

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.usultimate.org so you can then follow these steps:

- 1 Log into your USA Ultimate membership account here: <https://play.usultimate.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.



- 4 Click the red **ROLLOVER TEAM** button.



Rolling Over a Team from Previous Year *(Continued)*

- 5** 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.

If your team existed last year (2014), do NOT create a new 2015 team here unless you've followed the **Team Rollover process**. Instead, have a team manager from 2014 "roll over" the team to 2015 (all 2014 team managers should have received email instructions to do the rollover), and then add you as a team manager on the 2015 team.

> Denotes Required Field

Competition Level: > Club - Mixed
 Club Region: > South Central
 Club Section: > Rocky Mountain
 Team Name: > Leah's 2nd team test
 Country: > United States
 City: > Colorado Springs
 State: > Colorado
 Zip Code: >
 Competition Division: >
 Team Designation: >
 Scoreboard Abbreviation: > LTT
 Website URL:
 Facebook URL:
 Twitter URL:
 Notes:

Logo: Choose File | No file chosen
 Picture: Choose File | No file chosen

NEXT **CANCEL**

NOTES:
All URL fields need the **http://** prefix to be included.
CANADIAN TEAMS should leave the **zip code** field **BLANK** as it will only accept 5-digit (US-style) zip code values.

- 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.*

Players, coaches and chaperones must confirm before they can be added to event rosters.
 Team managers - be sure to also add yourself as a player on the team (if applicable).

Leah's 2nd team test **BACK TO TEAM LISTING**

EMAIL ALL TEAM PERSONNEL **SEND CONFIRMATION EMAIL**

Team Managers **ADD TEAM MANAGER**

#	USAU ID#	Name	Email
1	206592	DOLAN-KELLEY, LEAH	leahdk14@yahoo.com

Player Roster **ADD PLAYER**

#	USAU ID#	Name	Confirmed	Age	Membership Status	Expires	Jersey #	Points
X	206592	DOLAN-KELLEY, LEAH	!	30	Adult 1 Year (Staff)	Expires: 12/31/2015 (Active)	✓	0

Chaperones **ADD CHAPERONE**
 You currently have no chaperones.

Coaches **ADD COACH**
 You currently have no coaches.