

USA Ultimate Instructions How to register a team for the National Disc Skills Challenge

To register a team for the 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. If you have not yet created a team, you can learn how to do so here: <https://play.usultimate.org/assets/1/7/How to Create a Team 2015-09-21.pdf>

3. To find the National Disc Skills Challenge, filter to show events by state using drop-down filter above right of the list of upcoming events and choose Colorado



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

APPLY FOR EVENT

Event Dates	Event Name	Location	State	Division
Oct 10, 2020 - Oct 18, 2020	National Skills Challenge 2020 - Team Registration		CO	Division: Club - Mixed APPLY FOR EVENT

6. 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

BACK TO MY TEAMS

at the top of the page.

6. Then click the **\$ EVENT PAYMENT** 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	Oct 10, 2020 - Oct 18, 2020	National Skills Challenge 2020 - Team Registration	✓	✓	✓	!	✓	!	VIEW GAMES

7. Once you select the **EVENT PAYMENT** button, you will be prompted to pay the event fees. Once you have completed the event payment, you should go back into your team through your Manage Team Activity tab, and select the **EVENT ROSTER** tab for the event.

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. The National Skills Challenge requires current waivers & membership BEFORE allowing rostering.
 * Error messages will alert you if, for any reason, a player cannot be added to an event roster.

Team Roster:

- 247307 - Carolina Gonzalez-Llanos (F)
- 309943 - Dana Jefferson (F)
- 24417 - David Rafo (M)
- 129784 - Thomas Manewitz (M)

MOVE SELECTED >>

<< MOVE SELECTED

Event Roster:

Roster

Details

#	USAU ID#	Name	Jersey #	Position
1	309943	Dana Jefferson	0	
2	24417	David Rafo	0	
3	129784	Thomas Manewitz	##	

SAVE ROSTER & DETAILS

8. Click “Save” and then click “Save Roster and Details” after updating jersey # and/or positions which are not required for the National Disc Skills Challenge.

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