

STEP TWO: SETTING YOUR TEAM FOR AN EVENT - REGION III PRESIDENTS CUP


Once your Team Profile is complete, you will receive an email when your team has been added to the event. The message will explain that your **State Rep will import and set your roster for the event**. The State Rep will then confirm, approve and lock the roster. When that process is complete, the State Rep will contact you to finish the following steps:

- 1. Enter Bench Pass Personnel and Hotel Information
- 2. Review Jersey Numbers and Positions on the Event Roster
- 3. Enter Players' Academic Information (GPA, SAT, Grad Year, etc.), optional

NOTE – You must go through your State Rep to add/remove players from the event roster and adjust jersey numbers/positions after the event roster has been locked.

The page to get back to your information is here:
<http://tournaments.usyouthsoccer.org/members/login.aspx>

TO ENTER BENCH PASS/HOTEL INFO:



Once you log in, go to **My Teams**. Here you will see the calendar icon  for your team.


My Teams

Here you can update information for your team profile, register additional team profiles, control your player pool, and update your team manager account to receive alerts.




Text/Email alert sign up: Click **Edit Manager Account** above

How does this registration process work?


1. Create or Edit  your team profile. A team's profile can be used for multiple events and years. There is no need to create multiple profiles for the same team.
2. Add or Edit your Player Pool . If a player is not participating in your next event, there is no need to delete the player from your pool.
3. When the event administrator selects your team for an event, you will receive an email to confirm for that event.

To confirm, click the Schedule icon . Under your Team Event Listings, click the event roster icon and select the players from your Player Pool that will participate in the event to set your Event Roster.

ADD A NEW TEAM **EDIT MANAGER ACCOUNT**

Team Listings				Print
	Team Name	State Association	Age Group	Gender
  	Demo Team	Texas-North	U15	M

Click on the **calendar icon** to go to **My Team Events**.



Next, click on the **pencil icon**  . To provide bench pass information for your event.

My Team Events

This is a listing of all your Team's upcoming Events. Please be sure to Confirm or Deny for each Event and set your Team Event Roster for any Events you will be attending.

[BACK TO MY TEAMS](#) [UPCOMING EVENTS](#)

Team Event Listings

	Event Dates	Event Name	Location	
 	Oct 26, 2012 - Oct 28, 2012	Test Event		Confirm Deny

The pencil tool leads you to the following screen to possibly enter your hotel information, bench pass information, and agree to the event's code of conduct. If your team is local to the event and not staying in a hotel, please enter 'Home' in these fields.

Event Information Form

Please fill out the below information - required fields are marked with a >

Hotel Name >

Hotel Address >

Hotel City >

Hotel State > Select A State

Hotel Zip >

Hotel Phone >

Code of Conduct

Do you agree with the code of conduct? >

Bench Passes

***Names in the four sections below will determine the bench passes for your team**


First	Last	Email	Cell
> <input type="text"/>	> <input type="text"/>	> <input type="text"/>	> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save & Finish](#) [Cancel](#)

Quick

- Membe
- Team P
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- Nationa
- Schedu
- Facebo
- Twitter -
- Facebo
- Twitter -
- YouTub
- Champ
- FAQs

Click **Save & Finish**.



Click on the **blue roster icon**  to access your Event Roster and review jersey numbers and positions.

My Team Events

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[BACK TO MY TEAMS](#) [UPCOMING EVENTS](#)

Team Event Listings

	Event Dates	Event Name	Location	
 	Oct 26, 2012 - Oct 28, 2012	Test Event		Confirm Deny

In the next screen, you will be able to confirm your players' positions and jersey numbers. **If any of the information (Position, Jersey Number, League/Club Pass) needs to be updated, you must contact your State Rep.**

My Team Event Roster

This is where you can access and edit the roster information for an event.

Event Roster - Regional State Rep Test Print

Player Name	Position	Jersey Number	Alt Number	League/Club Pass
Babe Ruth	Defender	03		League
John Smith	Defender	82		League
Ryan Loy	Forward	81		League

[BACK TO MY TEAM EVENTS](#) [PRINT EVENT ROSTER](#) [PRINT PLAYER PROFILE](#)

Once you are finished reviewing your event roster, click **Back To My Team Events**.

To return to your **My Teams** homepage, click **Back to My Teams**.

After you have reviewed the event specific information, go to your **Player Pool** to make sure each player's information is accurate and up to date.

From your **My Teams** homepage, click **Player Pool**.




ADD A NEW TEAM EDIT MANAGER ACCOUNT

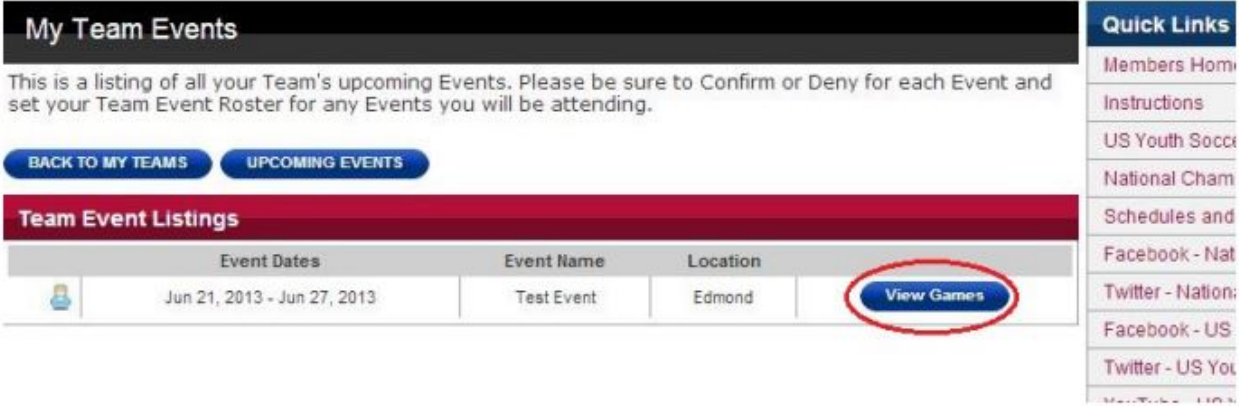
Team Listings Print

	Team Name	State Association	Age Group	Gender
	Demo Team	Texas-North	U15	M

Note: To make updates to your player pool, you can edit player information individually by clicking the **pencil icon** next to the player. If the system does not permit you to make the update, communicate with your State Rep it may be a field that requires your Rep.

When you are finished updating your players' information, you can click on **Back to My Teams** to return to your **My Teams** homepage.

From now on, when you click on the red calendar icon  next to your team's name on the **My Teams** home page, you will be able to view the games your team is scheduled in for the event.




My Team Events

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[BACK TO MY TEAMS](#) [UPCOMING EVENTS](#)

Team Event Listings

	Event Dates	Event Name	Location	
	Jun 21, 2013 - Jun 27, 2013	Test Event	Edmond	View Games

Quick Links

- Members Home
- Instructions
- US Youth Soccer
- National Championships
- Schedules and
- Facebook - National
- Twitter - National
- Facebook - US Youth Soccer
- Twitter - US Youth Soccer

After you are confirmed and all of your event information is correct, you are prepared for the event and no further action through the Event Management System is needed. Please check throughout the year that your team's profile is up to date.

If you have any questions, you can reach us at 1.800.4SOCCER or support@usyouthsoccer.org (US Youth Soccer offices are open from 8:30am-5pm CST).