



Oregon School Activities Association
25200 SW Parkway Avenue, Suite 1
Wilsonville, OR 97070
503.682.6722 fax: 503.682.0960 www.osaa.org



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To: Athletic Directors and Head Football Coaches
From: Brad Garrett, OSAA Assistant Executive Director
Subject: USA Football Practice Planner

Coaches will visit our USA Football website and sign up for a **free** HS Coach membership, then will have access to the practice planner link and tool. The following is a complete list of steps on how to setup a membership, activate, etc. but the webpages will walk users through it for the most part.

1. Visit www.usafootball.com and scroll over Membership in the top navigation menu. Click on High School Coaches within the Membership drop-down menu. (Direct membership registration link here: <http://usafootball.com/highschool-coach>)
2. Select the Get Started button.
3. On the registration page fill in all fields designated with an (*). Enter the email address and the password you wish to use for your USA Football account, check the Terms of Services box and select Submit.
4. You will receive a Checkout Confirmation, verifying your membership has been created and informing you to check your email to complete the activation of your account.
5. Visit the email account that you used to register your Coach Membership and check for the automated email from USA Football; click on the "Activate Now" link to activate your account.
6. After activating your account via the activation email, sign in to your account by visiting www.usafootball.com again and this time selecting Log In (top right corner of page)
7. Enter your Member Email and Password and select Sign In.
8. Paste the following URL into your web browser: <http://hsplanner.usafootball.com>
9. The Practice Planner will load and you can begin creating your online plan.