



## MSYSA Travel Team Approval & Printing: “How-To” Guide

This ‘How To’ guide and will cover:

- Team Creation
- Uploads
- Age/ID Verification
- Requesting Team Approval
- Printing

### Building a Team:

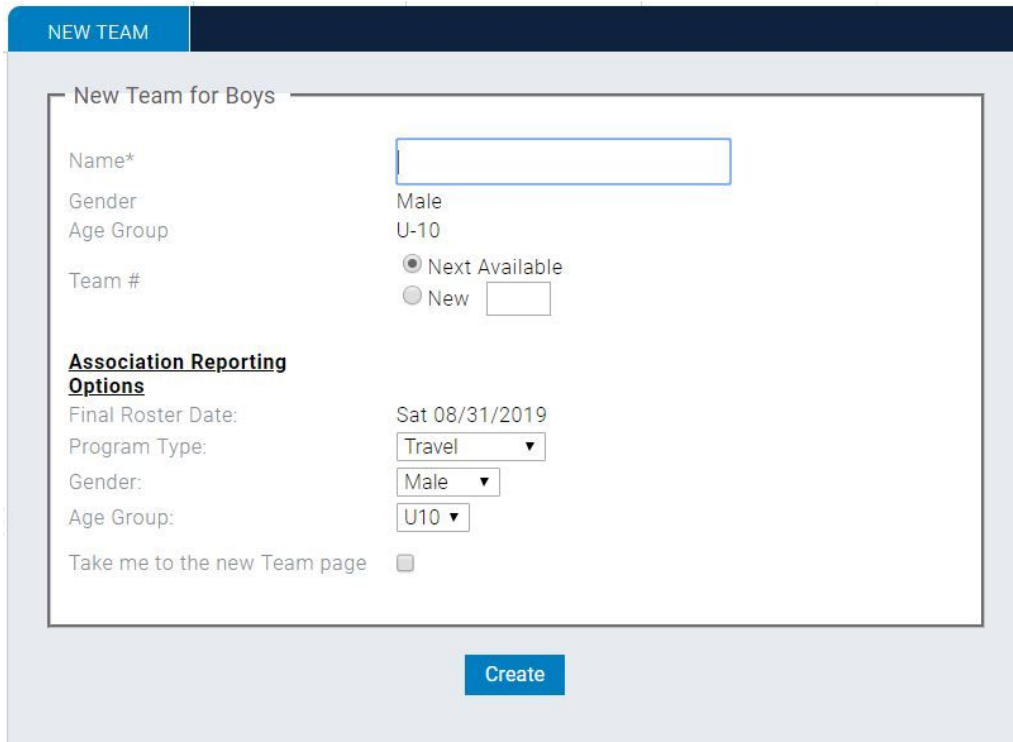
- “Where you click matters.” Select the correct program, age group, and gender.



- Then choose the ‘Add Team’ button at the top of the page.



- Enter the team's info and click the 'Create' button.



The screenshot shows a web form titled "NEW TEAM" with a sub-header "New Team for Boys". The form contains the following fields and options:

- Name\*: [Text input field]
- Gender: Male
- Age Group: U-10
- Team #: [Text input field]
- Radio buttons:  Next Available,  New [Text input field]
- Association Reporting Options**
- Final Roster Date: Sat 08/31/2019
- Program Type: Travel [Dropdown menu]
- Gender: Male [Dropdown menu]
- Age Group: U10 [Dropdown menu]
- Take me to the new Team page:
- [Create button]

### Assigning Players & Coaches:

- Click/highlight the team you just created and then click on the 'Assign Participant' button.



- Any player that meets the age and gender requirements and has:
  1. Registered through your US Soccer Connect club registration, or
  2. Been manually added by your administrator(s), or
  3. Been uploaded into US Soccer Connect (Coming Soon),may be placed on to the roster.



- Drag and drop the players on to the roster and then click the 'Save Assignments' button.

Assign Participant

**Assign Participants to**  
Total Fusion

Select a team to roster players:

Choose sorting criteria:

Legend  Transfer status (if applicable)

**Assigned Participants**

Name				
• Smith, Jim				

**Available Participants:**

Name	Primary Sort	Secondary Sort		
Three, Player				

- Follow a similar process for adding coaches, click the 'Assign Coach' button.



- Please note:
  1. Coaches must register themselves online via your club's US Soccer Connect system,
  2. Coaches must be cleared ([Background Check](#)) at the Association Level,
  3. Coaches must pass a Concussion course and Sexual Abuse Prevention Training course and then upload completion certificates within their US Soccer Connect member account.



### Upload Photos & Proof of Age Documents:

- There are 3 ways for Photos and Proof of Age documents to be uploaded.
  1. When a parent creates a membership account, they have the ability to upload documents.
  2. Club administrators have the ability to upload documents on their behalf.
  3. Association (MSYSA) administrators have the ability to delete or upload documents.
- A club admin (option 2 from above) may do a search ('Find') on players and then using the quick button options to the right, view or edit/upload the photo and proof of age document.

<input type="checkbox"/>	Name	Birthdate	Jersey #	Association ID	Registration Event	Assigned Category	Member Type	\$	📷	📄
<input type="checkbox"/>	Create Player	06/01/2011	4	CREATPLA2011060111041885	Travel Soccer Players	U-08 Boys	Travel	\$	📷	📄
<input type="checkbox"/>	New Player	06/01/2011		NEWPLA2011060111025805	Travel Soccer Players	U-08 Boys	Travel	\$	📷	📄

### Age/ID Verification:

- Age/ID Verification occurs at the association level. While the ASR will have the final approval on your roster, the Travel Registrar will update Age/ID verification.
- Contact the state office ([registration@msysa.org](mailto:registration@msysa.org)) to have your Travel Registrar set up with Association (MSYSA) level access to mark Age/ID verification for your players.
  - Use your newly assigned access to log into the MSYSA association database.
  - At the top of the page, select the 'Players' option and choose 'Age/ID Verification.'



- Select the record(s) of the players you wish to verify.

Age / ID Verification

Find name	Add Filter	Birth Certificate: Uploaded (x)	Age/ID Verified: Not Verified (x)		
First Name	Last Name	Club Name	Team Name	Association ID	
Player	Create	xTest Club (Sandbox)	Team Two	CREATPLA2011	

- At the bottom of the page, select 'Update Status' and the appropriate selection.



### Request Team Activation (i.e. Approval):

- Once your team has been built and you have met the initial requirements to submit for approval, you can select the 'Request Team Activation' button from within the team record.

Request Team Activation

- You will then be prompted to choose the league in which the team will be participating.
- After submitting your request, await the ASR approval (given the new system it would be beneficial to send the ASR an email indicating you have done so).
- Don't forget that you have access to enable Team Connect for coaches and players/parents within the team record as well. The app is free to download!



## Printing Passes and Rosters:

### Passes:

1. Select your team record from the appropriate folder.
2. Choose the 'Members' Option from the menu in the top right of your page and then select 'Print Member Cards.' The card stock is the standard USYS stock.
3. A PDF will generate with the eligible passes.

File Edit Admin Communications Tools Members Registration Reports Help

### Rosters:

4. Select your team record from the appropriate folder.
5. Choose the 'Reports' Option from the menu in the top right of your page and then select 'Folders and Teams.' You can choose from different roster types, choose the 'Admin Roster.'
6. A PDF will generate with the roster.
7. The Team Connect App will also bring up rosters.