

## REGISTERING A USSSA ROSTER ONLINE

To register a roster online you will need your Log in ID and Password.

1. Go to [www.ussa.com](http://www.ussa.com) and click “Baseball”
2. Click on “Log in / Log out” on the top tool bar
3. Find your team in the middle of the page and highlight it.
4. At the bottom of the page there will be an option “Roster Adds and Updates” click in the circle next to “Roster Adds and Updates” and click “Submit”.
5. An affidavit page will appear and after reading click on “I Agree”.
6. You should now be on the roster entry page. In the Add Player box type in the player’s first name, last name, and date of birth.
7. Click “Add Player”.
8. On the next page you will be required to select the player state.
9. Save Player.
10. Click “View Team” to enter your next player.
11. When complete you may print your roster (“Printable Roster” is available on the Team Manager Menu).

*\*Please note player’s date of birth must be entered in format of 04/25/1995.*

### FAQ’s

Q: What if I do not have my ID?

A: To obtain your ID please email Stacy ([stacy@ussa.com](mailto:stacy@ussa.com)) with the following information:

1. Manager first and last name
2. Team Name
3. State
4. Sport
5. Sanction Number

Q: When does my roster have to be online?

A: Rosters should be posted as soon as possible however they cannot be posted less than 7 days prior to the first day of your first USSSA event.

Q: Why are some of my players shown on another team roster?

A: Prior to freezing a roster ISTS allows players to be entered into multiple rosters because many players participate with multiple teams in a season. Once added to the roster the USSSA ISTS system will not automatically remove a player from another roster.

Q: How many players can I add to my roster?

A: Prior to freezing the roster, teams may add and/or drop as many players as they wish. However, once a team qualifies for a State, World Series, Elite World Series, AA National, or any other post season play rosters become frozen. Once frozen, a team can add up to three players and drop up to three players from the roster up to 72 hours prior to the Event. Teams are prohibited from altering rosters during any tournament they are playing in.