



# **WFTDA Member Portal League Administrator Guide**

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Updated May 2025

This guide provides step-by-step instructions for league-assigned League Administrators to manage their league's information in the WFTDA Member Portal. For instructions on how to set up an account and purchase personal WFTDA Insurance, please see the [WFTDA Member Portal Individual User Guide](#).

Should you encounter any issues, please email [portal@wftda.com](mailto:portal@wftda.com).

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# ACCESSING YOUR LEAGUE'S WFTDA ACCOUNT

The WFTDA Member and Insurance Portal (Member Portal) is located at <https://wftda.ps.membersuite.com/> (there is a link to the Member Portal on the WFTDA Resources website at [resources.wftda.org](https://resources.wftda.org)), and is best viewed on a computer.

When a league joins the WFTDA, WFTDA staff will set up the league as a member league in the portal. League contacts that are provided upon membership approval will be set up as League Administrators to manage the league and its members.

**Access to the league account is tied to your personal account.** Only individuals assigned the League Admin relationship for your league will be able to log into your league's WFTDA account (see [Managing League Roles](#)). When you log into the Member Portal as a League Admin, you will see either your personal account or your league's account, depending on which account you were last working on.

If you log into your individual account, you will see a link that says: "You are linked to 1 other record(s). You can login as them to update or review their account information:" This link displays your league name (Organization) and appears under the account management buttons below your name and address.

### WFTDA ACCOUNT INFORMATION

#### PROFILE

Member ID: 81283

Karen Kauffman

[Redacted]

Preferred Contact #: [Redacted]

Email: [karen@wftda.com](mailto:karen@wftda.com)

[Edit Profile Information](#) [Change My Password](#)

[My Reports](#) [Manage Transfer Requests](#)

You are linked to 2 other record(s). You can login as them to update or review their account information:

- [Suburbia Roller Derby \(Organization\)](#)
- [WFTDA Leadership \(Organization\)](#)

#### MY ACCOUNT

Outstanding Balance: \$0.00



Last Payment: 12/16/2022 for \$70.00



[View Account History](#)



If you click on that link, it takes you to your league's WFTDA Account Information page. To go back to your personal page, that same link will display your name followed by (Individual) while you're on your league's profile. Click on that link to return to your profile page.

## MANAGING LEAGUE INFORMATION

First, make sure that your league's information is complete on the WFTDA Account Information page. If you need to add or update your league's information, click **Edit Profile Information** in the account management buttons that appear below your league's contact information.


 ID: 


  Roller Derby





  LOGOUT

### WFTDA ACCOUNT INFORMATION

#### PROFILE



Member ID: 

Preferred Contact #:

Email:

Edit Profile Information

Change My Password

Manage Organization Contacts

Manage Pending Requests

#### MY ACCOUNT

Outstanding Balance: \$0.00

Last Payment: 4/25/2025 for \$75.00

[View Account History](#)

You are linked to 1 other record(s). You can login as them to update or review their account

When you click the link, you are taken to the **Edit League Information** page. All required fields are marked with a red asterisk.

ID
 Roller Derby
 LOGOUT

HOME >

## EDIT LEAGUE INFORMATION

Enter or update your league information below.

\* - indicates a required field.

### LEAGUE NAME AND LOGO

League Name \*

Full league name, no abbreviations.

Logo

Change Logo

No file selected.

Images larger than 120x120 will be resized

### BILLING CONTACT

Name: \*

Phone Number: \*

### PHONE NUMBERS

Please enter a contact number for your league.

Preferred?

League Main Phone Number:  ☐

### ADDRESS INFORMATION

Please enter your addresses below.

#### Mailing Address

Line 1 : \*

Line 2 :

Postal Code : \*

City : \*

State/Province : \*

Country : \*

#### Address Preferences

What is your preferred mailing address?

### BUSINESS INFORMATION AND LEAGUE STRUCTURE

Legal Business Name:

Date League Established:

Legal Entity Type:

### WEBSITE AND SOCIAL MEDIA

Web Site:

Facebook Profile:

Instagram Profile:

Twitter Handle:

LinkedIn Profile:

Enter all needed information and then click on **Save Changes**.

# MANAGING YOUR LEAGUE'S WFTDA MEMBERSHIP

The WFTDA uses the Member Portal to manage WFTDA league memberships. For leagues in the United States, and for leagues outside of the US who can pay membership fees by credit card, you should pay your membership dues via this system.

