

How to Club Pass players for SCYS OPEN, PMSL & NLSC Leagues

A Club Pass roster will be required for the team using club pass players for each match.

This request can be submitted by the team coach or manager.

****Club Pass Player Rule****

A Club Pass player may play: **1) UP in team level, or 2) SAME Team level (laterally)**. Club Pass player team age group must be same as the host team or up to two years younger (the player cannot be registered in a team whose age group is older than the host team). **Club Pass players are limited to only 2 games per day and may never play down in team level**. Teams will be allowed 7 club pass players maximum per match.

Host team's SCYS League Level:	Club Pass Player allowed from SCYS League Level:	Club Pass Player allowed if the player's assigned team age group is:
OPEN	OPEN, Recreation, Junior Academy (if age restriction allows).	Same as host team OR no more than 2 years younger. The player must not be registered in a team whose age group is older than the host team.
PMSL	PMSL, OPEN, Recreation, Junior Academy (if age restriction allows).	
NLSC	NLSC, PMSL, OPEN, Recreation, Junior Academy (if age restriction allows).	Check the player's team age group!

1. [Log in to your Sports Connect team administrator account \(link\)](#). Use the same login and password you created when submitted your SCYS background check.
2. From your MY ACCOUNT screen, scroll down & click on the TEAMS tab
3. Click on the TEAM INFO link located on the right side of the team's name.
4. On your team page, click on the TOURNAMENT tab. On the bottom left you will see the word "edit", click on "edit".

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Team Details

Roster Admin

Roster Player

Active w/o violation ✓

Team Roster

Travel Roster

Tournament

No Tournament registration is available.

Listed below are the tournament applications this team has applied for.

To view / edit the application please click "edit" next to the application wish to edit.

Tournaments Registered To	Flight	Order #	Amount Paid	Amount Due
Fall 2023 NL South Carolina	17UB NL(2007)	2-7077747	\$18,200.00	\$0.00

edit

5. On the following screen click the PLAYER ROSTER tab.
6. Scroll down to the bottom right & click on the ADD CLUB PASS PLAYER button.
7. The next screen will allow you to search for players within CESA that meet the club pass guidelines. Search for the player(s) you want to club pass & click the “Add to roster” button that will show next to the player’s name. Repeat for each player you want to club pass.
8. Click <<BACK TO MY ACCOUNT button located on the top right side of the player roster page.
9. Log back in and remove the club pass player(s) after your game has passed.

TO PRINT CLUB PASS GAME DAY ROSTER:

The club pass player roster must be printed no more than 48 hours prior to game start time

***1-** Repeat steps 1 through 5 above

***2-** Scroll down to the buttons located below player names and click the PRINT PAGE button

***3-** Print your Game Day roster. Your team coach will show it to the referee before the match.

PLAYER CARDS ON GAME DAY

[Sign in to the SCYS official digital player cards system \(link\).](#)

Your login and password are the same that you have been using for team management (same as used for SCYS background check). The club passed player’s digital card will show for the specific league game along with all other digital player cards for your team (visible within 48 hours of the game).

The club pass player’s digital card will be in a different color and say “Active”

If you need further assistance, please call me at the CESA office. I am available on Mondays, Thursdays and Fridays from 9AM - 3PM.

Thanks for all you do!

Liliana Alvarez

CESA Travel Program Registrar

Office: (864) 329-1113 **Option 3**

Email: liliana.alvarez@carolinaelitesc.com