

## 2020 College Series Registration Checklist

Please refer to the checklist below to ensure you have completed all necessary steps to roster your team for the College Series:

- Login to your account at <https://play.usultimate.org/members/login/>.  
*If it is your first time, follow the instructions at the top of the page.*
- Team Managers should follow the online rostering instructions for creating a team and adding players onto your team roster. See the “How to Create a Team” help document on the [Members Help page](#).
- Use the online rostering system to determine which players owe dues and waivers for 2020.
  - » **Players may not be added to a College Series event roster if they do not have a current, paid membership and signed waiver. They must also have their high school graduation date in their account.**
  - » Players can pay for their annual memberships through their online account. Team Managers can also pay for multiple player’s membership dues from their Team Manager accounts. For instructions on how to do this, see “Paying for Team Personnel” on the [Members Help page](#).
  - » Waivers are good for the calendar year in which they are signed. Players can sign their waivers by logging into their accounts online.
  - » MINORS (Age < 18): You cannot add minors to your team roster without first adding a [Chaperone](#) with a completed background check.
  - » Minors must have their parent or guardian also sign the waiver. Minors also need the Medical Authorization Form filled out.
  - » **The medical release form is the responsibility of the chaperone; it must be brought to each Series event and kept on hand by the chaperone.** This form will allow medical personnel to treat an injured minor without a parent/guardian having to be present.
- REGISTER YOUR TEAM FOR YOUR RESPECTIVE CONFERENCE EVENT.**  
You can register your team for the conference event by logging into your team manager account, and signing up for the correct event on the USA Ultimate website. Teams must register for their event by the final day of the regular season, March 29, 2020.
- Print off your team’s roster and submit it to your school’s registrar for verification.
  - » See “Verifying a College Roster” help document on the [Members Help page](#).
- Mail your registrar-verified roster to USA Ultimate HQ. **It must be RECEIVED by 5pm MT Friday, February 28th 2020.**  
  
 USA Ultimate  
 Re: College Roster\*  
 Gender Division/Conference/Name of College  
 5825 Delmonico Drive, Suite 350  
 Colorado Springs, CO 80919  
*\*If the mailing consists of roster additions after your team registration, please address letter as “Re: College Roster-Additions”.*
- Once your roster is received by USA Ultimate, **please allow 5 business days for each player verified by the roster to be checked off** under “Academic Eligibility.” You may check your roster’s status by finding your team on the [College Teams page](#) where it will be marked as one of the following:
- Teams will be notified of issues, via e-mail from the College Manager, regarding verified players and will have until **March 23rd 2020**, to resolve these issues.
- Once your team has been marked as valid, double check your online roster to ensure all players you wish to participate in the Series have been marked as Academically Eligible. You will then be able add academically eligible players cleared by USA Ultimate to your event roster for your series event.** The deadline to submit event rosters for the Series is the Wednesday before the event.