



CONFERENCE TEAM ROSTER SUBMISSION OVERVIEW

The SportsForms Platform will be used by all Conference teams to submit their rosters for approval, to add new players to their rosters throughout the season and to generate Line-up Cards for Conference matches. Using the SportsForms platform is a requirement for all Conference teams (PDF forms will not be posted for download on the Conference website).

IMPORTANT – All roster-related email messages will come from SportsForms directly, not the League Manager, please make sure you do not delete any messages from this company.

How Does it Work?

Each team will be emailed a special, unique SportsForms TeamID at the beginning of the season. Team Administrators and Coaches will need this TeamID to submit their rosters and roster additions throughout the season.

To submit a Conference Team Roster for approval, each team will visit <https://www.sportsforms.club/usys-leagues.html> to complete a request form and then complete the Conference Roster document online (from any web browser), including attaching electronic copies of Official State Rosters covering all players (including Club Pass Players). After submitting the roster for approval, the documents are routed to your State Soccer Association for review. Upon approval by your State Soccer Association, the roster is automatically filed with the Conference and becomes your official Conference Roster for the season. If there is any problem with your submission and your State Soccer Association rejects your request, you'll receive an email explanation for the rejection and have the ability to resubmit the request for approval.

Adding players to your roster during the season will follow the same submission and approval process as is used for submitting the new roster. Up to 30 players may be rostered for any Conference team.

At any point after getting approval of a roster, Teams can automatically generate Conference Line-up Cards on-demand with the SportsForms platform. By using the TeamID and entering basic details of the upcoming match, Team Administrators or Coaches can choose the 18 players to include as players on the Line-up card, as well as designate those in the Bench area for the match (injured, serving suspensions, etc.) and which rostered players not to include on the Line-up Card at all.

Additional details about the SportsForms solution developed for the USYS Conferences (including FAQs) can be found at <https://www.sportsforms.club/usys-leagues.html>