

KSYSYSA Guest Player Procedures Updated June 2020

You need to request the player card from the primary team's head coach (Loaning coach). Also will need the loaning coach's email address to enter into the guest player permit.

Once you have the player card, Go to the following website pages:

- KSYSYSA website, www.kansasyouthsoccer.org – Resources – Guest Player/Travel Permit link
- The Tournament Center <https://htgsports.net/tournamentcenter.aspx>
- New to KSYSYSA? Will need to create a new account
 - Create an account in new to KSYSYSA (keep login information, will need 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 header under Age Group. Team ID example of a Team ID: WRSAM07C
 - HTG Sports will send you an email that you need to click on to activate your account login. Check your spam or junk emails.
- Already have a KSYSYSA account? Go directly to Sign In link in upper right hand corner

Generating a Guest Player Permit:

- 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
 1. Borrowing Team/Contact info (team requesting use of player(s)) – will flood in from login information
 - Accept the State Policy
 2. Borrowing Team Information
 - Club/League Name: WRSA
 - Team Name & ID: ID found on your team roster header, under Age Group
 - Coaches Name and Email: Head coach using the guest player
 3. Event Information
 - choose "Teams within the State Association" if league, or Restricted/Unrestricted Tournament if going to Tournament.
 - Enter the Event Info: WRSA League
 - City & State: Wichita - Kansas
 - Dates (dates using the guest player): specific date if 1 game or full weekend if multiple games
 4. Click on Add Guest Player (far right button)
 - Add player information from the player card
 - May enter more than 1 guest player from different teams on the same permit
 - Enter Team ID#, Loaned Team name, Guest Player name and Loaning coach's email
 - Loan coach will receive an email documenting use of the guest player
 5. Electronic signature
 - Borrowing coach or manager will complete the signature portion to show they agree with the disclosures and in compliance with KSYSYSA rules.
 6. Hit Save
 7. Print the Guest Player Permit by clicking on the print icon on the far upper right.
 - Print 1 copy to give to the Center Referee at time of game check-in. Recommend printing another copy for your records. Able to reprint as needed.

At game time, use the following procedures:

- Have the guest player permit ready to give to the Center referee at time of check-in. They will keep it.
- Guest player card should be on the same player ring as your team player cards for check-in.