



SUBMITTING GAME SCORES AND GAME DOCUMENTS

Please note:

- ALL match scores must be entered by the WINNING team. In the event of a tie, the team listed as Team A on the schedule should be the team that enters the score and paperwork.
- While the screenshots show computer screens, all steps below can also be performed on mobile devices.

1. LOG IN

Log in to your individual team manager account for the US Youth Soccer Event Management System. You can log in here: <http://tournaments.usyouthsoccer.org/members/login.aspx>

(If you don't have a manager account, or you need to set up a team profile, refer to the [separate instructions document](#) that covers Team Manager Registration and Team Profile Registration.)

2. SELECT YOUR TEAM

- Click on the **GO TO MY TEAMS** button. [\[SCREENSHOT\]](#)
- Click on **Click Here to Select a Team...** to open up the drop down menu.
- Select your team from the list of current teams that fall under the control of your manager account. [\[SCREENSHOT\]](#)

3. ACCESS YOUR LIST OF GAMES

- From the list of buttons on your team management page, select **MY EVENTS**. [\[SCREENSHOT\]](#)
- Select the **EDIT EVENT INFO** button that appears to the left of your Conference on the My Event Listings page.* [\[SCREENSHOT\]](#)

c. With your Conference showing as the selected event, click on the **View Games** button. [\[SCREENSHOT\]](#)

**If you do not see your Conference listed under My Event Listings, a league administrator may need to add your team profile to the Conference schedule within the system. Please email Nic Ellingboe, nellingboe@usyouthsoccer.org, with your exact team name, age group and gender, along with your Conference and specific division.*

4. ENTER SCORES

a. After clicking View Games, you will be taken to a page with your team's Conference schedule. Games are sorted by Date/Time.

NOTE: For each game, BOTH teams must be in the system in order for the game to appear on this page. If you don't see one or more games, it is likely because the other team manager(s) have not set up their team.

b. To enter a score, click the **ADD SCORE** button under the game for which you want to enter a result. [\[SCREENSHOT\]](#)

c. A pop-up window will appear, and you can type in the final score for both teams before clicking **Save Score**. [\[SCREENSHOT\]](#)

d. For that game, you will see a confirmation in green that the score has been saved. After adding and saving the score, the result will automatically be applied to the standings page (can take up to five minutes; please be patient as adding multiple scores at this stage will not speed up the process). [\[SCREENSHOT\]](#)

5. UPLOADING GAME DOCUMENTS

Please note: you **MUST** have the Referee Report and signed SportsForms Lineup Cards for BOTH teams.

a. To upload a form, click on the **Browse** button beneath the game for which you want to add documents. Documents should be in .jpg, .png, .doc, .pdf format. [\[SCREENSHOT\]](#)

b. Select the file from your computer or mobile device and click the **Upload Form** button. [\[SCREENSHOT\]](#)

c. The page will refresh and show a Success pop-up, noting the document has successfully uploaded. [\[SCREENSHOT\]](#)

d. After closing the Success pop-up, you can click the Browse button again to repeat the process for any additional game documents.

If you have any questions regarding the process of entering final scores or uploading game documents, please contact Nic Ellingboe: nellingboe@usyouthsoccer.org.