

TEAM CHECK-IN INFORMATION

ONLINE CHECK-IN: Deadline to submit documents for online check-in is Friday, August 7th

ROSTER REQUIREMENTS

- Utah teams must create an Official UYSA Tournament Roster (Instructions on how to create this are below) with player photos that lists every player, guest players, tournament only players, and coaching staff.
- Out of state teams must present one copy of an official player roster from their affiliate organization AND a copy of each laminated photo player cards for each player and coach.
- Guest Players: See Rules Sheet.
 - For every guest player on the roster (Utah teams and out of state teams), the following forms must be completed with all required signatures and submitted at tournament check-in:
 1. UYSA Specialty Player Action Form (Guest Player section completed). (The Specialty Player Action form is available at admin.com/assets/985/15/specialty_player_action_2011-2.pdf)
 2. Out of state teams must also present copy of a laminated photo player cards for each guest player.
- Tournament Only Players: Laminated UYSA player cards are required for tournament only players, a copy of the front and back of the card is to be sent in for tournament check-in.
- Medical Release Documents: Team managers must have all player medical release documents in their possession at each game, including any guest players.

CHECK-IN PROCEDURE

- Tournament Check-In: Email below documents to tournament@utahstorm.org by Friday, August 7th at midnight, earlier if possible to assist in quick processing of online checking.

UTAH TEAMS:

We will go over all documents and email an APPROVED ROSTER back to you.

1 copy of the approved roster will be turned in to the referee prior to EVERY GAME (PLEASE PRINT AND BRING 5 COPIES)

Below are the required documents you will need:

1. Official Tournament Roster (see instructions to create a Tournament Roster in Affinity)
2. UYSA player cards for any tournament only players
3. Specialty Player Action Forms for all guest players (properly completed and signed by parent, player, and coaches)

Out of state teams:

We will go over all documents and email an APPROVED ROSTER back to you

1 copy of the approved roster will be turned in to the referee prior to EVERY GAME (PLEASE PRINT AND BRING 5 COPIES)

Below are the required documents you will need:

1. Official team roster from your club or league registrar
2. Player cards (Please email me pictures of the cards)
3. Specialty Player Action Forms for all guest players

HOW TO CREATE AN OFFICIAL TOURNAMENT ROSTER IN UYSA/AFFINITY:

1. Go to www.utahyouthsoccer.net.
2. Login in under Member Login which is located on the top right hand of the UYSA homepage.
3. You will now be on the "My Account" page. Click the Teams tab, click on the "Team Info" link to the right of the team name.
4. Click on the Tournament Roster tab, and then "Create New Request".
5. Fill out tournament information with the following:

Tournament Name: Utah Storm Cup 2020

Federation: UYSA

Event Start Date: August 12, 2020 End Date: August 15, 2020

City: Orem

State: Utah

Postal Code: 84097

Director First Name: Mary

Director Last Name: Swindlehurst

Director Phone: 385-437-9520

Email: tournament@utahstorm.org

1. Click on "Save".
2. Next, click on Roster below the Tournament Roster tab. You can delete administrators and players by clicking on the red X next the admin/player's name. To add a guest player, click the Add Player/Admin Inside Org at the bottom right hand side of the screen. Choose the Roster Role from the drop down and enter the ID Number and click "Save & Continue." Jersey numbers can also be added along with player positions on the roster page. Always click "Save & Continue" after each addition or change.
3. Click "Save & Continue." Make sure at the upper right next to Status, it says, "Accepted."

4. If you add a guest player or a tournament player, the status will say borrowed. If the player is a guest player, you must submit a completed Specialty Action Form with their coach's signature at

the tournament check in. If this player is a tournament only player, the tournament only card must be submitted at check in. (Specialty Action Form)

1. Once you have made all the roster changes/additions, click on "Submit and Review" on the purple line.
2. Click on "Submit" and click on the "Submit Application" button.
3. Click on the "Review" Button and select "Print Photo Roster" button to print photo roster.
4. A photo roster will be created with pictures. On the "Select a format" pull down menu at the top, select PDF, then click on "Export."
5. A formatted photo roster is now on your screen and can be printed using your print driver.

To make changes to your tournament roster:

1. Login in to your UYSA account.
2. Click the Teams tab, then the "Team Info" link to the right of the team name.
3. Click on the Tournament Roster tab, and then under "Utah Storm Cup 2020," click the "Edit Application" button.
4. Click Roster below the Tournament Roster tab. From this page, you can make any necessary roster changes.
5. Click "Save & Continue."
6. Follow steps 12-14 above to print the photo roster.