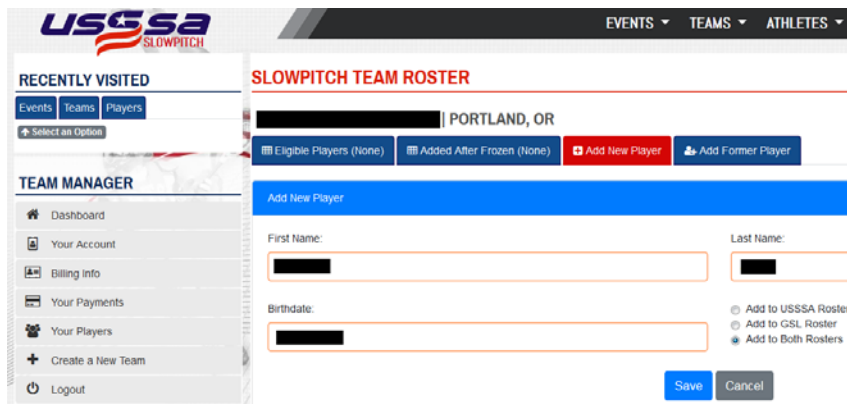


Coaches,

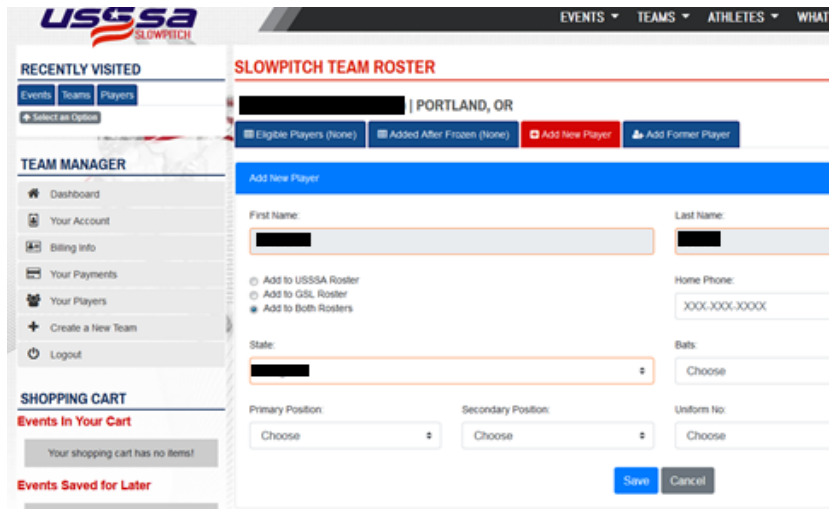
Here's your step by step guide for getting players added to your roster, and how to get them to show up in the Eligible Players tab. Remember, if you ever have questions about a player, you can always look up their existing record with our Find an Athlete Tool: <http://www.ussa.com/slowpitch/Athletes/> and if you have a player who's record needs updating, or they're having technical difficulties getting their invitation to your team approved, please contact your program director. WE CAN HELP!

- 1) Add your player to your roster in the Add New Player Tab (If they played on one of your teams in the past, they will show up in the Add Former Player tab – Even easier!). Make sure that you're using the players name as it appears on their ID. If you go by the name Sam Smith, but your driver's license says Samuel Smith, you need to use your legal name. If you have a player record under a name that is not your legal name, please contact your program director to update it for you. Also select to add to BOTH ROSTERS and hit save.



The screenshot shows the 'SLOWPITCH TEAM ROSTER' page for a team in 'PORTLAND, OR'. The 'Add New Player' form is active. The 'First Name' field contains a redacted name, and the 'Last Name' field contains a redacted name. The 'Birthdate' field is also redacted. The 'Add to Both Rosters' radio button is selected. The 'Save' button is highlighted in blue.

- 2) Choose the state that your player LIVES in. If they had a player record from another state, let your program director know, and it can be updated.



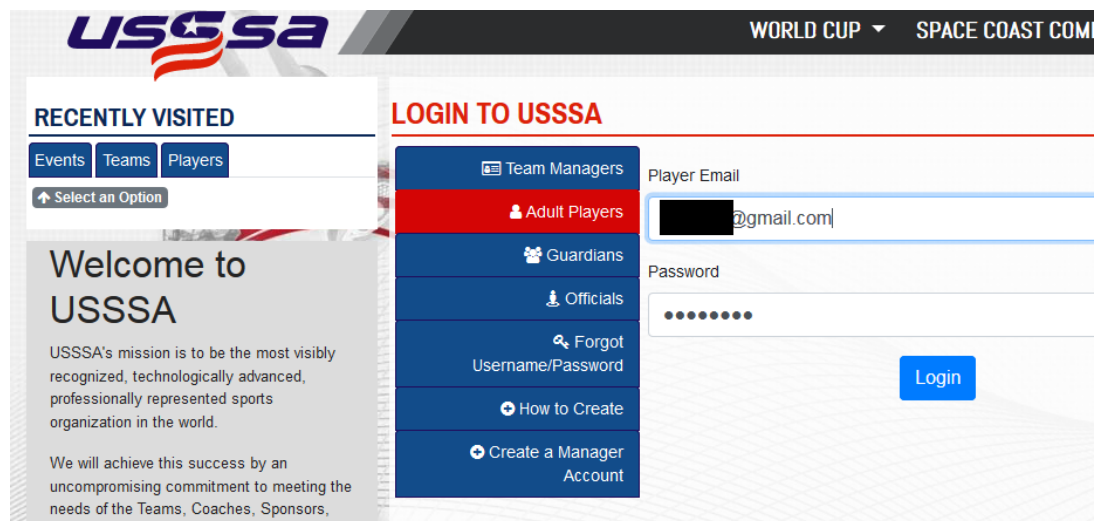
The screenshot shows the 'SLOWPITCH TEAM ROSTER' page for a team in 'PORTLAND, OR'. The 'Add New Player' form is active. The 'First Name' field contains a redacted name, and the 'Last Name' field contains a redacted name. The 'Home Phone' field contains 'XXX.XXX-XXXX'. The 'State' field is a dropdown menu with a redacted state selected. The 'Bats' field is a dropdown menu with 'Choose' selected. The 'Primary Position' and 'Secondary Position' fields are dropdown menus with 'Choose' selected. The 'Uniform No.' field is a text input with 'Choose' selected. The 'Add to Both Rosters' radio button is selected. The 'Save' button is highlighted in blue.

