



How to Sign In to HTG Sports and Register Your Players

IMPORTANT LOG IN INFORMATION

YOUR USER ID IS ALWAYS THE MANAGER'S FULL EMAIL ADDRESS THAT WAS INPUT WHEN THE TEAMS(S) WERE FIRST REGISTERED FOR THIS EVENT ex: waynerooney@sbcglobal.net
IF THIS IS YOUR FIRST TIME AS A MANAGER IN THE SYSTEM -

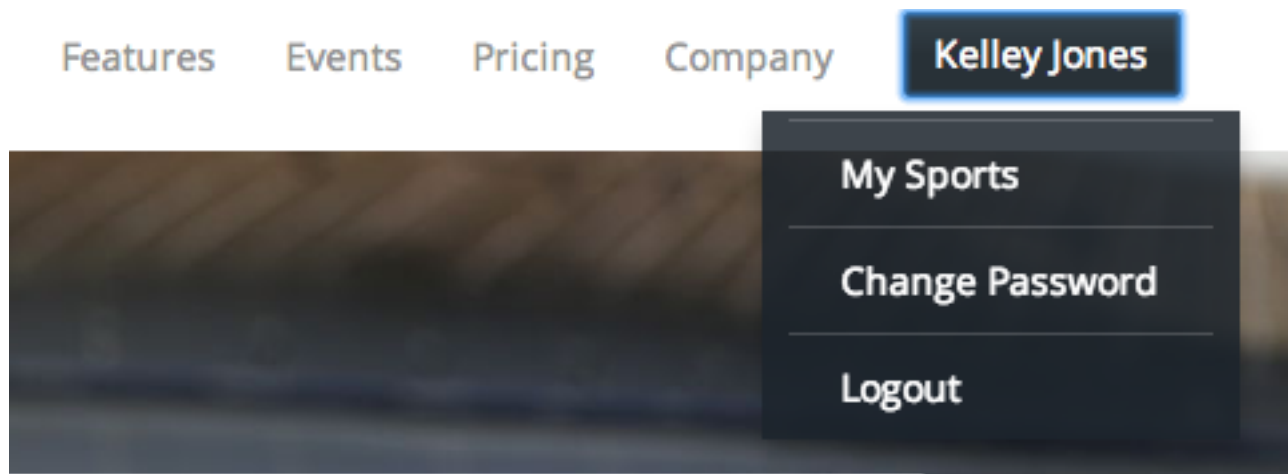
When you first log into HTGSports, your user ID and your password is the full email address of the manager.

IF YOU ARE A RETURNING MANAGER and registered for this event with the same email as the previous event, your log in and password is the same as the previous event. ex. wayne@rooney.net

Register your players – go to <http://www.htgsports.net> and log into the site with your User ID and Password.

Please read Important Log In Information above

1. **Sign In** to the HTG system with your email and password
2. Click on **your name** to reveal a drop down menu
3. Click on the " My Sports" tab from the menu



The first time you enter, you will be asked to change your password. After your new password is accepted, click on **My Sports** tab.

If you desire and to save time, you can import your complete player roster in excel format directly, by following the instructions on line and using the exact template (see below) - *be sure to include the player's address even though the instructions say it is optional.* The players will then be added to your "Master Player List" and you will just have to click on the players you want on your roster. Once you do that, the parents will receive an automatic email to digitally sign the waiver and pay the player registration/insurance fee. It is important to Validate the file first and if ok, then Upload

1. Select an XLS/XLSX file with player data. 2. Validate. If validation is successful with no errors then
1. Select an XLS/XLSX file with player data. 3. Upload

Excel File: no file selected

1. Validate

2. Upload

Note: File format is a Microsoft Excel XLS or XLSX file. The data should be in the first worksheet (other worksheets will be ignored).

