How To Submit A Guest Player Form Request
(Scroll down for editing instructions)
*If you already have a coach/team administrator account, skip to step 5.
Non-MSYSA members must pay a *$20 fee* **and obtain a guest player passcard to be insured.**

1. Go to www.thetournamentcenter.com
2. On the right hand side under "Site Login", click on **Register**
3. Click on **Register** under the left side paragraph about being a coach or team administrator
4. Fill out the information on the page completely. *To minimize potential confusion, we recommend using the same username and password you have for GotSoccer (**if** you have one)* **If you don't have a Team ID, enter "MSYSA" or "N/A"**
5. On the main page, log-in using your new username and password you created.
6. Click Guest Player/Player Loan on the toolbar.
7. Click **Start New Guest Player Request** link.
8. Read the MSYSA policy on guest players in the grey box and check the "Yes" button to signify that you agree.
9. Make sure all information about yourself, your team ("borrowing team"), and the tournament is accurate and complete (if you don't have a Team ID, enter "N/A") Input information if it does not pre-populate.
10. Fill out all information about his/her team completely and accurately (if you don't have a Team and/or Team ID, enter "N/A"). The loaning team coach will receive an e-mail stating that a player from his/her team will be guest playing with another team.
11. Click on "Add Guest Player" and add any/all guest players for that tournament on one form.
12. Complete information for an electronic signature
13. Click **Submit**
14. Print the approved form and take it with you to the tournament. This form acts as an amendment to your existing team roster.

To Edit a Guest Player Request or Add Guest Players to an existing Request:

1. Log into The Tournament Center website
2. Click Guest Player/Player Loan on the toolbar.
3. Click the PENCIL 🖉 next to the name of the tournament
4. Make any changes, including adding/deleting guest players, and click **Update**
5. Click the PRINTER 🖶 icon corresponding to the tournament
6. Print the approved OFFICIAL SOCCER FORM and take it with you to the tournament