

Rolling Over a Team from Previous Year

If you are a team manager for a team that was created in a previous year and needs to have a current year instance of the team created, please follow these steps to ROLL OVER your team. If you need to be added to a previous year's team, please contact info@hq.usultimate.org to be added to the previous year's team so you can follow these steps:

- 1) **Log into your account** at <https://play.usultimate.org/members/login/>

If you have any trouble with your username or password, you can request to have your username &/or password be emailed to you using the Forgot Password? Link:

Login To Your Account

Username

Password

Remember Me

[Forgot Password?](#)

SUBMIT

Retrieve Password

Lost your password? Please fill in your email. Note that it is necessary that email be specified exactly as when you have subscribed.

Email Address **RETRIEVE PASSWORD**

Note that some email systems treat the Forgot Password emails like spam, so check your spam folder/label, promotions tab, etc. You can also contact info@hq.usultimate.org and confirm your name, email and date of birth to get access.

- 2) From the main Manage Account page, **click the red [Go To My Team Manager Account](#) button.**

My Team Manager Account Create or manage a team and/or roster players for an upcoming event. GO TO MY TEAM MANAGER ACCOUNT	My Player Account View/edit your player info and register as an individual for ultimate events (e.g., upcoming leagues & hat tournaments). GO TO MY PLAYER ACCOUNT	My Coach Account Get a background check started and set up your coach account information. BECOME A COACH
My Chaperone Account Renew your background check and/or view the teams that you chaperone. GO TO MY CHAPERONE ACCOUNT	My Observer Account Set up your observer account info & game assignment history. BECOME AN OBSERVER	

- 3) You will then see a list of the teams that you've managed. *Current season "Active" teams are listed in the section above past seasons/years "Archived" teams.* **Click the name of the team in the [Archived Teams](#) list that needs to be rolled over.**

Active Teams	
Team Name	Team Logo
Josh's Party Mix College Mixed	
paR-T-Peeps Masters Men's	
Josh testing Club Mixed	

Archived Teams	
Team Name / Season	Team Logo
paR-T-Peeps Masters Men's (Season 2014)	
Josh's Party Mix College Men's (Season 2014)	

- 4) On the far right side of the blue [Team Administration](#) line, above the buttons that you can click to see the past year's team personnel and team info, **click the red [ROLLOVER TEAM](#) button.**

Team Administration

[BACK TO MY TEAMS](#)
[ROLLOVER TEAM](#)



[TFDA Corporate Sports Endeavors](#)
 Morrisville, North Carolina
 Competition Level: Club
 Gender Division: Mixed



MANAGE TEAM PERSONNEL



EDIT TEAM INFORMATION

- 5) On the subsequent Team Info page, please verify that the information is still correct for this year and/or modify anything that needs to be updated or corrected. Then **click the red NEXT button.**

[Home](#) > Edit Team Information

If your team existed last year (2014), do NOT create a new 2015 team here unless you've followed the Team Rollover process. Instead, have a team manager from 2014 "roll over" the team to 2015 (all 2014 team managers should have received email instructions to do the rollover), and then add you as a team manager on the 2015 team.

> Denotes Required Field

Competition Level:	>	Club - Mixed ▼
Club Region:	>	Southeast ▼
Club Section:	>	North Carolina ▼
Team Name:	>	TFDA Corporate Sports Endeavors
Country:	>	United States ▼
City:	>	Morrisville
State:	>	North Carolina ▼
Zip Code:	>	27560
Competition Division: ?		Recreational ▼
Team Designation:		▼
Scoreboard Abbreviation: ?	>	TFDASE
Website URL:		
Facebook URL:		
Twitter URL:		
Notes: ?		

Logo: ?

Picture: ?

NEXT **CANCEL**

NOTES:

All URL fields need the **http://** prefix to be included.

CANADIAN TEAMS should leave the **zip code** field **BLANK** as it will only accept 5-digit (US-style) zip code values.

- 6) On the subsequent Team Personnel page, **remove any participants** (players, coaches, chaperones, team managers) who are not anticipated to be returning for the current season, by clicking the red **X** beside their name. *Note that they can always be re-added if it is later determined that they will be participating with the team after all.*

Home > Team Personnel

Players, coaches and chaperones must confirm before they can be added to event rosters.
Team managers - be sure to also add yourself as a player on the team (if applicable).

TFDA Corporate Sports Endeavors [BACK TO TEAM LISTING](#)

[EMAIL ALL TEAM PERSONNEL](#) [SEND CONFIRMATION EMAIL](#)

Team Managers [ADD TEAM MANAGER](#)

#	USAU ID#	Name	Email
1	166446	GREEN, TRISTAN	thubsta@gmail.com

Player Roster [ADD PLAYER](#)

#	USAU ID#	Name	Confirmed	Age	Membership Status	Waiver Status	Jersey #	Position
1	311937	Banks, Korey	!	33	No membership	!	0	
2	311938	Burton, Brandon	!	23	No membership	!	0	
3	311939	Carter, J.P.	!	32	No membership	!	0	
4	311941	Dunn, Rebecca	!	95	No membership	!	0	
5	311952	Herrick, Candace	!	44	No membership	!	0	
6	177187	JOHNSON, RACHEL	!	25	Coach & Player 1 Year (Staff) Expires: 12/31/2015 (Active)	✓	0	
7	311943	Kasper, Nick	!	95	No membership	!	0	
8	311946	Meeker, John	!	95	No membership	!	0	
9	311948	Peppers, Taj	!	95	No membership	!	0	

- 7) Also, **add any new personnel** by clicking the appropriate red **ADD** button for the personnel type (team manager, player, coach, chaperone). *Note that team personnel are the pool of all players that will be participating in any event with the team in the current year, not necessarily for each & every event that the team is attending. Therefore, you can have more players on your team personnel than might participate in any given event (i.e., roster limits only apply to event rosters).*

8) Because personnel will need to confirm their participation by logging into their own account before they will be rosterable for any event, you should then **click the red [SEND CONFIRMATION EMAIL](#) button** at the top of the page to request each participant to confirm themselves. Ideally, they'll also sign their annual waiver and update their membership, if appropriate for their situation, while logged into their online account.

If you have any additional questions about this process, please contact info@hq.usultimate.org for assistance. Thank you for managing your team and best of luck in the upcoming season!