It should contain a header row with the following required columns (**Note:** Columns can be in any order).

first, last, dob, gender, jersey, parent name, parent email

Where

first is the first name of the player

last is the last name of the player

dob is the date of birth of the player

gender is the gender of the player

Examples: M or MALE

Examples: F or FEMALE

jersey is the jersey number of the player (e.g. 0, 1, 2, 3)

parent name is the name of the parent

parent email is the email of the parent

Complete Address is required

address, city, state, zip

Where

address is the street address of the player

city is the city of the player

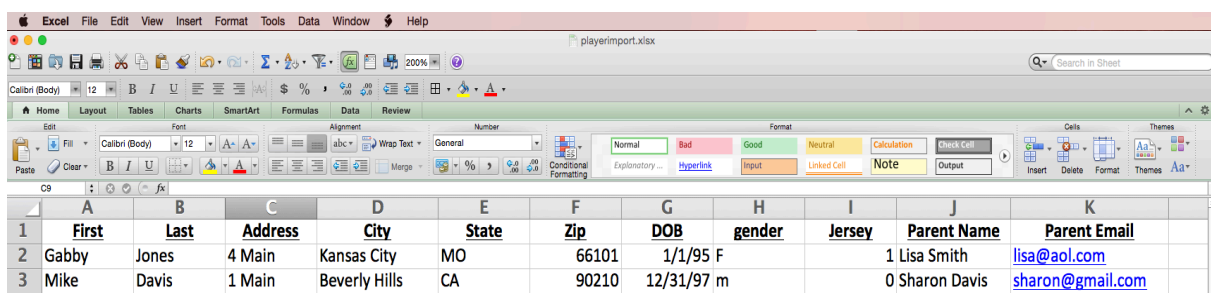
state is the 2 letter state code of the player

Examples: AL

Examples: MI

Examples: CA

zip is the zipcode of the player



	A	B	C	D	E	F	G	H	I	J	K
1	First	Last	Address	City	State	Zip	DOB	gender	Jersey	Parent Name	Parent Email
2	Gabby	Jones	4 Main	Kansas City	MO	66101	1/1/95	F		1 Lisa Smith	lisa@aol.com
3	Mike	Davis	1 Main	Beverly Hills	CA	90210	12/31/97	m		0 Sharon Davis	sharon@gmail.com

+ My Players

- ▶ The **My Player** list contains a list of all of the players on your various teams. You may add/remove players from this list. Once you are done making changes to the list you may click on one of your teams below in the **My Teams** list to assign players to a given team.
- ▶ Click on **Add Player** to add a player to the list.
- ▶ Click on **Delete** to remove a player from the list. **Note:** If you remove a player from the list it will remove any player statistics associated with this player as well as remove that player from any associated teams.

Click on a player below to edit.

Add Player

Import Players

Export Players

Filter: Active

Otherwise, follow the instructions below to add players individually.

Registering players is a 2 step process Step 1. Click on "Add Players" and add player info to create your Master Player List. Only the required fields need to be completed.

Numbers on player jerseys **ARE** required for league play.

Step 2. After all players are entered in the Master Player List, you need to assign them to the team you registered for the event. From the "My Sports" page, click on the team for which you want to add players. You will be taken to the "Team Detail" page. Click on the "Manage" link. From your "Master Player List, click on the players you want into your roster, add them and they will appear in the "Players Assigned to the Team" list, creating a roster for the team in the event.

Hit "Save" when you are finished. Players from last year are still in the system and can be accessed if the manager has remained the same and uses the same e-mail as last year. You can always add players until the deadline of your event. All players must be registered with USYF in order to participate. When you add players from your Master Player list to the Players Assigned to the Team list, an e-mail is automatically sent to the parent/guardian with instructions on how to complete player registration and payment of the player registration fee. **You must assign players to your team as soon as possible so the parent/player/guardian has time to receive the e-mail, act on it, and pay the player registration fee. Do not wait until the last minute to complete this step.**

Note on Player Registration – To confirm the status of your players in their progress regarding submitting waiver and payment, go to your Team Detail page. When you view your team roster, you can confirm the status of each player by looking at the icon in the "WAIV" and "PAID" column