How To Submit An Online Tournament Sanctioning Application – *for PREVIOUSLY SANCTIONED tournaments*

1. Go to www.thetournamentcenter.com
2. On the main page, log-in using your new username and password
3. Click on "Copy Tournament"
4. The next couple of pages will be messages from sponsors – after reading what they have to offer you, click on "Continue" at the bottom of each page
5. Your information from the last tournament will auto-populate. Read through it carefully and make any/all changes you desire for the current tournament.
    - Hosting Organization is the name of your sponsoring league
    - Be truthful about the competitive quality of your tournament
    - Designated Official of Hosting Organization must be the PRESIDENT of your sponsoring league
    - Typing in your club contact information (address, phone, etc) in the Designated Official section is permissible
    - If you want referees from out of the area to be able to participate in your event, click "Yes" when it asks if Guest Referee Applications will be accepted
    - When you are filling in your referee assignor information, keep in mind that this person must be (or become) a USSF certified assignor for the same year of the tournament
    - Next to "Age Groups" click on "Add Age Group". Fill out the information, save it, and repeat for all age groups in the tournament.
    - Due to recent changes, MSYSA sanctioned tournaments are allowed to offer individual 1st and 2nd place awards to ALL age groups.
    - Phone numbers are required in all sections. A club office phone number is acceptable.
    - You will need to submit your rules to MSYSA at the time of this application
    - You may upload tournament logos and sponsor logos
    - You may highlight deadlines, important tournament information, and/or other relevant information in the Tournament Information portion of the application
6. Click on the "Submit" button