

## Directions for adding your roster to the ISTS program

1. You must be a USSSA registered team for the new season. If not, you may register with your local USSSA Director, State Director or on-line at [www.ussa.com](http://www.ussa.com).
2. Upon registering you **must give your email address** to receive a Manager Log-In ID # and a password. This will be sent to you from the National Office. You will not be able to add your roster without this info. If you do not have this, contact [Stacy@ussa.com](mailto:Stacy@ussa.com) Give her your team sanction number and she will give you the # and password.
3. Log in to the ISTS program with your Log In ID# and password and add your player's names and birth dates.
4. Print your roster from here, have all of your player's sign the roster and this can be turned into the Tournament Director at your USSSA tournaments.
5. Upon qualifying for a State, National or World Tournament your roster will be frozen and you must go through your State Director to add or release any players from your roster. Any roster releases must be given to the appropriate Director as well.

### After receiving your Log-In # and Password

Go to [www.ussa.com](http://www.ussa.com). Click on the sport your team plays. On the left side menu you will see a link that says "Log In/Log Out". Click on "Log-In". You will see your team listed in the middle of the page. Highlight the team name by clicking on it if it's not already highlighted. Below that there is an option that says "Roster Adds and Updates". Click in the circle next to it and click - "Submit". An affidavit page will display. After reading the page, click on "I agree". This will bring you to the page where you enter your roster. In the "Add player" box - type in the player's first name, last name and then date of birth. Click - "Add Player". On the next page you will be required to select the player's State. Save Player. Click - "View Team" to enter your next player.

Note: Make sure that you enter player birth dates in this format – 4/25/1973. If a player's name has an apostrophe in it, leave it out. Do not add quotes to names.