

Rolling Over a Team from Previous Year

If you are a team manager of a team from a previous year and need to roll over your team to the current year, please follow these directions. If you need to be added as the team manager to a previous year's team, please contact info@hq.usaultimate.org so you can then follow these steps:

- 1 Log into your USA Ultimate membership account here: https://play.usaultimate.org/members/login/
- 2 From the Manage Account page click Become A Team Manager



- 3 You will then see a list of the teams that you've managed. Current season "Active" teams are listed in the section above past seasons/years "Archived" teams.
 - Click the name of the team in the Archived Teams list that needs to be rolled over.



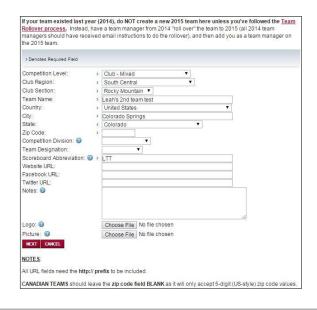






Rolling Over a Team from Previous Year (Continued)

On the subsequent Team Info page, please verify that the information is still correct for this year and/or modify anything that needs to be updated or corrected.



- 6 On the Team Personnel page:
 - Remove participants who are not anticipated to be returning for the current season, by clicking the red X beside their name. Note that they can always be re-added if it is later determined that they will be participating with the team after all.
 - Add participants by clicking the corresponding add button.
 - You will need either a participant's email or Last name and USAU ID to add
 - Note that team personnel are the pool of all players that will be participating in any event with the team in the current year, not necessarily for each & every event that the team is attending. Therefore, you can have more players on your team personnel than might participate in any given event (i.e., roster limits only apply to event rosters).
 - Send Confirmation to participants who need to confirm their spot. Click the red SEND
 CONFIRMATION EMAIL button at the top of the page to request each participant confirm themselves. Ideally, they'll also sign their annual waiver and update their membership, while logged into their online account.

