

-Utah Youth Soccer Association-

How to Club Pass a Player for league games

- ✓ Only Teams that belong to Member Organizations are eligible to use the Club Pass feature.
- ✓ Independent Teams may not Club Pass.
 - If you are unsure if you are part of a Member Organization, please visit the Member Organization page under the Resources tab.
- ✓ Players who are multi-rostered may not club pass from their primary or secondary team.
- ✓ Only coaches and teams managers who are rostered to the team have access to process a club pass.
- ✓ The lending team will process the club pass to the borrowing team.

1. Log into your UYSA account. (Make sure your picture is highlighted)

The screenshot shows the 'Family Members' section with two profiles: 'Team Admin' and 'Family Member'. The 'Team Admin' profile is highlighted with a red box and a circled '1'. Below the profiles are navigation tabs: 'Personal Info', 'Applications', 'Details', 'Certificates', 'Teams' (highlighted with a circled '2'), 'Events', and 'Referee Schedules'. Under the 'Teams' tab, there is a sub-tab 'Tournament & Schedule Apps' (highlighted with a circled '3'). Below this is a table with columns: 'Team (and Team ID)', 'Tournament / Schedule', 'Status', 'Submitted On', and 'View'. The table contains two rows of tournament data. The 'View' column for the first row has two links: 'View Tourn. App.' (highlighted with a circled '4') and 'Schedules/Game Scoring'.

2. Under your family's pictures click on the "Team" tab. (halfway down the screen, a new window will pop open with 2 tabs)
3. In the new tabs section that has opened, select the "Tournament & Schedule Apps" tab (There should be 2 links on the right hand side)
4. Click on the "View Tourn. App" link on the right hand side.
5. Click on the "Player Roster" tab at the top of the page

The screenshot shows the 'Player Roster' page for a specific team. At the top, there are tabs: 'Team Info', 'Contacts', 'Team Results', 'Player Roster' (highlighted with a circled '5'), 'Disciplinary', 'Comments', and 'Review'. Below the tabs is a 'PLAYER ROSTER STATS' section with a table:

registered	loaned	transferred	active	inactive	total
16	0	0	16	0	16

Below the stats, it says: '16 players defined of the 22 allowed' and '16 players activated of the 16 allowed'. At the bottom is a table with columns: 'Home Jrs#', 'Away Jrs#', 'Name', 'ID#', 'DOB', 'Gender', 'Player Status', 'Transfer Date', 'ODP Level', 'Active?', 'PlayerInfo', 'UYSA ClubPass', and 'SMS'. The 'UYSA ClubPass' column has a dropdown menu with 'Assign' selected, which is highlighted with a circled '6'.

6. Choose the player you wish to club pass and click the "Assign" option on the far right side.

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7. Select the team and game # from the drop down and then "Save".

Team Name
Team ID # <<< Back to My Account

Team Info Contacts Team Results **Player Roster** Disciplinary Comments Review

UYSA ClubPass Player Assignment <<< Back

Player: Player Name Player ID #
DOB: Aug 5 2001 12:00AM
Age: U17 Gender: Male
Number of times Assigned: 0
Net Number of assignments remaining: 100
Max Games of assignments per day: 1

Assign the player to a Game:
Team: * Select a Team -----
Game: * Select a Game ----- **#7**

If the team you are trying to club pass to does not appear in the drop down there may be one of two problems.

1. The team you are trying to club pass to has a full roster. (Teams MAY NOT deactivate a player to open up a spot for a club pass player, unless the team is U15-U19.)
2. You may be trying to club pass a player to a team that they cannot play with.
 - a. Premier 1 and 2 players can only club pass to the other premier bracket and to D1 regardless of the age group you are club passing to.
 - b. You cannot club pass to another team that plays in the same bracket as your team.
 - c. Players cannot club pass down more than 2 divisions. (i.e., North A cannot club pass to North D)

If none of these scenarios apply and you are still having problems please call the UYSA Office at 801- 307-5150 for review.

To view a summary of all players club passing from your roster to other teams and all players club passing to your team, click on the "UYSA ClubPass" option above the "Assign" option