type="checkbox"/>	Stacey Waldrup Affiliate - Triangle Ultimate [Expires 12/31/2023]	▼	▼ <span style="font-size: small;">?</span>

NEXT >
CANCEL



Choose their participating State and Membership Level.

The available Memberships will drop down for you to choose the option you want.

*\*If you are purchasing a youth membership and that option is not available please check the Date of Birth and HS Graduation on that account. If you have All Access you can go to the list of your linked accounts and click on Edit Contact Info to update that information. If you do not have all access let the member know they can update their information through their USAU account.*

1. Membership Options		2. Donations		3. Payment Summary	
Membership Purchase Options for Myself & Linked Accounts					
Memberships Available for Purchase/Upgrade					
Member Name / Membership Status		Participating State		Membership Level	
<input checked="" type="checkbox"/>	Leah Dolan-Kelley Adult (1 calendar year) [Expires 12/31/2023]	Colorado		Lifetime	
Available Memberships		Membership Cost		Upgrade Fee	
<input checked="" type="radio"/>	Lifetime Member	\$999.00		\$933.00	
<input checked="" type="checkbox"/>	[Redacted]	Colorado		Adult Player	
Available Memberships		Membership Cost		Expiration Date	
<input type="radio"/>	Adult (1 calendar year)	\$66.00		12/31/2023	
<input checked="" type="radio"/>	Adult (2 calendar years)	\$132.00		12/31/2024	
<input type="radio"/>	Adult (3 calendar years and save \$15)	\$183.00		12/31/2025	
<input type="radio"/>	Adult (5 calendar years for price of 4)	\$264.00		12/31/2027	

After choosing the memberships you want click on Next and follow the steps to payment.

[Back to Top](#)



## Edit Contact Info

If you have All Access to an account you can edit their account information.

Go to your Linked Accounts Page and click on Edit Contact Info for the person you want to edit contact for.

Accounts Managed By You					
USAU ID#	Name / Access Type	Email	Membership Status	Waiver Status	Options
460483	Gervon Williams <input type="checkbox"/>	460483@usautest.com	Adult (1 calendar year) [Expires: 12/31/2023]	!	<a href="#">Upgrade Membership</a> <hr/> <a href="#">Edit Contact Info</a> <a href="#">Remove Link</a>

You can click Next to go through each tab. On the last tab you'll see the Finish Button which you'll need to click to save the information. After clicking on Finish you'll be brought back to your Linked Accounts page.

## Managing Account for: Gervon Williams

1. Account Information
2. Personal Information
3. Demographics
4. Emails/Alerts

> Denotes Required Field

**Email** >

**Alternate Email**

NEXT >
FINISH
CANCEL

Information will not be saved until you click the FINISH button on the last tab. Click NEXT through the other tabs.

[Back to Top](#)