## WFTDA MEMBERSHIP VS. WFTDA INSURANCE

It is important to understand the difference between WFTDA Insurance and WFTDA Membership.

WFTDA Insurance (WFTDI) is a subsidiary of the WFTDA that sells roller derby insurance. League liability insurance through WFTDI is available to members and non-members in select countries. Purchasing league liability insurance through WFTDI does not include WFTDA membership, and WFTDA membership dues do not include league liability insurance (visit [wftda.com/join](https://wftda.com/join) to see membership requirements and application information).

WFTDA Member Leagues must have liability insurance in order to participate in WFTDA-sanctioned game play in the United States, but are not required to purchase WFTDA Insurance as long as the coverage purchased meets required minimums. Learn more in the [WFTDA Insurance](#) section of this guide or visit [wftdi.com](https://wftdi.com).

## PAYING MEMBERSHIP DUES

There are two ways to pay for your league WFTDA Membership. The first should be used only if paying in full, while the second may be used for partial payments.

### Renew Using the Join/Renew Link (Full Payments Only)

This process should be only used by leagues who wish to pay in full in one payment. You may pay by credit card or a United States-based bank account. If your league gets any special discounts from WFTDA, or wishes to pay in multiple payments, DO NOT USE this method and see the next section "[Renew Using the My Accounts Function](#)."

1. Log into the member portal and go to your league account.
2. Under WFTDA MEMBERSHIP, click on **Join/Renew Women's Flat Track Derby Association**.

## WFTDA MEMBERSHIP

Manage your league's WFTDA Membership (League Admins ONLY). **THIS IS NOT INSURANCE--PURCHASE INSURANCE IN THE "WFTDA INSURANCE" BOX BELOW**

**Member Since:** 5/1/2005

**Type:** WFTDA League Membership

[Join/Renew Women's Flat Track Derby Association](#)

3. On the **JOIN/RENEW YOUR LEAGUE'S WFTDA MEMBERSHIP** page you will see a list of WFTDA League Membership categories. Select the membership category that matches the number of **charter teams** you have active in your league. Click **Continue**.

[HOME >](#)

### JOIN/RENEW YOUR LEAGUE'S WFTDA MEMBERSHIP

#### STEPS

##### 1. Select Membership Type

2. Enter Membership Information
3. Confirm Information
4. Complete

#### IMPORTANT! THIS IS NOT INSURANCE

To purchase insurance, go back to your profile and scroll down to the "WFTDA Insurance" box and click the appropriate link.

#### SELECT YOUR MEMBERSHIP TYPE/FEE:

Select your League Member Category

☒ **WFTDA League Membership** **\$400-\$700**

To renew your league's WFTDA Membership, please select the base league membership, and if applicable, the additional team rate for the number of additional teams your league has participating in WFTDA competitive play.

**IMPORTANT: this is NOT WFTDA Insurance.** To purchase or renew WFTDA Insurance, go back to your profile and follow the link that applies to you in the blue "WFTDA INSURANCE" section.

Please select a sub-category:


- ☒ WFTDA League Membership (includes one charter team) - \$400
- ☐ WFTDA League Membership (includes two charter teams) - \$500
- ☐ WFTDA League Membership (includes three charter teams) - \$600
- ☐ WFTDA League Membership (includes four or more charter teams) - \$700

Continue

Cancel

4. On the following **Join/Renew Membership - Enter Membership Information** page, the automatic credit card option is deactivated, and additional Items displayed may not be applicable, so you may ignore them and click **Continue**.

## Join/Renew Membership - Enter Membership Information

**Steps**

1. Select Membership Type
- 2. Enter Membership Information**
3. Confirm Information
4. Complete

**Your Membership Type/Fee:**

Membership Type:	WFTDA MEMBER
Membership Fee:	WFTDA Member League - Category 1 - <b>\$400</b>


**Other Information:**

☐ I would like to opt out of the membership directory

☐

Please charge my credit card and automatically renew my membership when it expires

**Other Information**

Product: *	WFTDA Member League - C: ▼	Expiration Date:	7/31/2022 
Status:	---- Select ---- ▼		

Continue

Cancel

5. Your league has two choices for payment: Pay with a New Credit/Debit Card or Pay With Your Bank Account.

## Enter Billing Information

Amount Due: **\$600.00**

**How would you like to pay?**

**Use Your Saved Payment Options**

Currently, you have no saved payment methods. When you check out, you can save your payment information on your account so you do not have to re-enter it again.

