

# USSSA.com Help

## How to Add/Remove a Guest Player



Below you will find instructions for how to Add/Remove a Guest Player to your team for an event. It is important to remember that this system is distinct and separate from your roster management. Here are instructions on how to access and use this system.

### Accessing Manager Dashboard

Access your team roster from your management Dashboard.

1. Log-in to your Manager Account on USSSA.com
2. Select the Team you want to manage.
3. Select [Manage Guest Players]

The image shows two screenshots of the USSSA.com website. The top screenshot is the login page, and the bottom screenshot is the manager dashboard.

**Top Screenshot: LOGIN TO USSSA**

The top navigation bar includes: WORLD CUP, SPACE COAST COMPLEX, HOW TO REGISTER A TEAM?, SPORTS, PROGRAMS, and a **LOGIN** button. The login form has fields for Manager ID, Enter Manager ID, Password, and Enter Password, with a **Login** button. A sidebar on the left lists: Team Managers, Adult Players, Guardians, Officials, Forgot Username/Password, How to Create, and Create a Manager Account.

**Bottom Screenshot: TEAM MANAGER**

The left sidebar lists: Dashboard, Your Account, Billing Info, Your Payments, Your Players, Create a New Team, and Logout.

The main content area is titled **YOUR TEAMS** and includes a **FAST PITCH** table:

Year	Class	Team
2019	14C	Kelly Test Team
2018	18RAS	Team Blue HS
2018	18RAS	Team Red HS
2018	14RAS	Team Black 14U
2018	14RAS	Team Blue 14U
2018	14RAS	Team Green 14U
2018	14RAS	Team Red 14U

Below the table is a list of actions for the selected team: Manage my Coaches/Admins, Team Details & Photos, View My Events/Make Payments, Search and Enter Events, and USSSA.com Team Page.

On the right, there is a section for **Team: Kelly Test Team (Reg#:8194202676242)** with actions: Manage My Players, Manage Guest Players, Printable Roster, Player Stats, and Print Membership Cards.

# USSSA.com Help

## How to Add/Remove a Guest Player



### Managing Guest Players

Inside your Manage Guest Players Tool, you will manage the players for each event separately. To begin, choose the event you wish to add/remove a guest player.

The number of guest players allowed for a team is based upon the division of the event that the team is entered into:

**RECENTLY VISITED**

Events Teams Players

Select an Option

**TEAM MANAGER**

Dashboard

Your Account

Billing Info

Your Payments

Your Players

Create a New Team

Logout

**GUEST PLAYER MANAGEMENT**

Manage Guest Players My Players as Guest Players

My Events

	Start Date	Event & Location	Class & Stature	Director	# Rostered Players	# Inactive	# Guest Players	Active # of Players
Manage	03/23/2019	CIS Iceberg Opener Des Moines, IA	14 & Under C Qualifier	Kelly Angus-Thorne Kelly.angus-thorne@ussa.com	14	2	1	13
Manage	03/30/2019	CIS Spring Thawout Des Moines, IA	14 & Under C NIT - FP	Kelly Angus-Thorne Kelly.angus-thorne@ussa.com	14	1	0	14
Manage	04/27/2019	Iowa USSSA HS State Des Moines, IA	14 & Under C State	Kelly Angus-Thorne Kelly.angus-thorne@ussa.com	15	0	0	15

**A/Open Divisions - Max of 20 Active Players**

**B/C Divisions - Max of 15 Active Players**

How to calculate Active Players:

- Active players are the total of Regular Rostered Players + Guest Players.
- This calculation is NOT a limit of the number of players you are allowed to have on your roster. Those values are determined in your [Manage my Players] section. This calculation is just for the purpose of the Guest Player System.
  - If you have rostered players ABOVE these limits, it means you will not be allowed to use a Guest Player UNLESS you Deactivate Players.

# USSSA.com Help

## How to Add/Remove a Guest Player



### Adding a Guest Player

If you need to Deactivate any players, click on the red [Deactivate] button for that player.

*(for more information on Deactivating/Reactivating players, please visit that tutorial)*

### Move to the

#### Add Guest Player for this Event Section

1. Manager will Select State,
2. Manager will search for the team they are adding the player from.
  - a. Type any portion of the team name to search and select the team from the matches that drop down.

Logout

SHOPPING CART

Events In Your Cart

Your shopping cart has no items!

