

STEP TWO: CONFIRMING FOR AN EVENT

Once your Team Profile and Player Pool are complete, you will wait for a confirmation email that your team has been placed in the event. The message will explain that your State Rep will import and you're 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:

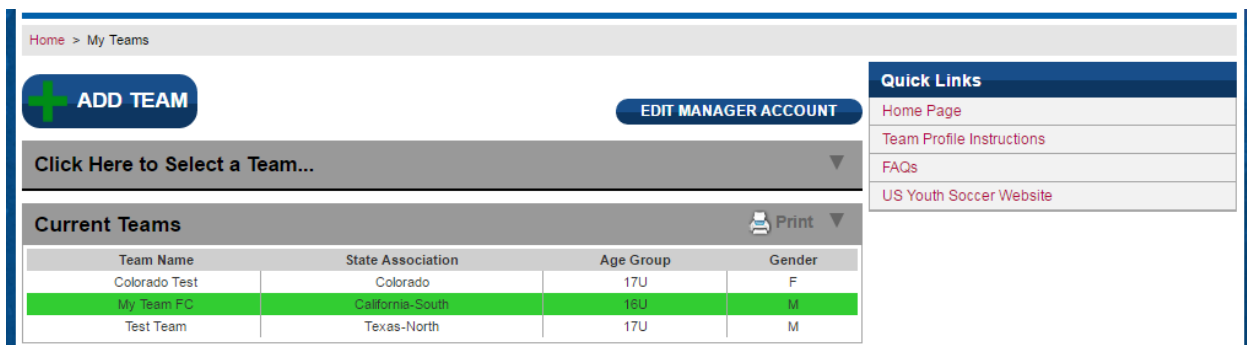
1. Enter Bench Pass Personnel and Hotel Information
2. Review Jersey Numbers and Positions on the Event Roster
3. Enter Players' Academic Information (GPA, SAT, Grad Year, etc.)

Note – after your team has been moved into an event, log in to your team profile and go to your schedule to confirm.

The page to get back to your information is here:

<http://tournaments.usyouthsoccer.org/members/login.aspx>

Once you log in, go to **My Teams**. Here, you will be able to select the team you wish to manage from the dropdown menu.



Home > My Teams

ADD TEAM **EDIT MANAGER ACCOUNT**

Click Here to Select a Team...

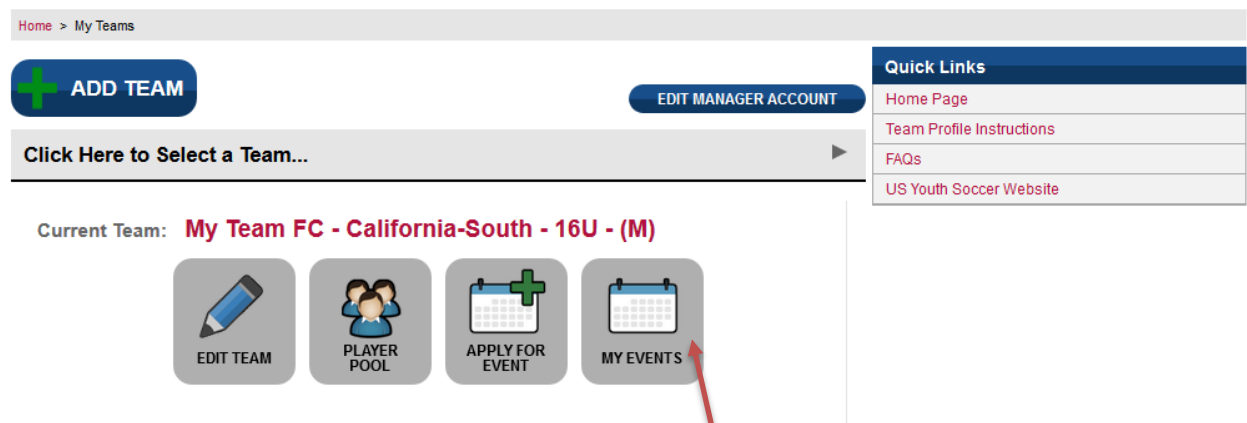
Current Teams **Print**

| Team Name | State Association | Age Group | Gender |
|---------------|-------------------|-----------|--------|
| Colorado Test | Colorado | 17U | F |
| My Team FC | California-South | 16U | M |
| Test Team | Texas-North | 17U | M |

Quick Links

- Home Page
- Team Profile Instructions
- FAQs
- US Youth Soccer Website

After you select the team, you will be able to click on the **MY EVENTS** button to begin verifying your event roster and completing the rest of the event information.



