2016 College Series Registration Checklist

Please refer to the checklist below to ensure you have completed all necessary steps to roster your team for the College Series:

☐ Login to your account at https://play.usaultimate.org/members/login/. If it is your first time, follow the instructions at the top of the page.

☐ Team Managers should follow the online rostering instructions for creating a team and adding players onto your team roster. See the "How to Create a Team" help document on the Members Help page.

☐ Use the online rostering system to determine which players owe dues and waivers for 2016.
   o **Players may not be added to a Series roster if they do not have a current, paid membership and signed waiver.** They must also have their high school graduation date in their account.
   o Players can pay for their annual memberships through their online account. Team Managers can also pay for multiple player's membership dues from their Team Manager accounts. For instructions on how to do this, see "Paying for Team Personnel" on the Members Help page.
   o Waivers are good for the calendar year in which they are signed. Players can sign their waivers by logging into their accounts online.

☐ MINORS (Age < 18): You cannot add minors to your team roster without first adding a Chaperone with a completed background check.
   o Minors must have their parent or guardian also sign the waiver. Minors also need the Medical Authorization Form filled out.
   o **The medical release form is the responsibility of the chaperone; it must be brought to each Series event and kept on hand by the chaperone.** This form will allow medical personnel to treat an injured minor without a parent/guardian having to be present.

☐ **REGISTER YOUR TEAM FOR YOUR RESPECTIVE CONFERENCE EVENT.**

☐ Print off your team's roster and submit it to your school's registrar for verification.
   o See "Verifying a College Roster" help document on the Members Help page.

☐ Mail your registrar-verified roster to USA Ultimate HQ. It must be **RECEIVED** by **5pm MT Friday, March 4th, 2016**.

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 roster is received by USA Ultimate, **please allow 5 business days for each player verified by the roster to be checked off** under "Academic Eligibility." You may check your roster's status by finding your team on the College Teams page where it will be marked as one of the following:
   o Valid: roster is received on time and without discrepancies. Marked with a **GREEN** icon.
   o Pending: roster is received but has discrepancies. Marked with a **YELLOW** icon.
   o Invalid: roster received late or not fulfilling registration requirements. Marked with a **RED** icon.
   o Unsubmitted: if we have not yet received a roster, it will be marked with a **GREY** icon.

☐ Teams will be notified of issues regarding verified players and will have until **March 18th, 2016**, to resolve these issues.

☐ **Once your team has been marked as valid, double check your online roster to ensure all players you wish to participate in the Series have been marked as Academically Eligible. You can then add players to your roster for your Series event.** The deadline to submit event rosters for the Series is **March 18, 2016**.