Events Saved for Later

Active Rostered Players for this Event

[Click to Deactivate](#)

#	Name	Birthdate	Age & Grad Yr	Address	Phone & Email
<a href="#">Deactivate</a>	ia Test Player 1	12/01/2004	14	332 Holiday Circle West Des Moines,	5555555555 <a href="mailto:kellypc@live.com">kellypc@live.com</a>
<a href="#">Deactivate</a>	ia Test Player 10	10/08/2004	14	2425 Hubbell Ave Des Moines, IA	5152161099 <a href="mailto:kelly_angus-thorne@usssa.com">kelly_angus-thorne@usssa.com</a>

Add Guest Player for this Event

State	Choose Team	Manager Name	Age/Class	Players	
Iowa	Select a Team				<a href="#">Submit</a>

Add Guest Player for this Event

State	Choose Team	Manager Name	Age/Class	Players	
Iowa	Select a Team				<a href="#">Submit</a>

dragons

Dragons

Dragons 10U Haxton

Dragons 10U Ricke

Dragons 10U Welge

Dragons 11U Reiners

Dragons 12U Hitchcock

Dragons 12U Tegels

Approved Guest Playe

	Player Name	Age/Class	Rostered Team Name	Rostered Name Manager Name & Email
<a href="#">Remove</a>	Abby Fontz	14 years old 14 & Under C	Severna Park Green Hornets	Greg Jimeno <a href="mailto:Gregjimeno@hotmail.com">Gregjimeno@hotmail.com</a>

# USSSA.com Help

## How to Add/Remove a Guest Player



### Adding a Guest Player

3. After the team is selected, players will be listed to choose from. When the player is selected, the Manager then will submit the application for that player to be a Guest Player..
4. The system will evaluate the player's eligibility and availability and report back with the following options:
  - a. Approved (Emails generated to both Managers, Guardian, tournament director and State Director)
  - b. Denied - Ineligible for Class (no emails sent)
  - c. Denied - Player is currently Active in Another Event (no emails sent)

#### Add Guest Player for this Event

State	Choose Team	Manager Name	Age/Class	Players	
Iowa	Dragons 12U Hitchcock	Dan Hitchcock	12 & Under C	<div>Select a Player</div>	<div>Submit</div>

#### Approved Guest Players

	Player Name	Birthdate	Phone & Email	Age/Class	Rostered Team Name
<div>Remove</div>	Abby Fontz	08/17/2004	gfontz@comcast.net	14 years old 14 & Under C	Severna Park Green Hornets

#### Add Guest Player for this Event

State	Choose Team	Manager Name	Age/Class	Players	
Iowa	Dragons 12U Hitchcock	Dan Hitchcock	12 & Under C	<div>Select a Player</div>	<div>Submit</div>

Player is added as guest player

#### Add Guest Player for this Event

State	Choose Team	Manager Name	Age/Class	Players	
Iowa	Dragons 13U Peterson	Eric Peterson	13 & Under	<div>Raina Peterson</div>	<div>Submit</div>

Player's team is not eligible for this event

# USSSA.com Help

## How to Add/Remove a Guest Player



### Adding a Guest Player

5. **During the Event (Between Event Start Date and End Date) players will be displayed on the roster in the following structure:**
  - a. **Rostered Players (those currently active on the roster)**
  - b. **Inactive Players (those that are on the roster but flagged inactive)**
  - c. **Guest Players (Only APPROVED Guest Players for that event.)**

# USSSA.com Help


## How to Add/Remove a Guest Player



### Removing a Guest Player

From the Manage Guest Player Dashboard:

1. **Select the event you wish to manage**
2. **Find the player you wish to remove**
3. **Click on the [Remove] button for that player and they will be removed.**

Approved Guest Players						
	Player Name	Birthdate	Phone & Email	Age/Class	Rostered Team Name	Rostered Name Manager Name & Email
	Abbey Hitchcock	09/13/2006	6129907711 daniel.m.hitchcock@gmail.com	12 years old 12 & Under C	Dragons 12U Hitchcock	Dan Hitchcock Daniel.m.hitchcock@gmail.com
	Abby Fontz	08/17/2004	gfontz@comcast.net	14 years old 14 & Under C	Severna Park Green Hornets	Greg Jimeno Gregjimeno@hotmail.com