Home > My Teams

ADD TEAM **EDIT MANAGER ACCOUNT**

Click Here to Select a Team...

Current Team: **My Team FC - California-South - 16U - (M)**

EDIT TEAM **PLAYER POOL** **APPLY FOR EVENT** **MY EVENTS**

Quick Links

- Home Page
- Team Profile Instructions
- FAQs
- US Youth Soccer Website

On the **My Team Events** page, you will see a list of the events for which your team is currently accepted. Click the **EDIT EVENT INFO** button next to the desired event to enter event information, such as bench passes and hotel info, and to check your event roster.

My Team Events

Click 'Edit Event Info' next to desired event to manage event roster and information.

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

Select an Event... ▼

Team Event Listings Print ▼

| | Event Dates | Event Name | Location |
|---------------------------------|-----------------------------|-------------------------------|----------------|
| EDIT EVENT INFO | Dec 01, 2016 - Mar 31, 2017 | 2016-17 National League | |
| EDIT EVENT INFO | Jun 13, 2017 - Jun 18, 2017 | 2017 Region IV Presidents Cup | Salt Lake City |

After selecting the event, you may get the following options:

My Team Events





Click 'Edit Event Info' next to desired event to manage event roster and information.

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

Select an Event... ▶

Selected Event: **2017 Region IV Presidents Cup**

[Confirm](#) [Deny](#)

 **EVENT ROSTER**  **BENCH PASSES**  **HOTEL INFO**  **CODE OF CONDUCT**

0 of **5** players from your pool are on your current event roster.
Click the Event Roster button to adjust your roster.

Team managers must fill out the required information for up to four event items before confirming the team for the event. **EVENT ROSTER** will appear for all events, while **BENCH PASSES**, **HOTEL INFO** and **CODE OF CONDUCT** appear only if selected as required fields by event administrators.



EVENT ROSTER – Click to double the event roster that was set by your State Rep. *Your event roster is where player positions and jersey numbers are pulled from for the team profile on the website and for potential college books.*

Clicking the **EVENT ROSTER** button will take you this screen, where you will be able to confirm your players' positions and jersey numbers. When finished, click **SAVE ROSTER DETAILS**.

My Team Event Roster

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

[ADD/REMOVE PLAYERS](#) [ADD ENTIRE POOL](#)

Event Roster - 2017 Region IV Presidents Cup Print
Roster Lock Date - 6/13/2017 11:59:00 PM

| Player Name | Position | Jersey Number | Alt Number | League/Club Pass |
|-----------------|------------|---------------|-------------------|------------------|
| Amanda Moore | Keeper ▼ | 05 ▼ | Select a Number ▼ | League ▼ |
| Joellen Deleon | Midfield ▼ | 09 ▼ | Select a Number ▼ | League ▼ |
| Mandy Moore | Forward ▼ | 06 ▼ | Select a Number ▼ | League ▼ |
| Whitney Francis | Defender ▼ | 27 ▼ | Select a Number ▼ | League ▼ |

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

After saving your roster details, click **BACK TO MY TEAM EVENTS** to return to your event page.

After checking your event roster, proceed with the rest of the event forms.

NOTE: one or more of the three additional forms may not appear if they are not selected as required fields for an event.



BENCH PASSES – If bench passes appear as an option for your event, you can click the button to fill out your bench pass form. The form should **include all non-players (such as coaches, team managers & trainers)** who will be in the bench area during the competition.



HOTEL INFO – If hotel info appears as an option for your event, click the button to fill out the form.
(If your team is local to the event and not staying in a hotel, please enter 'Home' in these fields.)



CODE OF CONDUCT – If code of conduct appears as an option for your event, click the button to access it and accept the terms.

When your event roster and the above forms (if applicable) are filled out, you can click the green **CONFIRM** button.

Selected Event: 2017 Region IV Presidents Cup



After you confirm, the confirm/deny buttons will be replaced with a View Games button, which will list your games once the event's schedule is set.

My Team Events

Click 'Edit Event Info' next to desired event to manage event roster and information.


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


Select an Event... ▶

Selected Event: **2017 Region IV Presidents Cup**

[View Games](#)

 **EVENT ROSTER**

 **BENCH PASSES**

 **HOTEL INFO**

 **CODE OF CONDUCT**

4 of 6 players from your pool are on your current event roster.
Click the Event Roster button to adjust your roster.

After you are confirmed, 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).