

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]



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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.

Baseball teams may have a maximum of three players per event for these statures of events:

1. Qualifier
2. NIT
3. Global State Qualifier (NIT)
4. One Day
5. Global Sports State
6. Global World Series

	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@ussssa.com	14	2	1	13
Manage	03/30/2019	CIS Spring Throwout Des Moines, IA	14 & Under C NIT - FP	Kelly Angus-Thorne Kelly.angus-thorne@ussssa.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@ussssa.com	15	0	0	15

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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.

Add Guest Player for this Event

State	Choose Team	Manager Name	Age/Class	Players	
Iowa	Select a Team				Submit

Add Guest Player for this Event

State	Choose Team	Manager Name	Age/Class	Players	
Iowa	Select a Team				Submit

Approved Guest Player

Player Name	Age/Class	Rostered Team Name	Rostered Name Manager Name & Email
Abby Fontz	14 years old	Severna Park Green Hornets	Greg Jimeno
	14 & Under C		Gregjimenohotmail.com

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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	Select a Player	Submit

Approved Guest Players

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

Add Guest Player for this Event

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

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	Raina Peterson	Submit

Player's team is not eligible for this event

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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.)**

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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 Fortz	08/17/2004	gfortz@comcast.net	14 years old 14 & Under C	Sevens Park Green Hornets	Greg Jimeno GregJimeno@hotmail.com