☐ **Pay With a New Credit/Debit Card**

☐ **Pay With Your Bank Account**

---

**Apply Discount/Promo Code**

Apply discount/promo code:

Code: 

Apply Code

---

Continue

 or [Cancel Your Order](#)

NOTE: If you cannot pay with a credit/debit card or US bank account, you may pay by PayPal or can work out another method. Click “Cancel Your Order” and contact [memberservices@wftda.com](mailto:memberservices@wftda.com).

- a. If you wish to pay by credit card, click on “Pay With a New Credit/Debit Card” and enter your payment information, then click **Continue**.

## Enter Billing Information






Amount Due: **\$600.00**

**How would you like to pay?**

### Use Your Saved Payment Options

Currently, you have no saved payment methods. When you check out, you can save your payment information on your account so you do not have to re-enter it again.

☒ **Pay With a New Credit/Debit Card**



Card Number:

Name on Card:

Card:

Security Code:

Expiration Date:

☐ Save this credit card so that I can use it for future orders

☐ **Pay With Your Bank Account**

**Which Billing Address Should We Use?**

The payment method you have selected requires a billing address. Please select from a list below, or enter a new address.

☒ Enter a new address:

Line 1:

Line 2:

Postal Code:

City:

State/Province:

Country:

[Validate Address](#)

**Apply Discount/Promo Code**

Apply discount/promo code:

Code:

or [Cancel Your Order](#)



- b. To pay with a bank account, click “Pay With Your Bank Account” and fill in the bank information, then click **Continue**.

## Enter Billing Information

Amount Due: **\$600.00**

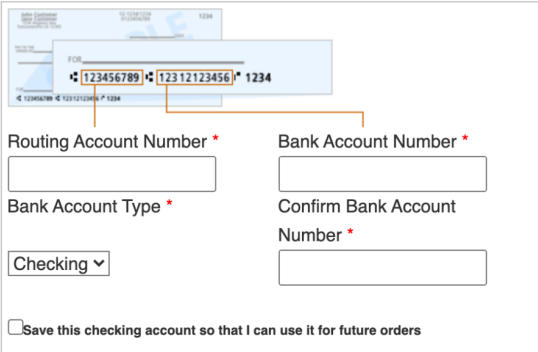
**How would you like to pay?**

**Use Your Saved Payment Options**

Currently, you have no saved payment methods. When you check out, you can save your payment information on your account so you do not have to re-enter it again.

☐ Pay With a New Credit/Debit Card

☒ **Pay With Your Bank Account**



Routing Account Number \*

Bank Account Number \*

Bank Account Type \*

Confirm Bank Account Number \*

Checking ▾

☐ Save this checking account so that I can use it for future orders

**Apply Discount/Promo Code**

Apply discount/promo code:

Code:

or [Cancel Your Order](#)

6. You will be taken to the **Confirm Your Order** page to review your membership selection as well as the billing information you entered. Once you confirm everything is correct, click **Place Order**.

Your membership is renewed!

## Renew Using the MY ACCOUNT Function (Partial or Full Payments)

With this method you can pay for your league’s membership renewal in full or in partial payments. If your league gets any special discounts from WFTDA, or you want to pay in multiple payments, you should use this method.

Under **MY ACCOUNT** you will see any balances due for your league at any given time, including membership dues invoices, as well as your league’s last payment.

**MY ACCOUNT**

**Outstanding Balance:**

\$400.00

**Last Payment:**

4/25/2025 for \$75.00

•

[Make a Payment](#)

•

[View Account History](#)

1. Click on **Make a Payment** to view your invoice(s).

2. The **Make a Payment** page will display with all open invoices listed. Click the checkbox next to the invoice you wish to pay.

**Make a Payment**

Please check all Invoices that you would like to pay in full.

**WFTDA - Open Invoices**

Pay	Name	Invoice Date	Balance Due	Amount To Pay
<input type="checkbox"/>	<a href="#">Invoice #29328</a>	7/21/2021	\$400.00	\$ 0.00

**Payment Summary**

TOTAL TO CHARGE: \$

\*

\$0.00

WILL BE APPLIED TO INVOICES

Continue to Billing Information

or [Cancel Your Payment](#)

3. Once you click the checkbox, the “Amount to Pay” box will change to apply the full charge of the invoice.

## Make a Payment

Please check all Invoices that you would like to pay in full.

