

Creating a Tournament Roster

1. Log into your UYSA Account
2. Click on the "Teams Tab" underneath your family information.
3. A new window at the bottom will appear with two tabs. ("Teams" and "Tournament & Schedule Apps") - Click on the "Teams" tab in the new window
4. Click on "Team Info" on the far right side of your team name.
5. You should be able to see your team roster at this point.
6. Click on the "Tournament Roster" tab at the top of the page. (It is located above the list of Administrators on your team.)
7. Click on the "Create New Request"
8. Enter all the Tournament Information.
9. You'll be taken to the roster page next. You can delete administrators and players by clicking on the red X next the admin/player's name.

To add a guest player

- Click the Add Player/Admin at the bottom right hand side of the screen.
- Choose the Roster Role from the drop down and enter the ID Number and click save and continue.

Jersey numbers can also be added along with player positions on the roster page. If you add a guest player or a tournament player the status will say borrowed. If the player is a guest player you must have the specialty action form with their coach's signature at the tournament check in. If this player is a tournament only player the tournament only card must be submitted at check in.

10. Click on the Review and Submit tab and click on the "Submit Application" button.
11. Click on the "Review" Button, and select "Print Photo Roster" button to print photo roster.
12. Roster will be created with pictures and you can print copies for the tournament.
13. To print copies of the roster you will need to click the small printer icon at the top of the page that opened displaying the roster. Roster will populate. Click on the export icon at the top of the page and export roster to a pdf file and then print. Please call the UYSA office if you need further assistance.

****Printing your photo roster before July 5th.**

If your "Print photo roster" option is not there, it is more than likely because your team has not been activated. You will need to contact your Certified Registrar to have your team activated.