

- 1. Log into your UYSA account click <u>here</u> to be directed.
- 2. Hover your mouse over the My Account tab on the top navigation bar click Player Lookup

Info							
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Add More Famil Members	v)						
Register Family Members							
Set Up Text Aler	rts 👘						
Message Center		iew Details	View D	etails	View Details		
Event / Class Lookup	- Up - Prin	date Photo - t Documents -	- Update - Print Doc	Photo - uments -	- Update Photo - - Print Documents -	-	
Player Lookup	- Vie	w Payments -	- View Pay	/ments -	- View Payments -		

- 3. This will bring you the Player Lookup report.
- 4. Make sure you are in the current seasonal year
- 5. Select the team you are printing the forms for in the Team Dropdown

/Spring 2018-2019 🔹			My Account
Sign Out	Player Lookup Page S	ze: 25 V Reset Report:	Choose Report-
Back To UYSA Help Center	Select Team All Teams	Select Play Type Multiple V Salect Gender	Application Status All Application Status Accepted Paid Order Media Type
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- 6. Click Search. A list of active players on your team will appear.
- 7. Check each box to the left of the player's name that you are printing the forms for
- 8. In the Report drop down, select Application Forms (PDF)

Sign Out	Player Lookup	Page Size: 25 V Result Report:	Choose Report-
Back To UTSA Help Center	Select Team	▼ Select Play Type Multiple ▼ Select Gender	Application Status All Application Status Accepted Paid Order Media Type
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- 9. Click the printer icon.
- 10. Your forms will automatically download into PDF version for the selected players.