### WFTDA - Open Invoices

Pay	Name	Invoice Date	Balance Due	Amount To Pay
<input checked="" type="checkbox"/>	<a href="#">Invoice #29328</a>	7/21/2021	\$400.00	\$ 400.00

### Payment Summary

TOTAL TO CHARGE: \$ 400.00 \*

\$400.00 WILL BE APPLIED TO INVOICES

Continue to Billing Information

 or [Cancel Your Payment](#)

4. The Member Portal allows you to pay in full or in partial payments via this method. The system defaults to payment in full, but you may adjust the **Total To Charge** as needed. Click on **Continue to Billing Information** to proceed to billing.
5. You will then be taken to the billing information page to select your payment method, review your purchase, and finalize your payment.

## MANAGING YOUR LEAGUE’S PEOPLE

Your League Admin(s) will be responsible for managing your league members in the Member Portal, including adding and removing members, and managing league roles.

### ADDING NEW MEMBERS



In the Member Portal, individuals may control their membership to leagues by editing or removing their league roles or removing themselves from league membership. However, to join a league, the individual must submit a **Transfer Request**, which then needs to be approved by your League Admin.



If the member is currently or has ever been a member of a WFTDA league or held WFTDA Insurance, they already have an account and should log into their existing account to submit a transfer request, and should not create a new account in order to join a different league. If they do not already have an account, they will need to create one and then submit a Transfer Request (see the [Individual Member Portal User Guide](#) for details).



## APPROVING A LEAGUE TRANSFER

When an individual requests a transfer into your league, your League Admin will need to approve their request and then update their relationship in order to add them to your league. Currently, the system does not send a notification to leagues when a transfer has been requested, so you will need to coordinate with your new members so you know when a transfer request has been submitted.

To view pending transfer requests, be sure you are in your league's account, not your personal account, and click on **Manage Pending Requests**.


 ID: 

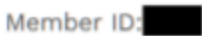




  Roller Derby



  LOGOUT

### WFTDA ACCOUNT INFORMATION

#### PROFILE



Member ID:   
  
  
  


Preferred Contact #:   
Email: 

Edit Profile Information

Change My Password

Manage Organization Contacts



Manage Pending Requests



#### MY ACCOUNT



Outstanding Balance: \$0.00  
Last Payment: 4/25/2025 for \$75.00  
[View Account History](#)

You are linked to 1 other record(s). You can login as them to update or review their account

You will be taken to the **Request Transfer** page:

 ID: 

  Roller Derby

  **LOGOUT**

[HOME >](#)

### REQUEST TRANSFER

If you are an individual who wishes to remove yourself from a role with your league or from the league altogether, click on the [Remove](#) link for the applicable role, or all roles, and you will be removed automatically. To request a transfer to a new league, click on the [Request Transfer](#) button. Any transfer request to a new league requires approval from that league's administrator. Individuals may be members of more than one league at a time. Please use the [Make Primary](#) link to indicate your primary league membership. If you are a league administrator, all pending transfer requests to your league will appear under [Pending Transfer Requests](#). Please review all pending requests and click on [Approve](#) to add the person to your league or [Reject](#) to reject the request. Once an individual is added to your league you should have them review and update their profile information and select the appropriate league role(s) (Skater, Official, Coach, etc.).

### PENDING TRANSFER REQUESTS

Requester Name		
	<a href="#">(Approve)</a>	<a href="#">(Reject)</a>
	<a href="#">(Approve)</a>	<a href="#">(Reject)</a>

All individuals pending transfer will appear under **Pending Transfer Requests**, and you can either Approve or Reject the transfer request.

Click the **Approve** link to accept the request. This will add the individual to your Organization Contacts. You will then need to return to your league’s home page and click on **Manage Organization Contacts** to find the new member and update their league role (if needed) to complete the process. New members will be listed as “Participant” and will need to have that relationship changed to “Skater” (instructions in the following section).

Note: if you reject the request, the individual will still be added to your Organization Contacts with the “Rejected Transfer Request” relationship, and you can remove them by following the [Removing Members](#) instructions in this guide.

## MANAGING LEAGUE ROLES

The League Admin can manage your league’s member roles using the **Manage Organization Contacts** link on your league’s account home page. There are several **“Relationships”** that you can assign to members of your league depending on the role they serve in relation to your league’s WFTDA membership.

