



How to Club Pass a Player for League Games

- ✓ Only Teams that belong to Member Organizations are eligible to use the Club Pass feature.
- ✓ Independent Teams may not Club Pass.
 - If you are unsure if you are part of a Member Organization, please visit the Member Organization page under the Resources tab.
- ✓ Players who are multi-rostered may not club pass from their primary or secondary team.
- ✓ Only coaches and teams managers who are rostered to the team have access to process a club pass.
- ✓ The lending team will process the club pass to the borrowing team.

1. Log into your UYSA account. (Make sure your picture is highlighted)

The screenshot shows the UYSA account dashboard. At the top, there are two profile cards: "Team Admin" and "Family Member". The "Team Admin" card is highlighted with a red box and a circled "1". Below these cards are navigation tabs: "Personal Info", "Applications", "Details", "Certificates", "Teams", "Events", and "Referee Schedules". The "Teams" tab is highlighted with a yellow circle and a circled "2". Below the tabs is a table titled "Tournament & Schedule Apps" with columns: "Team (and Team ID)", "Tournament / Schedule", "Status", "Submitted On", and "View". The first row of the table has a "View Tourn. App" link highlighted with a yellow circle and a circled "4".

2. Under your family's pictures click on the "Team" tab. (halfway down the screen, a new window will pop open with 2 tabs)
3. In the new tabs section that has opened, select the "Tournament & Schedule Apps" tab (There should be 2 links on the right hand side)
4. Click on the "View Tourn. App" link on the right hand side.
5. Click on the "Player Roster" tab at the top of the page

The screenshot shows the "Player Roster" page. At the top, there are tabs: "Team Info", "Contacts", "Team Results", "Player Roster", "Disciplinary", "Comments", and "Review". The "Player Roster" tab is highlighted with a yellow circle and a circled "5". Below the tabs is a section titled "PLAYER ROSTER STATS" with a table showing "registered", "loaned", "transferred", "active", "inactive", and "total" counts. Below this is a table with columns: "Home Jrs#", "Away Jrs#", "Name", "ID#", "DOB", "Gender", "Player Status", "Transfer Date", "ODP Level", "Active?", "PlayerInfo", "UYSA ClubPass", and "SMS". The "UYSA ClubPass" column has an "Assign" button highlighted with a yellow circle and a circled "6".

6. Choose the player you wish to club pass and click the "Assign" option on the far-right side.



7. Select the team and game # from the drop down and then "Save".

Team Name
Team ID #

<< Back to My Account

Team Info Contacts Team Results **Player Roster** Disciplinary Comments Review

UYSA ClubPass Player Assignment

<<< Back

Player: Player Name **Player ID #**
DOB: Aug 5 2001 12:00AM
Age: U17 Gender: Male
Number of times Assigned: 0
Net Number of assignments remaining: 100
Max Games of assignments per day: 1

Assign the player to a Game:
Team:* Select a Team ----- ▾
Game:* Select a Game ----- ▾ **#7**

save

If the team you are trying to club pass to does not appear in the drop down there may be one of two problems.

1. The team you are trying to club pass to has a full roster. (Teams MAY NOT deactivate a player to open up a spot for a club pass player, unless the team is U15-U19.)
2. You may be trying to club pass a player to a team that they cannot play with.
 - a. Premier players can only club pass to the other premier brackets.
 - b. D1, D2, D3, or D4 players cannot club pass to the IRL's.
 - c. You cannot club pass to another team that plays in the same bracket as your team.
 - d. Players cannot club pass down more than 2 divisions. (i.e., North A cannot club pass to North D)

If none of these scenarios apply and you are still having problems please call the UYSA Office at 801-307-5150 for review.

To view a summary of all players club passing from your roster to other teams and all players club passing to your team, click on the "UYSA ClubPass" option above the "Assign" option