



## USA Field Hockey Roster Verification



All athletes and coaches on your roster for the 2013 Disney Junior Field Hockey Showcase must be current USA Field Hockey members. Coaches must be at least a Coach Member or a Lifetime Member with coach upgrade and who has had a background check.

**Final rosters must be submitted online no later than Monday, June 10<sup>th</sup>.**

To facilitate the roster verification process, we have instituted a new system for all events. Please follow the steps below to verify your roster.

1. Club Administrators: Go to [www.usafieldhockey.com](http://www.usafieldhockey.com) and log on to your member account.
2. Click on "Roster Verification" in the left hand margin in the Club Admin Area.
3. Find your Disney Junior Field Hockey Showcase team registrations and click on "Add Roster" to start creating your roster.
4. Select a coach from the drop down menu. If the coach is not listed, you can add them in the next step after you create your roster.
5. Check the box next to the players name on the event roster to add the player to your roster. If a player is not on the list, you can add them after you have created the roster in the next step. Only three (3) guest players are allowed.
6. You must include the uniform number of each player.
7. Click on "Create Roster".
8. Your roster will appear on the next page.
  - a. You must include at least a Head Coach who is a Coach Member or a Lifetime Member with coach upgrade and who has had a background check.
  - b. Your roster must include a minimum of seven (7) players.
  - c. The maximum amount of players allowed on your roster is fourteen (14).
9. If your roster is incomplete, you can save it and close the page. You can come back to this roster as it will be saved under the "Team Registration" tab.
10. If your roster is complete, follow the directions to submit your roster.

**If you have any questions, please contact:**

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