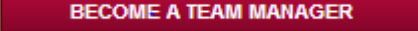



To create a team, follow the steps outlined below:

1. Login here: <http://play.usultimate.org/members/login/>

Part 1: Creating the Team

2. On your member account page select . At the pop-up menu, confirm that you want to create a team manger account. Select .
3. Before creating a new team, you must confirm it is a new team. If you need access to an existing team, including a team from last year, please contact info@hq.usultimate.org. Team accounts cannot be merged.
4. Fill out the new team form with information including team name and location. You must complete all required fields. All fields can be updated later through your team manager account.

Part 2: Types of Team Personnel

Team Managers: Team Managers can add/edit personnel, register the team for events, make payments for the team and players, transfer the team to a new season, and email all team personnel. Each team must have at least one team manager at all times.

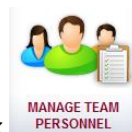
Players: Only players can compete on the field at USA Ultimate events.

Chaperones: There are no requirements for chaperones being added to a team roster, but chaperones must meet the appropriate requirements for being added to an event roster. Any team that has players under eighteen years old at an event must have a USA Ultimate chaperone on the roster for that event.

Coaches: There are no requirements for coaches being added to a team roster, but coaches must meet the appropriate requirements for being added to an event roster.

Part 3: Adding Team Personnel

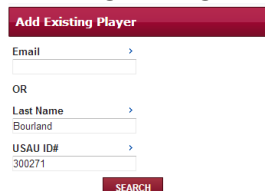
All four types of team personnel are added to a roster using the same steps. Below is an example for adding players.



5. From your Team Manager page for your team, click




6. There are two ways to add a player. If he/she has an existing USA Ultimate account, use “Add existing player.” If the player needs to create a USA Ultimate account, invite him/her to the team through the “Create NEW Player” fields. To “Add Existing Player”, fill in either the email address OR the last name and ID# of the player and search. If not found, the following message will appear:



No Members were found using search criteria. Please try again or Add a new Member

7. If found, the player's information will appear at the bottom of the screen.

	USAU ID#	Name	Email
	300271	Bourland, Matthew	matthew@hq.usultimate.org

8. Clicking  will add the player and trigger an email invite to be sent to the player. To be removed, the player must be removed from the Team Personnel page.

9. Create a NEW Player only for players without an existing USA Ultimate account (if you are not sure, please try the "add existing player" steps first). Fill in all three fields. Select "Create & Add":

Create NEW Player

This option should be used for individuals that do not yet have a USA Ultimate account

Email

First Name

Last Name

CREATE & ADD

10. You will receive a pop-up message saying an invitation to create a USA Ultimate account has been sent to that email address.

Part 4: Next Steps


11. You then have the option to add jersey numbers and select the player's position. You can also edit these fields later from the Team Personnel page. From the Team Personnel page you will see the player on the roster. Until he or she confirms a place on the roster, there will be a red exclamation point in the confirmed column.

Player Roster

#		USAU ID#	Name	Confirmed
1	 	300271	Bourland, Matthew	

Once the player confirms, it will change to a green check and you will be able to that player to an event roster.

Player Roster

#		USAU ID#	Name	Confirmed
1	 	300271	Bourland, Matthew	

12. To edit a player's information, select the pencil icon in the second column. To remove a player, select the red "x" in the second column. Note – once a player has been added to an event roster, you will be unable to remove him/her from the team roster for the remainder of the season.

Reminder for the Team Manager role: If you will be both a team manager and a player (or coach or chaperone), you must add yourself into all of the appropriate roles.

13. Contact HQ at info@hq.usultimate.org if you have any other questions.