- 3) Once your player has been added to the roster, they will show up in the Pending Players Tab. A player must do three things to move from Pending to Eligible.

- a. First, they need to have created a player profile. If they do not have an existing player record they will need to create one, and they will appear in your roster with a “send invitation” button in blue. The coach must click this “send invitation” button, and then the system will send an email to that player with a link and instructions on how to create a player record. If you see the blue “Send Invitation” button, but you do not see an email address and phone number listed to the left for the player, please contact your program director and have them update the player’s record. If you see the blue “Send Invitation” button, but you know the player should already have a player record, that means that the Name/DOB/State that was entered does not exactly match their existing record. One or the other has a typo in it. Contact your program director, and they can help identify and fix this issue.

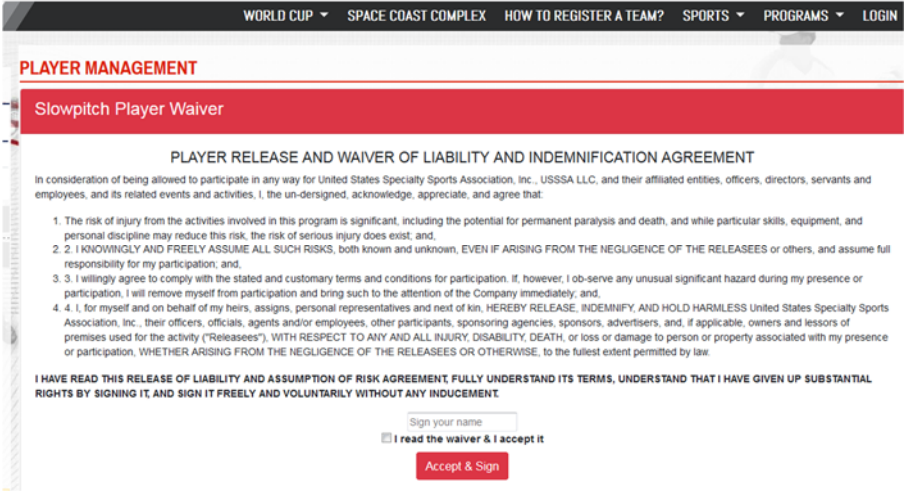


- b. Second, if a player has an existing player record, they WILL NOT receive an email invitation. YOU as the coach must inform them that they were added to your team, and direct them to go to USSSA.COM/LOGIN and sign in to their profile under the adult player tab. If they don't remember their password, they can use the Forgot Username/Password tab.

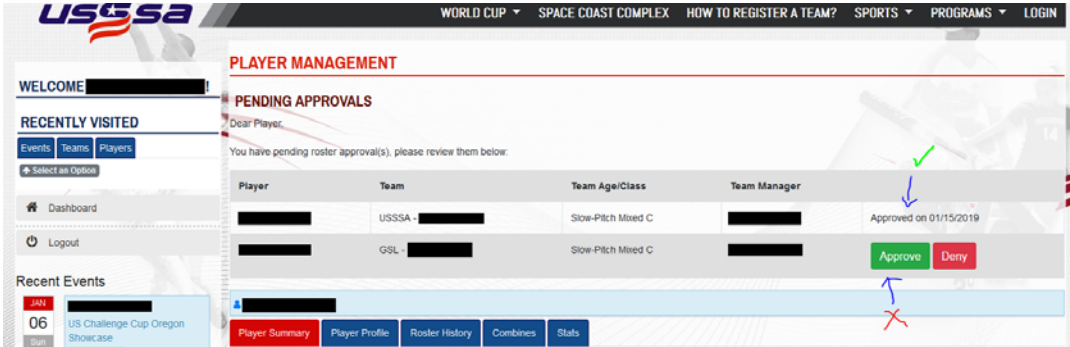


Once they log in, they should see a waiver to sign. This waiver only needs to be signed once per calendar year, and once it's signed will cover all the programs that you're involved in. For example, if you play men's, and coed, and seniors, etc. in the same year you will only sign 1 waiver. It's good for all of them. On occasion a player is asked for a validation code in this stage. This is a glitch. If you are asked for a validation code, close your browser, and go back to Usssa.com/login to re-sign in to your player profile. Once

you do, the waiver page will re-appear without requesting the validation code. Simply “sign” the waiver and move forward.



- c. Third, once they are into their player profile, they should see TWO invitations per team. One of them is for GSL and one of them is for USSSA. Even though this year the single registration and roster is serving for both associations, the player must still approve BOTH! If they do not click accept on both, they will remain in the pending players tab.



When a player has completed their tasks, they will automatically move over to the Eligible Player tab. If a player is in the pending tab, the steps have not been completed and they are not yet a legal player. If they have any technical difficulties, please contact your program director for assistance.

