

## Tournament Rosters

Follow the steps outlined below to create a tournament roster for the players participating in the tournament. Prior to completing a tournament roster, please review the tournament rules to make sure you comply with guest players rules and maximum players allowed on your roster.

Login as a Team Administrator at [www.oysa.affinitysoccer.com](http://www.oysa.affinitysoccer.com)

After you log in, scroll down to the “Teams” section and click the EDIT button next to your team. Then click the Tournament Roster tab for your team. Click the “Create New Request” button and complete all required fields.

### OYSA Demo Team

0701-01CB14-0012

[Team Details](#)
[Roster Admin](#)
[Roster Player](#)
[Active w/ violation](#)
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**Tournament Requests**

#### Team Tournament Requests

**Current** Past

No Tournament Requests are currently defined

Create New Request

On the “Roster” tab of the tournament roster you will have an option to click the red X to remove a player or team administrator from this Tournament Roster ONLY and/or click the “Add Player/Admin Inside Org” to add players or administrators to this Tournament Roster ONLY:

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**Tournament Requests**

#### Sample Tournament

[Request Info](#) **Roster** [Comments](#) [Review & Submit](#)

Please enter the details about your team roster below:

#### Administrators

Admin ID	SEC #	Administrator	Name	Lic. Level	Status	Risk Status	Expires	
10007-001911	7343	Team Manager	Doe, Jessie		Registered	Approved	8/31/2016	X

#### Players

Player ID	SEC #	Player	Home Jrs#	Away Jrs#	Position	Status	DOB	Association	League	
18074-201904	2151	Demo, Player N	<input type="text"/>	<input type="text"/>	<input type="text"/>	Registered	9/7/2001	OR	OYSA Demo League	X
76435-664854	8563	Player3, Richard	<input type="text"/>	<input type="text"/>	<input type="text"/>	Registered	8/5/2001	OR	OYSA Demo League	X
69997-537984	4398	Sample, Player	<input type="text"/>	<input type="text"/>	<input type="text"/>	Registered	1/1/2001	OR	OYSA Demo League	X

Add Player/Admin Inside Org

Print Page

Save & Continue

When you click the “Add Player/Admin Inside Org” button you will be able to add Players and Team Administrators who are rostered to other “Activated” teams in the same seasonal year. That means they must be on a registered with a team in the same season. Click the “Find ID Number” button if you do not have the ID Card for the individual. The ID card will have the ID Number printed on the card:

**OYSA Demo Team**  
0701-01CB14-0012

Team Details | Roster Admin | Roster Player | Active w/ violation | Team Roster | **Tournament Roster** | Tournament | Website

**Tournament Requests**

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**Sample Tournament**

Request Info | **Roster** | Comments | Review & Submit

Please enter the information for the player or administrative contact for the travel roster. Admin and player must be on Team or in Release pool in order to get added to Travel Roster. The *Roster Role* must match an existing contact in the registration system.

Don't know ID Number, click the button below:

<p><b>Roster Role*</b></p> <ul style="list-style-type: none"> <li>Assistant Coach</li> <li>Head Coach</li> <li>Player</li> <li>Team Assistant</li> <li>Team Manager</li> <li>Team Trainer</li> <li>Tournament Director</li> </ul>	<p><b>ID Number*</b></p> <input style="width: 150px; height: 20px;" type="text"/> <hr style="border: 0; border-top: 1px dashed #ccc;"/> <input type="button" value="Save &amp; Continue"/>
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Once your roster looks correct, click the “Review & Submit” tab and then click the “Submit Application” button. Refresh your page by clicking on the Review tab again and you will see the “Print Acceptance Form” button and the “Print Page” button. Print a copy of both documents and bring these with you to tournament check in.

**OYSA Demo Team**  
0701-01CB14-0012

Team Details | Roster Admin | Roster Player | Active w/ violation | Team Roster | **Tournament Roster** | Tournament | Website

Tournament Requests | Request Info | Roster | Comments | Amendments | **Review**

**Sample Tournament Travel Request** **Status: Accepted, Date: 6/19/2015**

Thank you for submitting your Tournament Roster.

Refresh current page and click Print Acceptance Form to print your official tournament roster.

Questions: (503) 626-4625 X228 | 1-800-275-7353