

## USA Ultimate Verifying a College Roster



In order to participate in the 2016 College Series, your team's roster must be verified by your school's registrar. To create your roster to submit to the registrar, follow the steps outlined below:

1. Login to your account at <https://play.usultimate.org/members/login/>

2. Click "Go To My Team Manager Account": 

3. Select the appropriate team under "Team Name".

4. Click "Manage Team Personnel":



5. Click "Roster for Registrar": 

6. The roster and instructions sheet will pop-up in a new window and automatically fill in the blanks.

7. Print the entire **Roster Sheet** and the **Registrar's Instructions**. **Be sure to select "Shrink to Fit" when printing, otherwise the roster will not print correctly.**

8. \*Division III Teams must elect which Regionals pathway (D-I or D-III) they are taking by marking the appropriate check box at the top of the second page. This cannot be filled out digitally and it must be written unless completed with PDF editing software.

Once you have generated your Roster for Registrar, follow the steps in the checklist below for submission details:

- ☐ Turn the **Roster Sheet** and the **Registrar's Instructions** into your school **Registrar**.
  - o **Be sure** to give the school enough time to verify the students according to the USA Ultimate's guidelines (this can sometimes take as long as two or three weeks) and get the roster back to you so you can send it in on time.
  - o **If your school is a member of an approved consortium**, you will need to need to print enough of the Rosters for Registrar to submit one to each participating school's registrar. After each school has verified their respective players, the team needs to send in each rosters to USA Ultimate HQ under the main school's name.
- ☐ Mail your roster to USA Ultimate Headquarters (address below) so that it is **received** by **5pm MT, Friday, March 4<sup>th</sup>, 2016**. That means that HQ must have it **IN ITS HANDS** by that time, and not postmarked by then. Faxed rosters will **NOT** be accepted.

USA Ultimate  
Re: College Roster\*  
Gender Division/Conference/Name of College  
5825 Delmonico Drive, Suite 350  
Colorado Springs, CO 80919

\*If the mailing consists of roster additions after your team registration, please address letter as "Re: College Roster-Additions".

- ☐ Once your registrar-verified roster is received at USA Ultimate HQ, the verified rosters will be cross-checked with the rosters online. Players that have been verified as eligible by the registrar will have their 'Academic Eligibility' cleared. This will be denoted by a green check under 'Academic Eligibility' on the 'Manage Team Personnel' page.
  - All players on your team roster should review the [USA Ultimate College Eligibility Rules](#) to ensure they meet all academic criteria in order to be eligible.

To determine which Region and/or Conference your team is in, refer to the [Regional Boundaries](#) and [Teams](#) pages.

If you have any questions, please contact Tom Manewitz at [tom.manewitz@hq.usultimate.org](mailto:tom.manewitz@hq.usultimate.org), or USA Ultimate HQ at [info@hq.usultimate.org](mailto:info@hq.usultimate.org) or 719-219-8322.