

Travel Roster

How to create a Travel Roster

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

Tonyas Test Team
0204-025B12-0096

Team Details Roster Admin Roster Player Activation Team Roster **Travel Roster** Tournament Website

Use the form to edit this Team.

District
Eastern League

Club

Season
2014-2015 Principle Season

Play Level* Gender* Boys Age Group* Under 12

Team Name* Team Home City*

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

Tonyas Test Team
0204-025B12-0096

Team Details Roster Admin Roster Player Activation Team Roster **Travel Roster** Tournament Website

Travel Requests

Team Travel Requests Current Past

No Travel Requests are currently defined

Create New Request

3) Fill out the Request Info Tab

Travel Request

Request Info Roster Comments Review & Submit

Please enter the information regarding the tournament your team wishes to travel to:

Tournament Name*

Soccer Federation (sanctioning body like "USYS")*

Event Start Date*
Event End Date*

Country*

City* State* Postal Code*

Director First Name* Director Last Name*

Director Phone* Director Email*

* - Indicates a required field

Save & 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

Team Details Roster Admin Roster Player Activation ✖ Team Roster **Travel Roster** Tournament Website

Travel Requests

Tn Demo Request Info Roster **Comments** Review & Submit

No changes to save were detected

Please enter the details about your team roster below:

Administrators

Admin ID	SEC #	Administrator	Name	Lic. Level	Status	Risk Status	Expires
12020-576775		Head Coach		DS	Registered	Approved	6/30/2015

Players

Player ID	SEC #/Player	Home Jrs#	Away Jrs#	Position	Status	DOB	Association	League
43981-735471	Test001, Test001				Registered	8/21/2002	TN	FC Alliance Knoxville

5) Add any Comments you may have

Team Details Roster Admin Roster Player Activation ✖ Team Roster **Travel Roster** Tournament Website

Travel Requests

Tn Demo Request Info Roster **Comments** Review & Submit

Please enter any comments for this application below:

Comments*

6) Review your Application and Submit

Team Details Roster Admin Roster Player Activation ✖ Team Roster **Travel Roster** Tournament Website

Travel Requests

Tn Demo Request Info Roster **Comments** Review & Submit

Please review your travel request application before submitting: **You must click "Submit Application" to finalize your application**

Tonyas Test Team

Team Name	Team ID	Age	Play Level	Season
Tonyas Test Team	0204-025B12-0096	Under 12	USYS	2014-2015 Principle Season

Team Travel Roster edit

Appl #	Tournament Name	Private Status	Posted Status	Created
06963900	Tn Demo	New	New	11/12/2014 07:51
Director Name	Location	Start Date	End Date	Submit Date
Test Director	Knox, TN 12345	11/14/2014	11/16/2014	n/a


Request Preference

USYS

Administrators edit

Admin ID	SEC #	Administrator	Name	Lic. Level	Status	Risk Status	Expires
12020-		Head Coach		DS	Registered	Approved	6/30/2015

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*

Team Details | Roster Admin | Roster Player | Activation  | Team Roster | Travel Roster | Tournament | Website

Travel Requests | Request Info | Roster | Comments | Amendments | Review

Tn Demo Travel Request Status: Accepted, Date: 11/12/2014

Travel Request Submitted

Thank you for submitting your Travel Request application

[Print Acceptance Form](#) [Print Page](#)

