

**Rosters**

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With the UPA's online rosters system, you can create a roster for a tournament, check your players' UPA status, and submit the roster to the UPA for verification.

This page is for team organizers. If you are a tournament coordinator, please consult the [tournament coordinator's](#) documentation. Alternately, [player](#) documentation is also available.

To use the UPA Online Rostering system, you must have a UPA website account. You do not have to be a current UPA member (i.e. parents can be team organizers). To begin, login into your account at

<https://www.upa.org/members/login.php>

If you do not have an account, you can create an account at

[https://www.upa.org/members/create\\_account.php](https://www.upa.org/members/create_account.php)

To create a roster, you will need your team's information: name, location, etc. To add players to the roster, you will need the first name, last name, UPA membership number and, optionally, email address of each player.

The rosters process consists of five steps for college series events, four steps for all other events:

1. [Create the roster](#)
2. [Add players, edit players, remove players](#)
3. [Check players' statuses](#)
4. [Submit roster to the UPA and tournament coordinator](#)

and for college series events:

5. [UPA verification of eligibility](#)

Steps 2 and 3 can be repeated as many times as necessary to get a valid roster for submission.

**CREATE ROSTER**

To create a roster, begin by selecting the [Create a New Roster](#) link off the [roster overview](#) page.

Select the type of tournament your team will be participating in: a Championship Series event, or a Sanctioned event:

Sanctioned events are tournaments sanctioned team members.

[Championship Series Event](#)

[Sanctioned Event](#)

If your team will be participating in a sanctioned event, a list of sanctioned events will display. Select the link for the desired event:

Tournament	Start
<a href="#">Winston Cup</a>	07/30,
<a href="#">Sunnyvale Savage Seven</a>	08/13,
<a href="#">2005S TENNESSEE HS STATE TOURNEY</a>	10/15,
<a href="#">2005S DISCOS CALIENTES</a>	08/13,
<a href="#">2005S TRAFFIC JAM III</a>	08/27,
<a href="#">2005S LAOUT</a>	08/07,
<a href="#">2005S HO LAY COW</a>	08/13,

If your team will be participating in a Championship Series event, you can select the level, region and, if appropriate, section where the tournament is:

Select a tournament from the following selections. If tournament region/section may not be the same as

Unsure of your Region or Section? Please consult o

Club (Mixed, Open, Women's)

Central Plains (Illinois, Indiana)

Select

If you do not know the region or section for your event, you can check the [Club and Youth Championship Series](#) map or the [College Championship Series](#) maps:



Select the **tournament** section (where the tournament is):

If there are tournaments in the region and section you have selected, a list of them will appear. Select a tournament:

TOURNAMENT » SUPPLY TEAM DATA » SUPPLY

**Northwest Region, Bay Area Section**

Select a tournament:

[Nor Cal College Sectionals](#)

An acceptance of the tournament guidelines displays next. Please read the tournament guidelines (a link provided on the acceptance page) before agreeing to them:

**Tournament Guidelines**

Before proceeding, please read the [UPA guidelines](#) for a College-Championship Series Event

I acknowledge that I have read, understood, and agree to all guidelines.

Next, supply your team information: team name, division, and team location (city and state):

Team Information

**Team Name:**\*

**Team Division:**\*

Open

Women's

Masters

Mixed

Team Location

**State:**\*

Colorado

**City:**\*

When you create a team, you are automatically added as the primary organizer for the team. You can [add more organizers](#) after the team is created.

### **ADD/EDIT/REMOVE PLAYERS AND ORGANIZERS**

After a roster is created, you can add, edit and remove players and organizers. Organizers need to have a [UPA website account](#). They do not have to be UPA members.

To add a player to your roster, select the Add Player link.

Players [Add Player](#)

Fill out the player information. The player's first name, last name, and UPA ID are required. If you have a current email address of the player, you can optionally provide this, too.

Player Information

**First Name:\***

**Last Name:\***

**UPA ID:\***

**Email Address:**

[Return to Roster](#)

The status of a newly added player is [unverified](#). You will need to [check](#) your roster. You can check a roster at any point.

If a player's information is incorrect, you can edit the player information using the edit link for the user, displayed on the right side of the roster list.

Player Information

**First Name:\***

**Last Name:\***

**UPA ID:\***

**Email Address:**

You can also remove a player from the roster. Follow the remove link for the player:

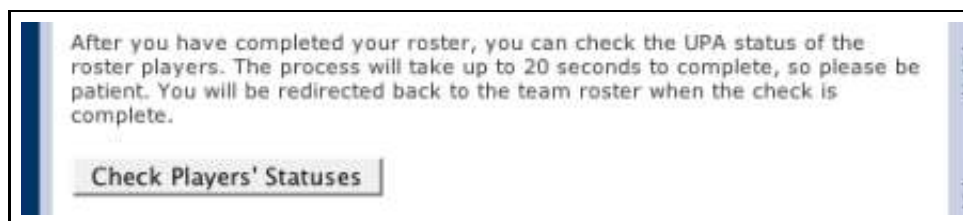
Confirm removing **Sydney Bristow** from roster.

After a roster has been [checked](#), if the player information provided on the roster matches a player in the UPA membership database, the status of the player will update to reflect in information in the UPA membership database, including dues, waiver and eligibility status.

You can add players to the roster even after you have checked or submitted a roster. If you add a player after you have submitted a roster, additional players will be part of a roster addendum.

### **CHECK PLAYERS' STATUSES**

After you have [added](#) players to your roster, the roster will need to be checked. When a roster is checked, the [status](#) of each player on the roster is shown.



Please review player [statuses](#) for details on what the statuses and status messages mean.

## SUBMIT ROSTER

After your roster has been [checked](#), you can submit the roster to the UPA. **You must submit your roster to the UPA for it to be counted for online rosters.** Only submitted rosters are considered valid for a tournament.

**You must [check](#) the roster before you can submit the roster.** If your roster view doesn't show a Submit Roster to UPA link, the roster hasn't been checked yet.



You must have a minimum of seven potentially eligible players on your roster to submit it to the UPA. All [Not Found](#) players will be removed from the roster when you submit it to the UPA. Similarly, all known [ineligible](#) players will be removed before the UPA reviews the roster.

## UPA ELIGIBILITY VERIFICATION

For eligibility restricted events, such as the [College Championship Series](#) and some other UPA sanctioned events, the UPA will need to verify the player's eligibility before the player can participate in the event.

For example, all players who have been UPA members for more than five years will need to have their college eligibility status verified.

The UPA will verify only [submitted](#) rosters.

The UPA will verify rosters and any addendums received. Once players are verified, you can only remove the player from the team. If you remove a player from the team after the player has been verified, then readd the player to the roster, the player will need to be reverified, including a roster-addendum from the registrar.

## ADJUSTING PLAYERS ON A SUBMITTED ROSTER

Sometimes, even with the best intentions, roster changes may have to be made to a roster that has already been submitted.

When a roster is submitted, all [Not Found](#) players are removed, as well as all known [ineligible](#) players. The details of all other players on the roster become uneditable.

You can, however, remove submitted players from the roster. The [remove](#) links stay active, even on submitted rosters.

Similarly, you can add new players to the roster. The details of these new players are editable,

until the roster is submitted again. At that point, the player information is non-editable for this roster.

## FREQUENTLY ASKED QUESTIONS

If you have further questions, please consult the [general FAQs](#) and [organizer FAQs](#).

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