HOW TO SIGN INTO HTG SPORTS AND REGISTER YOUR PLAYERS

IMPORTANT LOG IN INFORMATION

YOUR USER ID IS ALWAYS THE MANAGER'S FULL EMAIL ADDRESS THAT WAS INPUT WHEN THE TEAM(S) WAS FIRST REGISTERED FOR THIS EVENT ex: waynerooney@sbcglobal.net
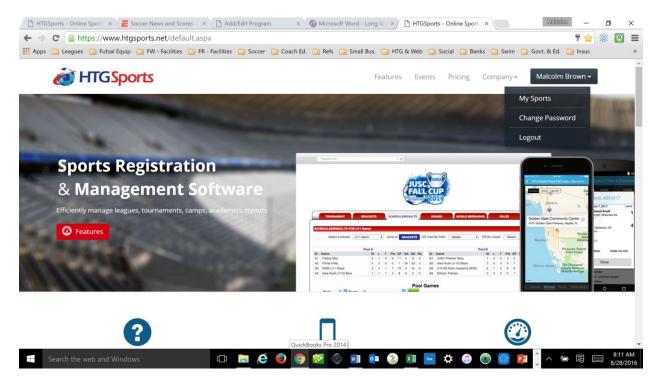
IF THIS IS YOUR FIRST TIME AS A MANAGER IN THE SYSTEM OR YOU ARE USING A DIFFERENT EMAIL THAN YOU DID PREVIOUSLY AS A MANAGER - When you first log into HTGSports, your user ID and your password is the full email address of the manager. **However, if your email has capital letters, the system changes all Upper Case to lower case, so when entering your email address as the password for the first time, use small case only.**

IF YOU ARE A RETURNING MANAGER and registered for this event with the same email as the previous event, your log in and password is the same as the previous event. Your password will not be changed and will include small and upper case letters if that is how you entered it previously. ex. wayne@rooney.net

Register your players – go to http://www.htgsports.net and log into the site with your User ID and Password. **Please read Important Login Information** above

1. Sign In to HTG system with your email and password.
2. Click on your name to reveal a drop down menu (see picture below)
3. Click on the "My Sports" tab from the menu

The first time you enter, you will be asked to change your password. After your new password is accepted, click on **My Sports** tab.

Registering players is a 2 step process

Step 1. Click on "Add Players" and add player info to create your Master Player List. Only the required fields need to be completed. **IMPORTANT - If some of your players have registered with USYF in an event this current year, (8/1/2016 - 7/31/2017), you must enter the player name and DOB exactly as it was input for that registration. If you do not enter the player information exactly the same as when the player was first registered for this year, the system will recognize the player as a new registrant and will require payment of a new registration fee.** Numbers on player jersey is not required for league play.

Step 2. After all players are entered in the Master Player List, you need to assign them to the team you registered for the event. From the "My Sports" page, click on the team for which you want to add players. You will be taken to the "Team Detail" page. Click on the "Manage" link. From your "Master Player List, click on the players you want into your roster, add them and they will appear in the "Players Assigned to the Team" list, creating a roster for the team in the event.

Hit "Save" when you are finished. Players from last year are still in the system and can be accessed if the manager has remained the same and uses the same e-mail as last year. You can always add players until the deadline of your event.

All players must be registered with USYF in order to participate. When you add players from your Master Player list to the Players Assigned to the Team list, an e-mail is automatically sent to the parent/guardian with instructions on how to complete player registration and payment of the player registration fee. **You must assign players to your team as soon as possible so the parent/player/guardian has time to receive the e-mail, act on it, and pay the player registration fee. Do not wait until the last minute to complete this step**.

Note on Player Registration – To confirm the status of your players in their progress regarding submitting waiver and payment, go to your Team Detail page. When you view your team roster, you can confirm the status of each player by looking at the icon in the "WAIV" and "PAID" column.

1. Green check indicates p/g has signed the release and or paid the player registration fee.
2. An e-mail icon indicates the release has been sent, but not signed by p/g. If a p/p/g has not responded by completing the waiver and payment, make sure the e-mail is correct and if so, resend the waiver by clicking on the envelope icon next to the player name and hit resend.