Relationship	Important Notes
<b>League Account Management Roles</b>	
League Admin	This user has privileges to manage their league's Member Portal account. Leagues must have at least one League Admin.
<b>League Transfer Process Roles (Automatically Assigned by System)</b>	
Pending	Individual has submitted a Transfer Request that has not yet been approved or rejected.
Rejected Transfer Request	A League Admin has rejected this individual's Transfer Request.
Participant	A League Admin has approved this individual's Transfer Request and not yet assigned a relationship.
<b>League Participation Roles (Assign All That Apply)</b>	
Skater	All skaters must be assigned this role for insurance purposes and to be added to a WFTDA charter roster.
Official*	Skating Officials should be assigned this role.
Coach*	Skating Coaches can be assigned this role.
<b>League Contacts</b>	
Finance Contact	Will receive any league dues and other financial communications. Will have access to the league's Member Portal account in order to manage league's WFTDA Membership and/or Insurance dues.
Roster Manager	This individual will have access to the league's Member Portal account in order to manage skaters for WFTDA charter roster submissions.

*\*Note: Non-skating Officials and Coaches do not need to be added to the Member Portal.*

Individuals with multiple roles will be listed separately for each role in your league's Organization Contacts (eg. if a person is a Skater, League Admin, and Roster Manager, all three will be listed).

### About League Representative Roles

The Member Portal is no longer used to manage league representative access to the WFTDA Online Community (member forum). Instead, you should use the [WFTDA Representative Change Form](#) to add or remove your league's reps.

## IMPORTANT ROLES

**League Admin** - Your league must have at least one League Admin assigned in order to access your league's Member Portal account and manage your league's WFTDA Membership and/or Insurance, league contacts, and charter roster skaters.

**Skater** - Every Skater should be assigned the Skater relationship. This is required for Charter Roster submission purposes, and for leagues who have WFTDA Insurance.

**Roster Manager** - Your league needs to have a Roster Manager assigned for each Charter Team you have registered with WFTDA. This person is responsible for managing skaters in your league's Member Portal account to be exported to the charter roster system. (See our [Charter Policy](#) for more information.)

## ASSIGNING A LEAGUE ROLE

To assign a role to a league member, you can change their existing relationship or add a new one. All Skaters need to have the "Skater" relationship assigned, and additional relationships can be added as needed to fill other roles for your league.

### Changing an Individual's Current Relationship to Your League

1. Go to your league's **WFTDA Account Information** page in the Member Portal.
2. Click on **Manage Organization Contacts**.
3. The list of league members appears. Find the individual on the list. If they have more than one relationship, each one will be listed separately, so be sure to select the correct relationship.
4. Click **Change Relationship** for the individual and role you wish to change.
5. On the **Change Relationship** page that appears, use the pull-down menu to select the new relationship.
6. The **Start Date** will display the date the original relationship was created, but you may change this as necessary. If it is not set, you should add a start date.
7. The **End Date** is automatically set as blank to allow the relationship to default to an unlimited amount of time. Setting an end date will end the relationship and move the contact to the Past Contacts list (see [Ending a Relationship](#) below).

8. You may add **Notes/Description** information as needed by your league.
9. Click **Save** to save the relationship change.

### **Adding a New Relationship to an Individual In Your League**

1. Go to your league's **WFTDA Account Information** page in the Member Portal.
2. Click on **Manage Organization Contacts**.
  - a. You will need to use the email address designated in the individual's Member Portal account, and can find it listed next to their name in the **Current Contacts** list. Write it down or copy and paste it to avoid typos when you enter it on the next page, as it will not work if the address does not match.
3. At the bottom of the page, you will see a section called **TASKS**. Click on the **Add a Contact** link in that section.
4. On the Add a Contact page, enter the email address into the **Email Address** field.
5. Select the role you wish to add for the individual in the **Contact Type** pulldown menu.
6. Click the **Continue** button.
7. The **Add a Contact** page will display the name and email address of the individual you added as well as the role you added as confirmation of the change.
  - a. Click on **Back** to change the role or person.
  - b. Click **Cancel** to cancel the operation.
  - c. Click **Add Contact** to save the change. Once saved, you will be returned to the Manage Organization Contacts page and a green bar with a message will appear confirming the individual was successfully linked to your league.

Here is a [link to a video](#) illustrating the Add a Contact process outlined above.

### **Ending a Role/Relationship**

Ending a Relationship will move it to the Past Contacts list on the Manage Organization Contacts page.



1. Click on the **Change Relationship link** on the line item for the individual and role you wish to change.
2. Enter the **End Date** for ending the role/relationship.
3. You may add **Notes/Description** information as needed by your league.
4. Click **Save** to save the relationship change.

