

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 **USYS sanctioned tournament** out of state or attend friendly games hosted by a USYS 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 **USYS Sanctioned tournament** located in South Carolina or out of state.

FIRST! Find out if the tournament is sanctioned by USYS or US Club

Go to the tournament's website and look for their "Permission to Host" document. Is it stamped with the USYS logo? If yes, you need permission to travel, continue with instructions below.

If it is stamped with the US Club logo, your team cannot get SCYSA permission to travel, the host club will have additional instructions for out of state USYS teams to complete check-in without permission from SCYSA.

This request must be submitted to SCYSA at least 3 business days prior than the date you need it approved by*

Team coach or team manager: [Log in to your Sports Connect team administrator account \(link\)](#). Use the same login and password you created when submitted your SCYS background check

1. From the MY ACCOUNT screen click on the TEAMS tab
2. Click on the TEAM INFO link
3. Click on TRAVEL ROSTER tab (or TRAVEL ROSTER button) and CREATE NEW REQUEST
4. Enter the Tournament information (Tournament website, look for the "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:
 - a. The guest player can be from any team level as long as they are registered with SCYS in the same age group or up to two years younger than your team (Check the player's year of birth).
 - b. 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, go to the REVIEW & SUBMIT tab.
8. Review your application and make the **\$15.38 payment with credit/debit card**. SCYS approval timeframe is 3 to 4 days (Mon-Fri) after the request is submitted.

****If you need to amend the roster DO NOT PAY AGAIN! Use the same record! Go to the travel roster tab and "edit application", make your changes and resubmit. The record will change to "Amended" status until SCYS accepts it again.**

HOW TO PRINT YOUR APPROVED DOCUMENTS:

Your request has been approved by SCYS when 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 when the request is approved by SCYS. Print all three pages. The team coach or manager can sign the form where indicated.