



Michigan State Youth Soccer Association

How To Submit An Online Tournament Sanctioning Application (New Tournaments)*

*If you already have a username & password, skip to step 3

1. Go to <https://htgsports.net/tournamentcenter.aspx>
2. Scroll down to find “Register – Are you a Coach/Team Administrator...”
 - Select your state and whether you’re a Manager or Tournament Director
 - Fill out the information on the page completely. It is strongly recommended that you use the name of the tournament as your username
3. On the main page, log-in using your new username and password
4. Click on “Host a Tournament”
5. Click on “New Tournament”
6. You may encounter messages from sponsors – after reading what they have to offer you, click on “Continue” at the bottom of the page
7. Fill out the information regarding your tournament
 - “Hosting Organization” is the name of your sponsoring league
 - Be truthful regarding the competitive quality of your tournament
 - “Designated Official of Hosting Organization” must be the PRESIDENT of your sponsoring league
 - Entering 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
 - Tournaments sanctioned by MSYSA 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
 - i. Email rules packets to Brandon Francis at bfrancis@michiganyouthsoccer.org
 - 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
8. Click “Submit”.