2025 Utah Soccer Showcase
Creating Official and Tournament Rosters

1. Log into your UYSA Account. Be sure your name (coach or manager) is highlighted, not your players name.

2. Click on the "Teams Tab" underneath your family information.

3. A new window at the bottom will appear with two tabs. ("Teams" and "Tournament & Schedule Apps") - Click on the "Teams" tab in the new window

4. Click on "Team Info" on the far-right side of your team name.

5. You should be able to see your team roster at this point. **Here you select "Print Team Roster" button (toward the bottom of the page) to get your one copy of your Official Team Roster for check-in. This roster will not have pictures.**

6. After printing or saving to a file your official roster, Click on the "Tournament Roster" tab at the top of the page. (It is located above the list of Administrators on your team.)

7. Click on the "Create New Request"

8. Enter all the Tournament Information. Click Save & Continue when done.

> Tournament Name: Utah Soccer Showcase
> Soccer Federation: UYSA
> Event start and end dates: 08/14/25 - 08/16/25
> City, State, Zip: Orem, UT 84057
> Tournament Director: Candice Beck
> Dir. phone/email: 801-318-8669; candice.beck@lfcacademyut.com

9. You'll be taken to the roster page next. You can delete administrators and players who are not playing in this tournament by clicking on the red X next to the admin/player's name. This is only for this tournament. It will not remove them from your official roster. **To add a UYSA registered guest player click the Add Player/Admin Inside Org at the bottom right-hand side of the screen. Choose the Roster Role from the drop down and enter the ID Number. If you don't know the player's ID Number, click the "Find ID Number" button. You will have to enter the players Last Name, First Name, and birthdate – then hit search. Once you have the correct player, save and continue.**

If you add a guest player or a tournament player the status will say borrowed. If the player is a guest player you must have the specialty action form with their coach's signature with your online check-in paperwork. If this player is a tournament only player, a copy of the tournament only card must be submitted with online paperwork.

Use this opportunity to add Jersey numbers if they are not already there.

10. Click on the Review and Submit tab and then click on the "Submit Application" button.

11. Click on the yellow "Review" Button, and then select "Print Photo Roster" button to print photo roster.

12. Roster will be created with pictures and you can save an electronic file to email to utsoccershowcase@gmail.com.

13. To print or save the roster you will need to click where it says "Select a Format" and choose "PDF". Then click "Export". A new window will open with Tournament Roster and all of the player and coach's pictures. Now you can print or save this file for emailing to utsoccershowcase@gmail.com.