



Michigan State Youth Soccer Association

How To Submit An Online Tournament Sanctioning Application (Previously Sanctioned Tournaments)

1. Go to <https://htgsports.net/tournamentcenter.aspx>
2. On the main page, log-in using your username and password
3. Click on “Copy Tournament”
4. Click on “New Tournament”
5. Your information from the previous 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 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 Ryan Theisen at rtheisen@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
6. Click “Submit”