## REMOVING MEMBERS

To remove a member from your league, you can find the member in the “**Manage Organization Contacts**” list and click “**Change Relationship**” to enter an end date for the relationship (do NOT click “delete” as this will remove the user from the system entirely). This will move the relationship to your **Past Contacts** on the Manage Organization Contacts page. You will need to do this for every relationship the user has assigned to them to remove them from your league completely.

If they’re transferring to another league, they should request a league transfer.

If they return to your league, you can find them in your **Past Contacts** and edit their relationship to remove the End Date, and this will add them back to your Current Contacts.

# MANAGING WFTDA INSURANCE

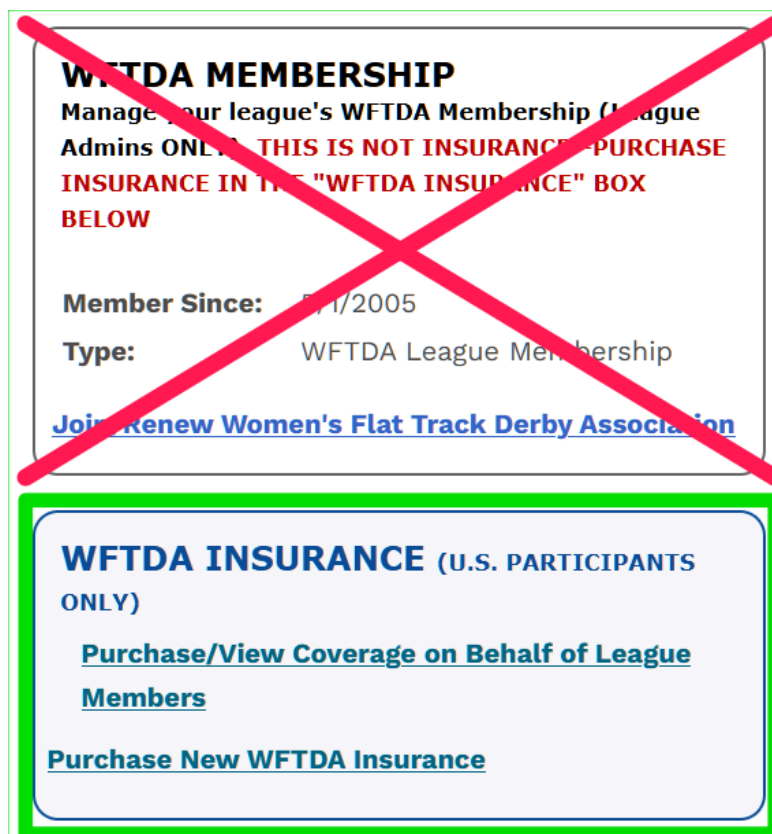
WFTDA Insurance is purchased and managed through the Member Portal. This guide will show you how to manage your league's account. For more general information about WFTDA Insurance, please visit [wftdi.com](http://wftdi.com) or contact [insurance@wftdi.com](mailto:insurance@wftdi.com) with questions.

## PURCHASING INSURANCE ON BEHALF OF YOUR LEAGUE

League Admins may purchase **League General Liability** and **League Alcohol Liability** insurance, and may also purchase personal insurance on behalf of a league member through the Member Portal. Make sure you have logged into your league's account before proceeding ([instructions](#)).

Note: to purchase **Alcohol Liability Coverage**, your league must have General Liability Coverage through WFTDA Insurance, **and** must complete and submit a paper application, **and** receive written approval from [insurance@wftdi.com](mailto:insurance@wftdi.com), **prior to purchasing Alcohol Liability Coverage**. Contact [insurance@wftdi.com](mailto:insurance@wftdi.com) for further instructions.

**WFTDA Insurance** may be viewed or purchased by scrolling to the **blue WFTDA Insurance box on your league's profile page**, below the WFTDA Membership box which pertains only to your league's WFTDA membership and is not tied to WFTDA Insurance.



## PURCHASING NEW WFTDA INSURANCE

When you click **Purchase New WFTDA Insurance**, the insurance options for leagues will display the current prices and you will be able to purchase them on behalf of your league.

