



## 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 'Family Members' section with two cards: 'Team Admin' and 'Family Member'. The 'Team Admin' card has a red circle with the number '1' next to it. Below the cards are navigation tabs: 'Personal Info', 'Applications', 'Details', 'Certificates', 'Teams', 'Events', and 'Referee Schedules'. The 'Teams' tab is highlighted with a red circle and the number '2'. Below the tabs is a 'Teams' section with a sub-tab 'Tournament & Schedule Apps' highlighted with a red circle and the number '3'. A table lists tournament entries with columns for 'Team (and Team ID)', 'Tournament / Schedule', 'Status', 'Submitted On', and 'View'. The first entry has a 'View Tourn. App.' link highlighted with a red circle and the number '4'. A 'Show Past Apps' button is at the bottom.

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 for a specific team. At the top, there are tabs for 'Team Info', 'Contacts', 'Team Results', 'Player Roster', 'Disciplinary', 'Comments', and 'Review'. The 'Player Roster' tab is active. Below the tabs is a section for 'PLAYER ROSTER STATS' with a table showing counts for registered, loaned, transferred, active, inactive, and total players. Below this is a table of players with columns: Home Jrst, Away Jrst, Name, ID#, DOB, Gender, Player Status, Transfer Date, ODP Level, Active?, PlayerInfo, UYSA ClubPass, and SMS. The 'UYSA ClubPass' column has a dropdown menu with 'Assign' selected, highlighted with a red circle and the number '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**

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**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 ----- ▾

save

#7

**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 1 and 2 players can only club pass to the other premier bracket and to D1 regardless of the age group you are club passing to.
  - b. You cannot club pass to another team that plays in the same bracket as your team.
  - c. 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

