

**KSYSA Guest Player  
Updated May 2019**

You will need to get the player card from the other team and have the loaning coach email address.

Once you have the player card, you will go to The Tournament Center  
<https://htgsports.net/tournamentcenter.aspx>

Create an account (keep the account information in case you need to do this again in the future).  
Scroll down on the main page and select STATE (Kansas) then click on Register (Manager).

Fill in the registration form.

You will need to know your Team ID which can be found on your roster. I looked for you and this is your team  
ID: WRSAM07C (Example)

HTG Sports will send you an email that you need to click on to activate your account login. Check your spam or junk emails.

Return to the main page and login with the Sign In button. Click on the dropdown menu that will appear by your name (upper right-hand corner)

Select Tournament Center

Choose Guest Players (2nd choice along the top)

Click on New Guest Player Request

Accept the State Policy

Under Event Info, choose "Teams within the State Association"

Enter the Event Info: WRSA League

City: Wichita

State: Kansas

Dates: 4/19/19 (the dates you will be using the guest player)

Click on Add Guest Player (far right button)

A window pops up for you to enter the Guest Player Information found on the player card.

Team ID #

Team Name

Player Name

Loaning Coach email

Complete the Electronic Signature.

Hit Save

Click on the print icon on the far right. Print the Guest Player Permit.

Give the Guest Player Permit to the center referee at the game.

Have the Guest Player's card with your team cards.