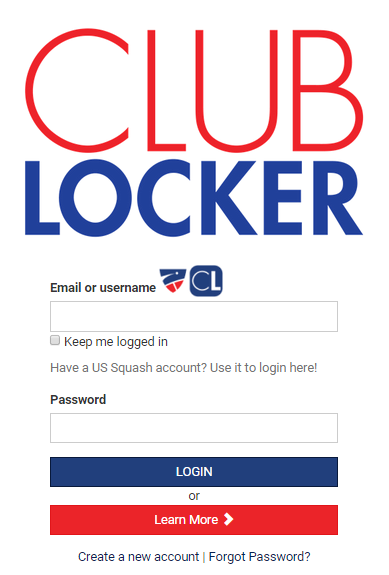
**HOW TO LOG INTO CLUB LOCKER**

* 1. Go to [www.clublocker.com/admin](http://www.clublocker.com/admin)
  2. If you have a US Squash logon, enter your username and password
     1. FORGOT PASSWORD? If you do not remember your username or password, click on the “Forgot Password?” link
     2. NEW TO CLUB LOCKER/US SQUASH? If you do not have an account with US Squash, you can create a free account in seconds



* 1. Once logged in, select the ‘Reservations: Club Admin’ Box



**HOW TO CREATE A LADDER**

1. Select ‘Organized Play’ on the left side of the screen
2. Select the ‘Ladders’ tab
3. Select the ‘New’ button
4. Fill out the form requiring name, dates rules…etc.
5. Select the ‘Save’ button





**HOW TO UTILIZE THE LADDER**

1. Select the green ‘Manage’ button to the right of ladder name
2. To add a player, select +Add Player
   1. Select ‘Search All’ tab
   2. Type name in search field, preferably by last name first
   3. Select name and ‘Add’
   4. Select starting position in Ladder
3. To input a challenge match result, select green ‘Add Score’ button
4. To change ladder position, select the number link next to the name of the player whose position you are changing



**c.**

**d.**

**.**

**b.**