

USA Ultimate Instructions How to Register for an Event and Create an Event Roster



To register a team for an event (tournament, league, practice/pickup, etc) and to roster the participants who will be attending that event with the team, complete the following steps (in order to do so, your account must be added as a team manager for the team):

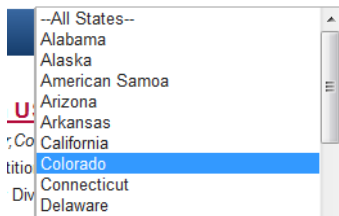
1. Log in at <http://play.usultimate.org/members/>

My Team Manager Account

Create or manage a team and/or roster your team for an upcoming event.

2. From the team manager page (click the red button **GO TO MY TEAM MANAGER ACCOUNT**), select the appropriate team (if you're managing multiple) and then click the **REGISTER FOR EVENTS** button on the next page.

3. To help find the specific event that your team will be attending, filter to show events by state using drop-down filter above right of the list of upcoming events



4. Select the appropriate division for your team if the event has multiple divisions (e.g., Club - Mixed), and then click



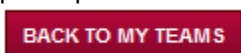
Team USA Ultimate

Boulder, Colorado
Competition Level:
Gender Division: Mixed
Website: usultimate.org
Facebook: <https://www.facebook.com/usultimate>
Twitter: @USAUltimate
Team Logo:

Colorado

Event Dates	Event Name	Location	State	Division:
Dec 28, 2013 - Dec 29, 2013	Sample Tournament		CO	Club - Men's Club - Men's Club - Mixed Club - Women's

5. The team will be listed as registered with the event in the list of Upcoming Events, but you now need to roster the participants who will be attending with the team (a.k.a, create your team's "event roster") by clicking



at the top of the page.

6. Then click the rostering icon in the Actions column in the row that contains that event under the list of Upcoming Events for the team.

Upcoming Events									
Actions	Event Dates	Event Name	Waivers Complete	Confirmed	Player Member Fee Paid	Event Fees Paid	Team Personnel Minimum Met	Is Complete	
EVENT ROSTER EVENT PAYMENT	1/27/2016 - 4/3/2016	MCUDL Winter League	!	✓	!	!	✓	!	VIEW GAMES

7. Click the **ADD/REMOVE PLAYER** button and you will be able to move any confirmed players on your team over to the event roster. (Note that some events require current waiver & membership BEFORE allowing rostering, while others allow rostering before waiver & membership have been updated). You can also adjust players' jersey # and positions (both optional, although for any events at which player goal/assist/turnover/defensive block statistics are being recorded, the jersey # will be very important for accurate tracking).

* Error messages will alert you if, for any reason, a player cannot be added to an event roster.

Team Roster:

- 300271 - Matthew Bourland (M)
- 300320 - Melanie Byrd (M)
- 300354 - Julia Lee (F)
- 300406 - David Rafo (M)
- 300408 - Byron Hicks (M)
- 300213 - Baker Pratt (M)
- 300180 - Anna Schott (F)
- 300401 - Stacey Waldrup (F)

MOVE SELECTED >>

<< MOVE SELECTED

Event Roster:

Roster
Details

#	USAU ID#	Name	Jersey #	Position
1	300271	Matthew Bourland	01	Handler
2	300354	Julia Lee	07	Deep
3	300406	David Rafo	25	Defense (cutter)
4	300408	Byron Hicks	04	Defense (Handler)
5	300213	Baker Pratt	31	Handler
6	300180	Anna Schott	06	Mid
7	300401	Stacey Waldrup	17	Handler
8	300179	Will Deaver	14	Handler
9	300222	Michael Lovinguth	10	Defense (cutter)
10	300317	Ryan Gorman	81	Mid

SAVE ROSTER & DETAILS

8. Click "Save" and then click "Save Roster and Details" after updating jersey # and/or positions; repeat #7 for Coaches (only those rostered are covered by insurance & satisfy any attendance requirements) as well as Chaperones, as applicable.

- Chaperones need to be on the event roster BEFORE you can add any players who are under 18
- Players, coaches and chaperones that do not meet the event requirements (perhaps current waiver and/or membership, not already rostered for another team in the same events, etc.) cannot be added to the event roster.

If you have any issues or questions, contact USA Ultimate HQ at info@hq.usultimate.org or by phone at 719-219-8322.