



## **SEMINOLE SPORTS ROSTERS AND WAIVERS FAQ**

***All rosters and waivers must be entered electronically in to tourney machine by 7pm the Wednesday before the tournament. The rosters and waivers will be entered through the log in (email/password) of whomever entered the team for the Seminole Sports tournament(s). This is a 2 step process of adding the roster and then sending the waivers for submission.***

*Unfortunately Tourney machine does not offer any sort of technical support so this document has been created to walk teams through the roster and waiver process. It is extremely encouraged that teams complete both the rosters/waivers well before the deadline to avoid issues, forfeitures, etc. Teams must be in compliance with all roster/waiver requirements in order to participate in any event.*

***\*\*Waivers can not be sent out until an athlete has been added to the roster—once the athlete is added to the roster waivers can then be sent out for submission.***

### **HOW TO ADD A ROSTER**

1. Log into the Tourney Team account (account that was used to register for the event).
2. To access your Team List, click **Teams**.
3. Select the desired team.
4. Click **Roster**.
5. Click **Add/Edit Roster** to add athletes to the roster.
6. Enter required athlete information.
7. Click **Save**.

### **YOU MAY ALSO IMPORT ROSTERS.. How to Import Rosters as a Coach**

**With each team in the account, import roster information from a spreadsheet.**

**First, download the [Roster Import Spreadsheet](#). Included on the spreadsheet are all of the fields that are available to import. Delete the sample player.**

1. **Go to Tourney Team.**
2. **On the upper right-hand corner of the screen, click Teams.**
3. **Click the desired team name.**

4. Click Roster.
5. Click Import Roster.
6. Go to the spreadsheet filled out. Copy the information in the spreadsheet.
7. Paste the data into the space on the import page.
8. Set the field delimiter to Tab.

9. If applicable, check **First Row is Header** box.
10. Click **Continue**.
11. Assign the appropriate data fields to each column. Correct any incorrect data fields or add any that did not get pulled over.
12. Click **Continue**.
13. The roster data will import and edit the player information from within the system from now on.

**How to Send and Manage Waivers** (Athletes must be added to the roster before waivers can be sent)

**NOTE:** Each athlete will receive an email with a link to fill out the waiver and a unique verification code that is required to complete the form.

1. Log in to the Tourney Team account.
2. Click Teams to access the *Team List*.
3. Click Waivers.
4. To send individual emails, click the envelope to the right of each player's name. To send waivers to everyone, click Send Waiver Request to XX of XX Athletes.

The tournament director creates the waivers, but it is the coach's responsibility to send them to athletes/parents. Each athlete must have an email address entered.

To see when waivers are due and who has completed them:

1. Log in to the Tourney Team account.
2. A notification at the top of the screen appears if there are waivers to be completed. You will also be able to see how many of your athletes have completed the waiver.
3. Click on the button to receive a more in-depth view.

All coach's must also complete a waiver. Each coach must either sign their athlete's waiver or else fill out the Coach's Waiver below to complete their compliance. Any coach who does not have a child on the team must complete the Coach's Waiver below and send to [waivers@seminole-sports.com](mailto:waivers@seminole-sports.com) Any athlete who is participating in an event who is 18U or older must complete the waiver below labeled 18U Waiver and email to [waivers@seminole-sports.com](mailto:waivers@seminole-sports.com) If an athlete turns 18 in the midst of the season they must have multiple waivers completed. Example; a player waiver signed by their guardian prior to their 18th birthday and then an 18U player waiver signed once they turn 18. ALL players and coaches participating in any Seminole Sports event must have a completed waiver to be allowed to participate. Team Managers are responsible for execution of all team's waivers. Teams and Individuals are subject to forfeiture. Teams are encouraged to complete rosters/waivers at their earliest convenience to avoid issues. See the below FAQ for further information on how to complete the information.

If for some reason they cannot send out via tourney machine parents should fill out the attached parent waiver and return to [waivers@seminole-sports.com](mailto:waivers@seminole-sports.com).

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