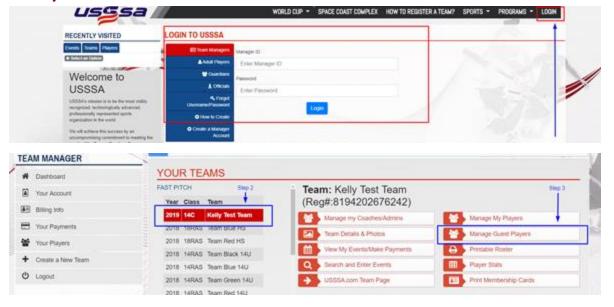


Below you will find instructions for how to Add/Remove a Guest Player to your team for an event. It is important to remember that this system is distinct and separate from your roster management. Here are instructions on how to access and use this system.

### **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]



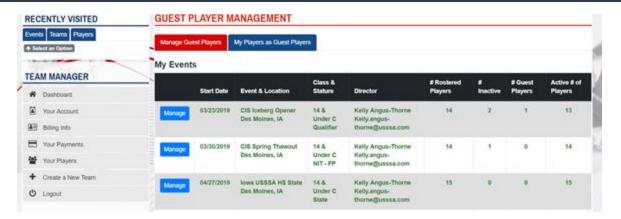


### **Managing Guest Players**

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



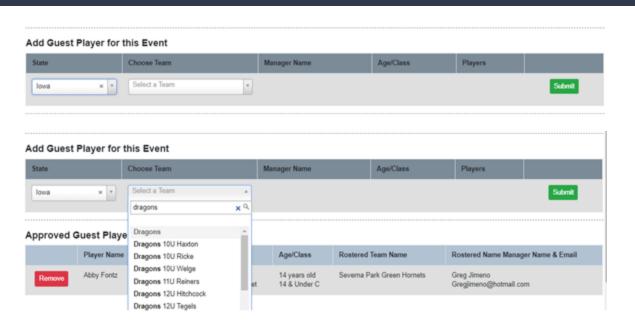


#### **Adding a Guest Player**

#### Move to the

Add Guest Player for this Event Section

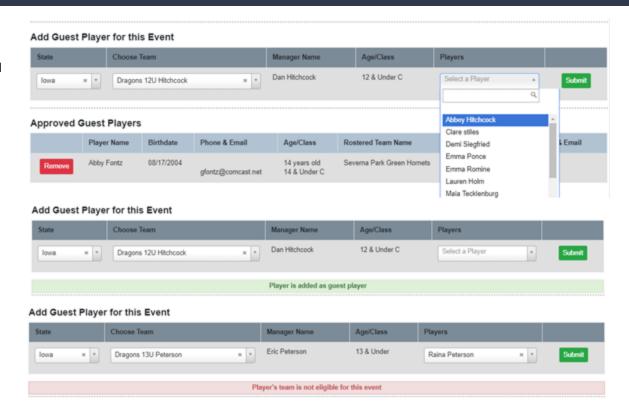
- 1. Manager will Select State,
- 2. Manager will search for the team they are adding the player from.
  - Type any portion of the team name to search and select the team from the matches that drop down.





### **Adding a Guest Player**

- 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:
  - Approved (Emails generated to both Managers, Guardian, tournament director and State Director)
  - b. Denied Ineligible for Class (no emails sent)
  - Denied Player is currently Active in Another Event (no emails sent)





#### **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.)



#### **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.

