

How to Club Pass a Player for League Games

- ✓ Only Teams that belong to Member Organizations are eligible to use the Club Pass feature.
- ✓ Independent Teams may not Club Pass.
 - If you are unsure if you are part of a Member Organization, please visit the Member Organization page under the Resources tab.
- ✓ Players who are multi-rostered may not club pass from their primary or secondary team.
- \checkmark Only coaches and teams managers who are rostered to the team have access to process a club pass.
- \checkmark The lending team will process the club pass to the borrowing team.
- 1. Log into your UYSA account. (Make sure your picture is highlighted)

mily Members: ck a family member's portrait to v	iew their information.				
Team Admin Vew Details - Update Photo - - Print Documents - - Vew Payments -	Family Member Vow Datals - Update Photo - - Print Documents - - View Payments -				
Personal Info Applications	Details Certificates Teams	Events Refer	ree Schedules		
Teams Tournament &	Schedule Apps.			-	
Team (and Team ID)	Tournament / Schedule		Status	Submitted On	View
Team Name Team ID #	2017/18 State Gaming League		Final	06-30-2017	View Toum. App. Schedules/Game Scoring
Team Name Team ID #	2017/18 State Gaming League		Final	07-01-2017	<u>View Tourn, App.</u> <u>Schedules/Game Scoring</u>
		Show Past Apps			

- 2. Under your family's pictures click on the "Team" tab. (halfway down the screen, a new window will pop open with 2 tabs)
- 3. In the new tabs section that has opened, select the "Tournament & Schedule Apps" tab (There should be 2 links on the right hand side)
- 4. Click on the "View Tourn. App" link on the right hand side.
- 5. Click on the "Player Roster" tab at the top of the page

						My Account					
Team Na Team ID		(5)								<< Back to My A	ccount
Team Info	Contacts Team Results	Player Roster Disci	plinary Comments	Review							
Player Roste	r										
Provide your team roster. This information will be used to print match cards for use in the tournament.											
2 For Under-10, under-17, and Under-17 and Under-19 age groups, player rober information will include contact information, yriadudion years, 25.47 scores, and GPAs. This additional information will be used to prive a booket of the contact information will be used to prive a booket of the contact information will be used to prive a booket of the contact information will be used to prive a booket of the contact information will be used to prive a booket of the contact information will be used to prive advected or the contact information. E-mail addresses for minors will not be sold or otherwise released. PLAYER ROSTER STATS registered loaned transfered active inactive total 16 0 0 16 0 16 16 player additined of the 22 allowed 16 players activated of the 18 advecd											
Home Away Jrs# Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	UYSA ClubPass	SMS
	Player Name	Player	ID # DOB	Gender					Edit	6 Assign	8
	Player Name	Player	ID # DOB	Gender					Edit	Assign	
	Player Name	Player	ID # DOB	Gender				•	Edit	Assign	
	Player Name	Player		Gender					Edit	Assign	
	Player Name	Player 1		Gender				1	Edit	Assign	
	Player Name	Player I	D # DOB	Gender					Edit	Assign	

6. Choose the player you wish to club pass and click the "Assign" option on the far-right side.



7. Select the team and game # from the drop down and then "Save".

Team Name Team ID #	<< Back to My Account
Team Info Contacts Team Results Player Roster Disciplinary Comments Review	
UYSA ClubPass Player Assignment	
	<<< Back
Player: Player Name Player ID # DOB: Aug 5 2001 12:00AM Age: U17 Gender: Male Number of times Assigned: 0 Net Number of times Assignments remaining: 100 Max Games of assignments per day: 1 Assign the player to a Game: Team:* Select a Team	

If the team you are trying to club pass to does not appear in the drop down there may be one of two problems.

- 1. The team you are trying to club pass to has a full roster. (Teams MAY NOT deactivate a player to open up a spot for a club pass player, unless the team is U15-U19.)
- 2. You may be trying to club pass a player to a team that they cannot play with.
 - a. Premier 1 and 2 players can only club pass to the other premier bracket and to D1 regardless of the age group you are club passing to.
 - b. You cannot club pass to another team that plays in the same bracket as your team.
 - c. Players cannot club pass down more than 2 divisions. (i.e., North A cannot club pass to North D)

If none of these scenarios apply and you are still having problems please call the UYSA Office at 801-307-5150 for review.

To view a summary of all players club passing from your roster to other teams and all players club passing to your team, click on the "UYSA ClubPass" option above the "Assign" option