[HOME >](#)

**PURCHASE INSURANCE**

If pricing reflects \$0.00, you are not eligible to purchase this product at this time. General and Alcohol Liability coverage may only be purchased by league admins. **Canadian participants: This coverage is NOT for WFTDI Canada. Please DO NOT proceed to purchase coverage if your league has WFTDI Canada. Please visit [WFTDICanada.ca](https://WFTDICanada.ca) for insurance and membership information.**

**SELECT AN INSURANCE PLAN**

☒ WFTDA Personal Accident Medical (5/1/2025 - 4/30/2026) - \$0.00

☐ WFTDA General Liability Insurance (5/1/2025 - 4/30/2026) - \$250.00

☐ WFTDA - League Alcohol Liability (5/1/2025 - 4/30/2026) - \$300.00

Quantity: \*

Continue

Cancel

1. Select General Liability or Alcohol Liability (if you've completed the application process for Alcohol Liability).
2. Review the Waiver Form certification statements. You must agree to each to proceed, then click "Continue."
3. Select payment method and pay for coverage.

## RENEWING EXPIRING INSURANCE

If your league's coverage is expiring, you may *RENEW* coverage up to 90 days in advance. **Once coverage expires, you must purchase a new policy.** To avoid a lapse in coverage, we recommend renewing ahead of your expiration date.

1. From your league's account home page, click **Renew/View My WFTDA Insurance**.

- The next screen will reflect the expiring coverage, select the “(view)” link next to the coverage you wish to renew/reinstate (see below).

### WFTDA INSURANCE COVERAGE

**If your coverage has expired, you MUST purchase NEW coverage. DO NOT RENEW an expired policy, your coverage won't update correctly.** Click on "Purchase NEW Insurance Only" to purchase coverage. AUTO RENEW IS NOT FUNCTIONAL.

**If your coverage has not yet expired, to renew coverage** that has not yet expired, click on the “(view)” link next to your most recent coverage period. Next, click on “**Renew this Subscription**” under the **Tasks** menu in the next page. Coverage may be renewed up to 90 days in advance of your coverage expiration date. **If your coverage has already expired, you may no longer renew it.** If coverage has expired, click on the “**Purchase NEW Insurance Only**” link, below.

Insurance ID	Publication	Start Date	Expiration Date	Active?	
16528	WFTDA General Liability Insurance	3/18/2025	3/21/2026	True	<a href="#">(view)</a>

- In the next screen, click “Renew Coverage” under the “Tasks” menu.

### VIEW SUBSCRIPTION

**Publication:** WFTDA General Liability Insurance

**Product:** WFTDA General Liability Insurance [Renewal][Renewal]

**Owner:** [REDACTED]

**Original Order:** [Order #75174](#)

**Renewal Order:** [Order #121715](#)

**Start Date:** 3/18/2025

**Expiration Date:** 3/21/2026

**On Hold?:** False

#### BILLING INFORMATION

You can have this membership renewal automatically charged to your credit card. The current information is below.  
[Click here to update.](#)

**Payment Method:** You currently have no payment information associated with this subscription.

#### SHIPPING & FULFILLMENT

**Ship To:** [REDACTED]

**Shipping Address:** [REDACTED]

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#### TASKS

- [• Renew Coverage](#)
- [• Update Billing Information](#)
- [• Modify this Subscription](#)
- [• Go Home](#)

4. Review the Waiver Form certification statements. You must agree to each to proceed, then click “Continue.”
5. Select payment method and enter payment information.
6. Follow prompts until purchase is complete.

Note: If you enter this page from your personal home page, you will only see prices on the options available to individuals.

## **PURCHASING INSURANCE ON BEHALF OF A LEAGUE MEMBER**

In order to pay for a league member’s insurance, the league member must already have a Member Portal account, and will need to log in and click on the **My League is Paying for My Insurance** link to sign the required forms **before** your league can pay for their coverage (see the [Individual Member Portal User Guide](#) for instructions).

Coverage must be paid for within 30 days of signing the forms the or the option expires and the skater must re-elect coverage.

**Coverage is not active until paid for, and must be paid for prior to participation with your league.**

To pay for a league member’s insurance:

1. From your league’s WFTDA ACCOUNT INFORMATION page, select the **“Purchase/View Coverage on Behalf of League Members”** link.
2. The next screen brings up a list of league members with insurance information. You can expand the list by changing the page size at the bottom of the list, or click through the pages to find the individual you’re paying for.
3. Any league member who has selected to have their league pay for their coverage and signed the required forms will have a **“Purchase/Renew”** link to the right of their name. Click on that link to purchase their coverage.

