INSTRUCTIONS – HOW TO UPDATE YOUR EVENT ROSTER

If you have any questions or problems with registration, contact support@usyouthsoccer.org

LOG IN: http://tournaments.usyouthsoccer.org/members/login.aspx
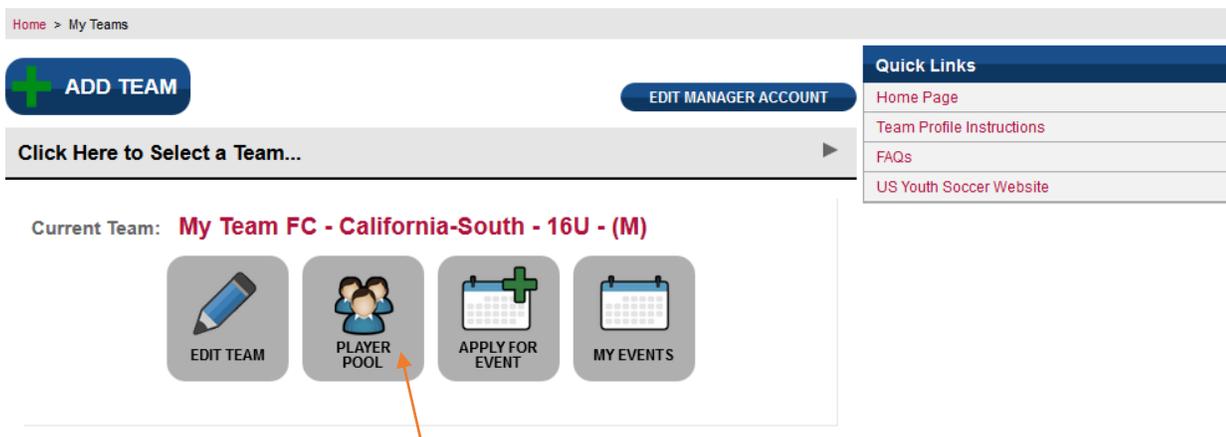

STEP 1. *If you are <u>adding</u> a player to your roster, you must first add the player to your Player Pool.*
(If you are only removing players or adjusting jersey numbers, you can proceed to Step 2)

Select your team from the dropdown menu. From your Selected Team page, click on the **PLAYER POOL** button.

ON YOUR PLAYER POOL PAGE…

Here you can add players, view players or edit your pool of players. **(First and Last names must match what is on the State Roster. Do not use nicknames. The player registration number is the state issued ID number listed on a player card.)**

To make updates to your player pool, you can edit player information individually by clicking the **pencil icon** next to the player, or you can click **Export Pool** and make changes to the pool in excel then import the updated document.

**NOTE: This pool of players is different from an event roster, which is accessed within the National League event in the system.

STEP 2. Access your Event Roster to add/remove players from the active roster and/or update jersey numbers and position information.

After you add player(s) and update your player pool, you will be able to click on the **MY EVENTS** button to begin entering your event information and event roster.

Home > My Teams

ADD TEAM

EDIT MANAGER ACCOUNT

Quick Links
Home Page
Team Profile Instructions
FAQs
US Youth Soccer Website

Click Here to Select a Team...

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

EDIT TEAM

PLAYER POOL

APPLY FOR EVENT

MY EVENTS

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 National League.

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, click on the EVENT ROSTER button:

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: **2017-18 National League**

[Confirm] [Deny]

EVENT ROSTER

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

EVENT ROSTER – Click to manage which players from your pool are selected for your event roster. *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:

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 - 2017-18 National League
Roster Lock Date - Nov. 30, 2017, 12:01 AM   🖶 Print

Player Name	Position	Jersey Number	Alt Number	League/Club Pass
Alexa Groesser	Forward ▾	07 ▾	Select a Number ▾	League ▾
Alexandra Nillen	Defender ▾	05 ▾	Select a Number ▾	League ▾
Alexis Nunn	Defender ▾	08 ▾	Select a Number ▾	League ▾
Alyssa Kaiser	Midfield ▾	06 ▾	Select a Number ▾	League ▾
Breckyn Schmitz	Defender ▾	02 ▾	Select a Number ▾	League ▾
Brittany Wilson	Other ▾	01 ▾	Select a Number ▾	League ▾
Dakota Wendell	Forward ▾	09 ▾	Select a Number ▾	League ▾
Jayne Lydiatt	Midfield ▾	13 ▾	Select a Number ▾	League ▾
Julie Mackin	Forward ▾	00 ▾	Select a Number ▾	League ▾
Kelcey Cavarra	Midfield ▾	03 ▾	Select a Number ▾	League ▾
Kylee Duren	Midfield ▾	17 ▾	Select a Number ▾	League ▾
Madelyn Jones	Forward ▾	12 ▾	Select a Number ▾	League ▾
Mallory Pugh	Forward ▾	04 ▾	Select a Number ▾	League ▾
Peyton Joseph	Defender ▾	11 ▾	Select a Number ▾	League ▾
Tatum Barton	Forward ▾	10 ▾	Select a Number ▾	League ▾

SAVE ROSTER DETAILS   **BACK TO MY TEAM EVENTS**   **PRINT EVENT ROSTER**   **PRINT PLAYER PROFILE**

From this page, you can…

1) Click **Add/Remove Players** to move players from your Player Pool to this Event Roster

2) Update the editable information in this roster table (Position, Jersey). League/CP is not used for National League but can be updated, if desired.

If you choose to add/remove players, you will be brought to the screen below. Move players from the window on the left to the window on the right to move them from the pool to the event roster. When you are done, click **UPDATE ROSTER**.

On the next screen, you will be able to confirm your players' positions and jersey numbers. Then click **SAVE ROSTER DETAILS**.

After saving your roster details, your Event Roster is updated and the changes should appear on your team profile page on the scores and standings website.