

- **Creating and adding players to your team**
 - All players and team personnel must have a USAU account to be added to a team
 - [Create a team](#) or
 - [Roll over a team from a previous year](#)
 - Add Players to the team – You'll need the email associated with the player's account or the player's last name and USAU ID#
 - Added players need to [confirm team participation](#)
 - [Register](#) your team for an event

- **Purchasing Memberships**
 - Check to see if players have a [current membership](#)
 - If player has a full yearly membership the event is included (youth, adult, college, coach/player)
 - Affiliate memberships are valid for affiliate events (except for club and college regular season events)
 - [Pay for Full Memberships](#) online for the players on your team
 - [Pay for Single Event Memberships](#) online for event rostered players on a specific event
 - Event memberships are only valid per event and valid for non-regular season events.
 - Players can [purchase their own memberships](#) including a [single event membership payment](#)

- **Youth Requirements**
 - A USA Ultimate approved [chaperone](#) is required for each team with a player under the age of 18
 - A background check can take up to **two weeks** to complete
 - [Medical Authorization Forms](#) – Collect from any participant 17 and under. Chaperones are responsible for having these documents on site for the duration of the event.

- **Roster your players for an event**
 - Your team personnel list is a staging area for team managers to verify participant confirmations, memberships, and waiver status before rostering for an upcoming event.
 - When rostering your team for an event move the players attending from the team personnel list to the event roster. Please follow [step number 7](#) for detailed instructions.

- **Resources**
 - This [Help Page](#) contains multiple help documents for your reference

If you have any questions please contact your event organizer or the Manager of Event Sanctioning at sanctioning@usultimate.org