

How to request Permission to Travel or Guest Player Tournament Roster

*Use this to request a **Permission to Travel/ Travel Roster** any time the team plans to attend a tournament hosted by a club out of state or attend friendly games hosted by a club out of state.

*Use this to request a **Guest Player Tournament Roster** anytime the team plans to take a guest player to participate in a tournament located in South Carolina.

*The request is submitted online by the team coach or team manager.

Log in to your Sports Connect team administrator account (Previously called Affinity. Use the same login and password you created when submitting your SCYS background check):

<https://scysa.sportsaffinity.com/Foundation/Login.aspx?sessionguid=>

1. From the MY ACCOUNT screen, scroll down and click on the TEAMS tab
2. Click on the TEAM INFO link
3. Click on TRAVEL ROSTER tab and CREATE NEW REQUEST
4. Enter the Tournament information (can be found on the website of the host tournament, look for the tournament's "Permission to Host" document).
5. The next page will be the ROSTER tab. You can delete the names of any players not participating in the tournament (**red x on the right of the player**) and enter jersey numbers for all remaining players.
6. IF YOU ARE TAKING GUEST PLAYERS: *Guest players must have been born in the same year of your team's age group OR up to two years younger than your team's age group (Check the player's year of birth)*
 - a. Click the ADD PLAYER/ADMIN INSIDE ORG button to add guest players from another team (**Includes guest players from other clubs within South Carolina**). 1) Select PLAYER as the "Roster Role" and enter the player's ID Number. If you do not know the player's ID number refer to the FIND ID NUMBER button located on the left side – Click the SAVE & CONTINUE button. 2) Repeat for each additional guest player. Enter guest player jersey numbers and press the SAVE & CONTINUE button.
7. Once your roster is set press the SAVE & CONTINUE button, if you have a request type it in the comments section and press SAVE & CONTINUE to go to the REVIEW & SUBMIT tab.
8. Review your application and make the **\$15 payment with credit/debit card or e-check**. SCYS approval timeframe is usually 1-3 days after submitted.

HOW TO PRINT YOUR APPROVED DOCUMENTS:

You will know that your request has been approved by SCYS and you can print your travel roster if the application status has changed to "ACCEPTED"

1. Log in to your Sports Connect team administrator account:
2. From the MY ACCOUNT screen, scroll down and click on the TEAMS tab
3. Click on the TEAM INFO link
4. Click on TRAVEL ROSTER tab
5. Click on the EDIT button (located under the created date), next click on the "REVIEW" subtab
6. There will be a button that says "PRINT TRAVEL PAPERS", this button will only show once the team is approved by SCYS. Print all three pages. Any rostered team administrator can sign the forms where indicated (coach, manager or treasurer)