## My League's Insurance

Individual	Derby Name	Start Date	Exp. Date	Insurance Plan	Active?
<input type="text"/>	<input type="text"/>				
Michael		01/01/2015	01/01/2016	WFTDA Personal Accident Medical	No
Michael		01/10/2016	01/01/2017	WFTDA Personal Accident Medical	No
Chris					No
Jessica		05/17/2016	05/17/2016	WFTDA Personal Accident Medical	No
Colton					No
Lorjean		07/18/2016	01/01/2017	WFTDA Personal Accident Medical	No
Tristan					No
Peter					No
Lindsay					No
Shelley					No
Jennifer		01/16/2014	01/01/2015	WFTDA Personal Accident Medical	No

(Purchase/Renew)

4. A pop-up box will appear reflecting the amount due. Select **Continue**.
5. The amount will be added to your cart (toward the top right of your list of league members). The link to Purchase/Renew will not go away until you've actually paid for the individual.
6. You may continue selecting individuals for whom you will purchase the insurance (selecting the same individual more than once won't add them to your cart multiple times). When you are ready, click on the **Items in Cart** link to pay.
7. Review your cart, then click on the **Checkout** button.
8. Enter payment details, and submit.
9. Follow the prompts until you have completed your purchase.

## INSURANCE VERIFICATION

League Admins have three ways to verify insurance coverage:

1. Go to the **View League Members** link on your league's home page. This will show you the coverage dates for all Skaters in your League:

## VIEW ~~FINES FEAR ROLLER DERBY~~ LEAGUE

**IMPORTANT!** This page is NOT for submitting charter rosters. See [Charter Submission Instructions](#)

Pronoun	Derby Name	Pronunciation	Insurance Coverage Dates	Team(s)	
She/They	<del>Angie Whiskers</del>	<del>Angie Whiskers</del>	3/2/2025 - 3/2/2026		
She/Her	<del>Angie Whiskers</del>	<del>Angie Whiskers</del>	1/27/2025 - 1/29/2026		
She/Her	<del>Angie Whiskers</del>	<del>Angie Whiskers</del>	1/30/2025 - 3/1/2026		
She/Her	<del>Angie Whiskers</del>	<del>Angie Whiskers</del>	7/14/2024 - 7/14/2025		
She/Her	<del>Angie Whiskers</del>	<del>Angie Whiskers</del>	8/28/2024 - 9/1/2025		
She/Her	<del>Angie Whiskers</del>	<del>Angie Whiskers</del>	3/29/2025 - 4/5/2026		

- The “**Purchase/View WFTDA Insurance on behalf of a League Member**” link under “WFTDA Insurance” displays who has active insurance and the coverage dates.

## LEAGUE INSURANCE

Skaters must purchase the same coverage as the league they skate with. Coverage through WFTDA Insurance is only valid if you skate with a WFTDA Insured league. Please review the Certification Statements and Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement carefully, prior to purchasing coverage. Once purchased, coverage is non-refundable.

### MY LEAGUE'S INSURANCE

Individual	Derby Name	Start Date	Exp. Date	Insurance Plan	Active?
<input type="text"/>	<input type="text"/>				
Skater ID: 12345	Derby Name	07/16/2024	07/29/2025	WFTDA Personal Accident Medical[Renewal] [Renewal]	Yes
Skater ID: 12345	Derby Name				No
Skater ID: 12345	Derby Name				No
Skater ID: 12345	Derby Name	07/10/2024	07/21/2025	WFTDA Personal Accident Medical[Renewal]	Yes
Skater ID: 12345	Derby Name				No
Skater ID: 12345	Derby Name	07/19/2024	08/02/2025	WFTDA Personal Accident Medical[Renewal]	Yes
Skater ID: 12345	Derby Name	01/14/2025	01/14/2026	WFTDA Personal Accident Medical	Yes
Skater ID: 12345	Derby Name	01/27/2025	01/29/2026	WFTDA Personal Accident Medical[Renewal] [Renewal]	Yes

- To verify insurance for any individual, you may use the [WFTDA Insurance Verification page](#). You may enter their Skater ID (this the member ID that appears in their Member Portal profile) or their first and last name (not derby name) to display their information. You do not need to be a League Admin or logged into the Member Portal to access this page.





[HOME >](#)

## WFTDA INSURANCE VERIFICATION

Please note that your ID number is the "Member ID" number displayed on the home page of your Member Portal profile, not your insurance policy number.

It is strongly recommended to search by ID number rather than name, as there may be multiple individuals with the same name and only one will be listed in the search results.

Skater ID	First Name	Last Name	Is Insured?	Insurance Dates	
<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="button" value="Verify"/>