

Guardian System How-To

Adding A Player to a Team—Initiating the Guardian Process

The Team Manager adds the player to the team roster WITH a valid email for the player.

This can be done as a new player or as an existing player.

If the player already has an email address that is INCORRECT (example: coach input their own email for all players) it can be edited. Click on EDIT player to edit the email.

As soon as the player is added to the roster, an email is sent to the listed email address.

TEAM ROSTER

There is a new feature for USSSA that will allow parent's to track and manage players in the U player in the form, they will receive an invitation to create their 'Guardian Account'.

+ ADD PLAYER

First Name:

Last Name:

Birthdate:

TEST TEAM Stage 2 (Not frozen)

	#	Name	Primary Position
Edit Remove	99	Test Player	Pitcher

"Pending" in "Guardian Approval" column means, the guardian has not approved the roster status. They need to login their guardian account and approve it.

TEST TEAM Stage 2 (Not frozen)

	#	Name	Primary Position	Secondary Position	Height	Bats	Throws	Roster Age	Phone	Email	Guardian Approval	Guardian
Edit Remove	99	Test Player	Pitcher	SS	5-2	Left	Right	9		bjlaron02@gmail.com	Pending	Send Invitation

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TEST TEAM Stage 2 (Not frozen)

	#	Name	Primary Position	Secondary Position	Height	Bats	Throws	Roster Age	Phone	Email	Guardian Approval	Guardian
Edit Remove	99	Test Player	Pitcher	SS	5-2	Left	Right	9		bjlanson02@gmail.com	Pending	Send Invitation

Once on the roster, the Player Information for “Guardian Approval” and “Guardian” will update as soon as the account is created AND the player spot on the roster is APPROVED.

GUARDIAN - This column will populate as soon as the Guardian claims the player from their Guardian Account (either new or existing)

GUARDIAN APPROVAL - This column is populated when the Guardian APPROVES to spot on the Roster. This is done by logging into their account and manually clicking on an Approve or Deny.

COMMON ISSUES

1. If the Guardian column is populated but by the wrong person. You can contact Stacy at HQ to break that tie and assign a new guardian.
2. If the player exists in more than one instance in the database, then collect the multiple Player IDs, send them to Stacy at HQ and she will combine.

Claiming a Player—Creating a Guardian Account

The Guardian of the Player will receive this email almost immediately detailing what is happening.

They will be directed to create a new Guardian Account or log-in to their existing one.



Dear Parent/Guardian,

You are receiving this email from USSSA because your email address was listed by a coach/manager as the guardian of a player. This is a new feature for USSSA that will allow you to track and manage players in the USSSA system that you are the guardian of.

Test Player 2 is in roster of:

Fast Pitch

TEST TEAM Stage 2

AK

10 & Under C

BJ Larson

If you ARE the parent/guardian of this child, click on the link below to be directed to a Sign-in page where you will create your Guardian account. If you already have a Guardian account with another child or registered to another email account, you can merge accounts after you have logged in.

If you are the guardian for this player [CLICK HERE](#)

If you are NOT the parent/guardian of this child, please [CLICK HERE](#)

The next step will be for you to APPROVE or DENY the roster spot on the team they have been added to. Until this is completed, your player will be displayed as PENDING.

If you DENY this roster addition accidentally, you will be able to APPROVE at your Guardian account.

Thank you for playing USSSA!

USSSA - United States Specialty Sports Association

611 Line Drive, Kissimmee, FL, 34744

800-741-3014

Guardian System How-To

Claiming a Player—Creating a Guardian Account

USSSA

[GUARDIAN LOGIN HERE](#)[EXISTING TEAMS AND MEMBERS LOGIN HERE](#)[CREATE AND REGISTER A TEAM](#)

BASEBALLBASKETBALLFAST PITCHSLOW PITCHFLAG FOOTBALLGOLFMARTIAL ARTSLACROSSESOCCEVOLLEYBALL

CLAIM A PLAYER

TEST PLAYER, ALASKA

LOGIN

Guardian Email:

Password:

ENTER

If you forgot your Password click [Here](#).

CREATE A GUARDIAN ACCOUNT

Guardian Email:

Password:

Password Confirm:

ENTER

Guardian Profile

Please complete your profile.

* First Name:

* Last Name:

* Email:

* Address:

* City:

* State:

* Zip Code:

* Phone 1:

Phone 2:

Update Profile

Create the Guardian Profile.

This will be used for multiple players, and across multiple seasons. You will manage all of your players and their teams through this one portal.

Claiming a Player—Claiming Player/Approving Roster

By following the email link you for Claiming a Player, you will set-up your account and claim them to your Guardian Account.

The next step is to APPROVE or DENY the player on the team they were added to.

GUARDIAN PLAYER MANAGEMENT

PENDING APPROVALS

Dear Guardian,

You have pending roster approval(s), please review them below:

Player	Team	Team Manager	
Test Player	TEST TEAM Stage 2	BJ Larson	<input type="button" value="Approve"/> <input type="button" value="Deny"/>

At the top of your Guardian Page after you log-in, you will see all Pending Roster Approvals.

APPROVE - Once you select approve, the player will be marked as Approved on the Official Team Roster. Currently, this roster Approval is not REQUIRED for participation. After you select APPROVE, you will not have the option of removing the player from the roster yourself. To accomplish this, you will need to go through your State Director.

DENY - If your player should not be placed on this team, select DENY. When this is selected, your player will be denied from being added to the roster. If you do this accidentally, you can go back into this system and change to APPROVE at any time.

Claiming a Player—Confirming/Updating Player Information

Once the player is claimed, the Guardian will be asked to Approve the Grad Year of their player and specific demographic information.

GRADUATION YEAR CONFIRMATIONS

Dear Guardian,

You have pending graduation year confirmations, please review them below:

Player	Team	Team Manager	Graduation Year	
Test Player 2	TEST TEAM Stage 2	BJ Larson	<input type="text"/>	Review

Input the correct Graduation Year of your player to update and confirm. After this, if this needs to be edited, you can do so through your State Director.

[Player Summary](#) [Player Profile](#) [Roster History](#) [Combines](#) [Stats](#)

Player Profile

You can validate and update your player information now by clicking on the “Player Profile” tab on the menu. The Name and Birthdate are not editable directly by you, but there is a process that you can submit a request for updating that information.

Claiming a Player—Updating Player Information

Click on “Request Change” button to fill out the correct information to submit the change to your State Director. This change must be approved and done by the State Director, so once you complete this form, it is not an immediate update.

Player Summary

Player Profile

Roster History

Combines

Stats

Player Profile

First Name: Test

Last Name: Player

Birthdate: 08/01/2007

Graduation Year: 2021

These items can not be edited by the Guardian. Please contact your State Director for changes to these items.

Request Change

First Name: Test

Last Name: Player

Birthdate: 08/01/2007

Graduation Year: 2021

Sent Request

Cancel

All of the information on this page BELOW the yellow box IS EDITABLE by you. We ask that you complete all of this information and be sure to update any changes to the information each season or each time it changes (especially uniform #).