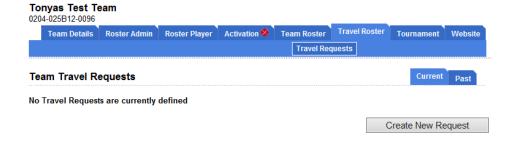
Travel Roster

How to create a Travel Roster

1) Go to the team which you want to create the Travel Request for.



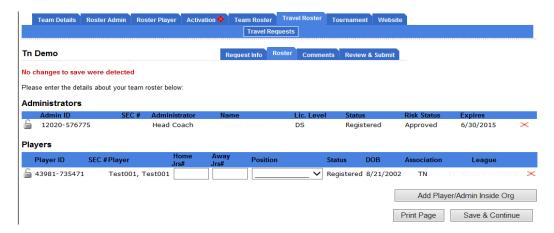
2) Click on Travel Roster- Then Click on Create New Request



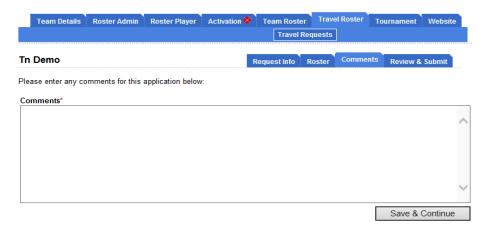
3) Fill out the Request Info Tab

Travel Request	Request Info Ro	ster Comments R	eview & Submit	
Please enter the information regarding the tournament your team wishes to travel to:	Tournament Name* Tn Demo			
	Soccer Federation (sanctioning body like "USYS")* USYS			
	Event Start Date* 11/14/2014	Event End D 11/16/2014	ate*	
	Country* United States of America ✓			
	City* Knox	State* Tennessee ✓	Postal Code* 12345	
	Director First Name* Test	Director Las	Director Last Name* Director	
	Director Phone* 1234567890		Director Email* director@none.com	
	* - Indicates a required fi	eld		
		Sa	ve & Continue	

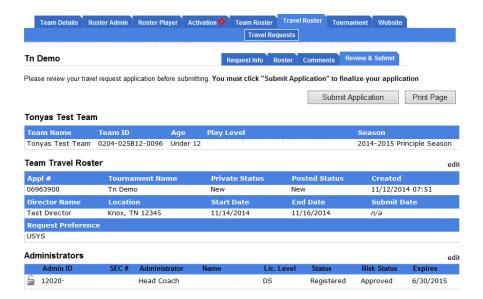
4) Make the changes you need to your Roster- Add & Remove Players (This will not impact the actual roster just the Travel Roster) Save & Continue



5) Add any Comments you may have



6) Review your Application and Submit



7) Once you Submit click on the Review Tab to Refresh, Click on Print Acceptance Form to print out your *Permission to Travel Notification* and *Guest Player Notification Form*

