

## STEP TWO: CONFIRMING FOR AN EVENT

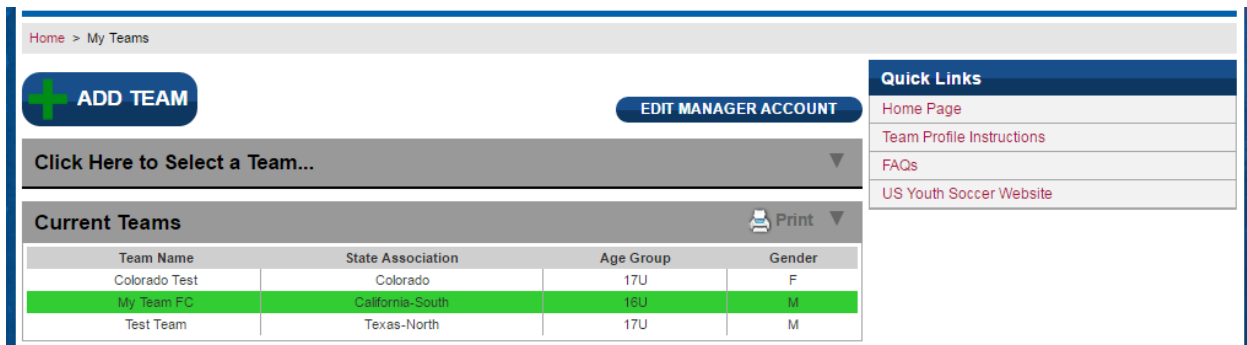
Once your Team Profile and Player Pool are complete, you will wait for a confirmation email that your team has been placed in the event, and to finalize the process. After receiving this email, you will log in and complete any event specific information, including your **Event Roster**. To designate your Event Roster, you will select players from your **Player Pool** to compete in the event.

Note – after your team has been moved into an event, log in to your team profile and go to your schedule to confirm.

The page to get back to your information is here:

<http://tournaments.usyouthsoccer.org/members/login.aspx>

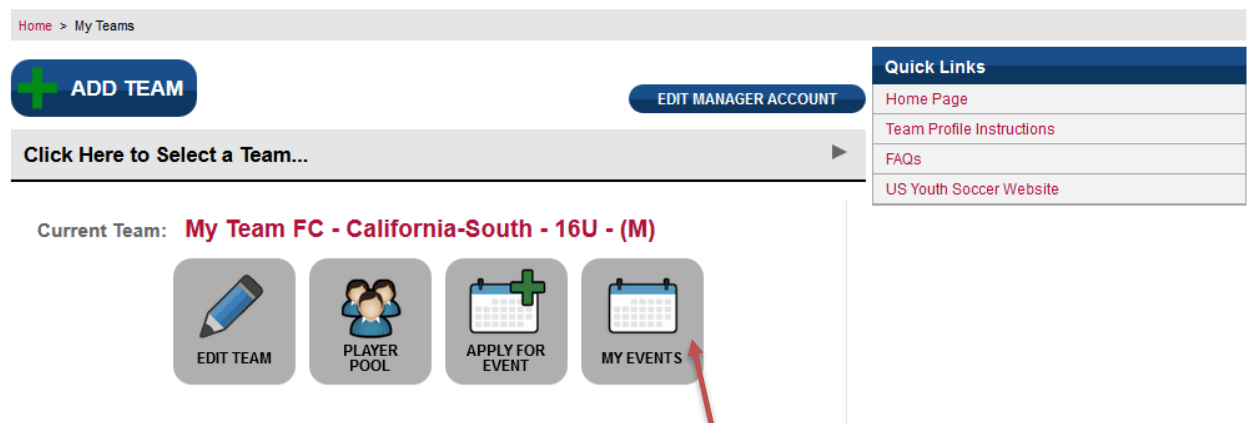
Once you log in, go to **My Teams**. Here, you will be able to select the team you wish to manage from the dropdown menu.



The screenshot shows the 'My Teams' page. At the top, there is a breadcrumb 'Home > My Teams'. Below this are two buttons: 'ADD TEAM' (with a green plus icon) and 'EDIT MANAGER ACCOUNT'. A dropdown menu is open, showing 'Click Here to Select a Team...'. Below the dropdown is a table titled 'Current Teams' with a 'Print' button. The table has four columns: Team Name, State Association, Age Group, and Gender. The table contains three rows: 'Colorado Test' (Colorado, 17U, F), 'My Team FC' (California-South, 16U, M), and 'Test Team' (Texas-North, 17U, M). The 'My Team FC' row is highlighted in green. To the right of the table is a 'Quick Links' sidebar with links to 'Home Page', 'Team Profile Instructions', 'FAQs', and 'US Youth Soccer Website'.

Team Name	State Association	Age Group	Gender
Colorado Test	Colorado	17U	F
My Team FC	California-South	16U	M
Test Team	Texas-North	17U	M

After you select the team, you will be able to click on the **MY EVENTS** button to begin entering your event information and event roster.



The screenshot shows the 'My Teams' page with the 'My Team FC - California-South - 16U - (M)' team selected. Below the team name are four buttons: 'EDIT TEAM' (with a pencil icon), 'PLAYER POOL' (with a group of people icon), 'APPLY FOR EVENT' (with a calendar icon and a green plus sign), and 'MY EVENTS' (with a calendar icon). A red arrow points to the 'MY EVENTS' button. The 'Quick Links' sidebar is visible on the right.

On the **My Team Events** page, you will see a list of the events for which your team is currently accepted. Click the **EDIT EVENT INFO** button next to the desired event to enter event information, such as bench passes and hotel info, and to set your event roster.

## My Team Events

Click 'Edit Event Info' next to desired event to manage event roster and information.

[BACK TO MY TEAMS](#) [APPLY FOR UPCOMING EVENTS](#)

Select an Event... ▼

### Team Event Listings Print ▼

	Event Dates	Event Name	Location
<a href="#">EDIT EVENT INFO</a>	Dec 01, 2016 - Mar 31, 2017	2016-17 National League	
<a href="#">EDIT EVENT INFO</a>	Jun 13, 2017 - Jun 18, 2017	2017 Region IV Presidents Cup	Salt Lake City

After selecting the event, you may get the following options:

### My Team Events

Click 'Edit Event Info' next to desired event to manage event roster and information.


[BACK TO MY TEAMS](#) [APPLY FOR UPCOMING EVENTS](#)


Select an Event... ▶


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Selected Event: **2017 Region IV Presidents Cup**

[Confirm](#) [Deny](#)

 **EVENT ROSTER**

 **BENCH PASSES**

 **HOTEL INFO**

 **CODE OF CONDUCT**

**0** of **5** players from your pool are on your current event roster.  
Click the Event Roster button to adjust your roster.

Team managers must fill out the required information for up to four event items before confirming the team for the event. **EVENT ROSTER** will appear for all events, while **BENCH PASSES**, **HOTEL INFO** and **CODE OF CONDUCT** appear only if selected as required fields by event administrators.



**EVENT ROSTER** – Click to select which players from your pool will be added to your event roster. *Your event roster is where player positions and jersey numbers are pulled from for the team profile on the website and for potential college books.*

Clicking the **EVENT ROSTER** button will take you this screen:

## My Team Event Roster

This is where you can access and edit the roster information for an event.

[ADD/REMOVE PLAYERS](#) [ADD ENTIRE POOL](#)

Event Roster - 2017 Region IV Presidents Cup Print

Roster Lock Date - 6/13/2017 11:59:00 PM

You Currently Have No Players Assigned To This Team for this Event

[SAVE ROSTER DETAILS](#) [BACK TO MY TEAM EVENTS](#) [PRINT EVENT ROSTER](#) [PRINT PLAYER PROFILE](#)

**PLEASE NOTE: The event's roster lock date is listed in the gray bar. Be sure to note the date and time. Rosters must be completed and finalized by the lock date. Roster changes will not be permitted past the lock date.**

From the **My Team Event Roster** page, you can:

- 1) Click **Add Entire Pool**, which will select your entire Player Pool as your Event Roster.
- 2) Or, choose **Add/Remove Players** to move players from your Player Pool to your Event Roster.

If you choose to add/remove players, you will be brought to the screen below. Move players from the window on the left to the window on the right to move them from the pool to the event roster. When you are done, click **UPDATE ROSTER**.

### My Team Event Roster

This is where you can access and edit the roster information for an event.

**Player Pool:**

Jon Snow  
Ned Stark

>>  
All >>

<<  
<< All

**Event Roster:**

Amanda Moore  
Joellen Deleon  
Mandy Moore  
Whitney Francis

UPDATE ROSTER

In the next screen, you will be able to confirm your players' positions and jersey numbers. Then click **SAVE ROSTER DETAILS**.

### My Team Event Roster

This is where you can access and edit the roster information for an event.

ADD/REMOVE PLAYERS

ADD ENTIRE POOL

**Event Roster - 2017 Region IV Presidents Cup** Print

**Roster Lock Date - 6/13/2017 11:59:00 PM**

Player Name	Position	Jersey Number	Alt Number	League/Club Pass
Amanda Moore	Keeper ▼	05 ▼	Select a Number ▼	League ▼
Joellen Deleon	Midfield ▼	09 ▼	Select a Number ▼	League ▼
Mandy Moore	Forward ▼	06 ▼	Select a Number ▼	League ▼
Whitney Francis	Defender ▼	27 ▼	Select a Number ▼	League ▼

SAVE ROSTER DETAILS

BACK TO MY TEAM EVENTS

PRINT EVENT ROSTER

PRINT PLAYER PROFILE

After saving your roster details, click **BACK TO MY TEAM EVENTS** to return to your event page.

After completing your event roster, proceed with the rest of the event forms.

**NOTE: one or more of the three additional forms may not appear if they are not selected as required fields for an event.**



**BENCH PASSES** – If bench passes appear as an option for your event, you can click the button to fill out your bench pass form. The form should **include all non-players (such as coaches, team managers & trainers)** who will be in the bench area during the competition.



**HOTEL INFO** – If hotel info appears as an option for your event, click the button to fill out the form.  
*(If your team is local to the event and not staying in a hotel, please enter 'Home' in these fields.)*



**CODE OF CONDUCT** – If code of conduct appears as an option for your event, click the button to access it and accept the terms.

When your event roster and the above forms (if applicable) are filled out, you can click the green **CONFIRM** button.

**Selected Event: 2017 Region IV Presidents Cup**




After you confirm, the confirm/deny buttons will be replaced with a View Games button, which will list your games once the event's schedule is set.

## My Team Events

Click 'Edit Event Info' next to desired event to manage event roster and information.

[BACK TO MY TEAMS](#)

[APPLY FOR UPCOMING EVENTS](#)

Select an Event... 

Selected Event: **2017 Region IV Presidents Cup**

[View Games](#)



**4 of 6** players from your pool are on your current event roster.  
Click the Event Roster button to adjust your roster.

After you are confirmed, you are prepared for the event and no further action through the Event Management System is needed. Please check throughout the year that your team's profile is up to date.

If you have any questions, you can reach us at 1.800.4SOCCER or [support@usyouthsoccer.org](mailto:support@usyouthsoccer.org) (US Youth Soccer offices are open from 8:30am-5pm CST).