

# For Team Manager - How to Check Your Veterans Cup Team Roster in SportsEngine

Follow the steps below to review your team's official roster and verify which players have been approved by USASA and to see what is wrong with a player if your roster shows needs attention.

## Step 1: Log Into SportsEngine

Log into your SportsEngine account - [https://user.sportngin.com/users/sign\\_in](https://user.sportngin.com/users/sign_in). If you land on your Household or Dashboard page, look for the **My Organizations** section.

Under **My Organizations**, click on **Veterans Cup**.

The screenshot shows the SportsEngine dashboard interface. On the left is a sidebar with navigation options: Home, Household, Schedule, Teams, Bills, Registrations, Memberships, Credentials, Video Streaming, and Settings. The main content area is titled 'Home' and contains several sections: 'Upcoming Events' (Nothing Scheduled), 'My Teams' (No Teams), and 'Upcoming Payments' (No Upcoming Payments). A 'My Organizations' dropdown menu is open in the top right corner, listing 'The Veterans Cup', 'U.S. Adult Soccer Association', and 'US Adult Soccer - Soccer Fest'. Red annotations indicate the steps: 'Step 1 Go to My Organizations' points to the dropdown menu, and 'Step 2 select Veterans Cup' points to the 'The Veterans Cup' option within the menu.

## Step 2: Navigate to Your Team

From the menu on the left side of the screen:

1. Click **Competition**.
2. Select **Season Management**.
3. Click the **Teams** tab.

If you are only checking your roster status, you do not need to enter the rostering section.

The screenshot displays the SportsEngine HR web application interface. On the left is a dark sidebar menu with the following items: Home, Members, U.S. Adult Soccer Association, Financials, Registration, Competition (highlighted in blue), Season Management (highlighted in blue), Add-Ons, Website, Safety, and Settings. The main content area is titled "Season Management" and includes tabs for "Active Seasons", "Past Seasons", and "Venues". A search bar is present. A blue "Add Season" button is in the top right. A card for the "2026 Veterans Cup" (Apr 1, 2026 - Jul 8, 2026) is shown with sub-tabs: Overview, Settings, Divisions, Teams (highlighted), Rostering, and Schedule. Red annotations with arrows point to the "Competition" menu item and the "Teams" sub-tab. A "Need Help?" button is on the far right.

# Step 3: Open Your Team

Locate your team in the list. You can use the search bar if needed.

Click on the blue hyperlink with your team name. This will open a panel on the right side of the screen.

The screenshot shows the SportsEngine interface for the 2026 Veterans Cup. The top navigation bar includes the SportsEngine logo, a 'My Organizations' dropdown, and notification icons. Below the navigation bar, there is a 'Back' link and the event title '2026 Veterans Cup' with an 'Open Season' button. The date range 'Apr 1, 2026 - Jul 8, 2026' is displayed. A menu bar contains 'Overview', 'Settings', 'Divisions', 'Teams', 'Rostering', and 'Schedule'. The 'Teams' section is active, showing a list of teams. A search bar is located at the top of the team list, with a red arrow pointing to it and the text 'type in your team name to search'. The table below lists four teams: Roswell Seniors O75, Camp Salty 65, NC United 70, and GroundBreakers. Each team row includes columns for Name, Team Shared To, Affiliation Status, Team status, Division, Players, and Staff.

<input type="checkbox"/>	Name ↕	Team Shared To	Affiliation Status ^	Team status ↻	Division ↕	Players	Staff	
<input type="checkbox"/>	<a href="#">Roswell Seniors O75</a>	U.S. Adult Soccer Association - 2026 Veterans Cup	<span>Needs Attention</span>	<span>Public</span> ▾	8v8 Men's Over 75	14	2	...
<input type="checkbox"/>	<a href="#">Camp Salty 65</a>	U.S. Adult Soccer Association - 2026 Veterans Cup	<span>Needs Attention</span>	<span>Public</span> ▾	11v11 Women's Over 65	23	0	...
<input type="checkbox"/>	<a href="#">NC United 70</a>	U.S. Adult Soccer Association - 2026 Veterans Cup	<span>Needs Attention</span>	<span>Public</span> ▾	11v11 Men's Over 70	19	2	...
<input type="checkbox"/>	<a href="#">GroundBreakers</a>	U.S. Adult Soccer Association - 2026 Veterans Cup	<span>Needs Attention</span>	<span>Public</span> ▾	11v11 Women's Over 55	22	0	...

## Step 4: Understand the Two Rosters

When the side panel opens, you will see a dropdown menu with two roster views.

### The top one: All Players and Staff = Unofficial Roster

**You don't want to be in this one.**

The Unofficial Roster includes everyone who has been added to your team, regardless of whether they have completed registration or been approved.

From this view, you can:

- Print the roster
- Print a contact list
- Send messages to players

### The second one: U.S. Adult Soccer Association • 2026 Veterans Cup • (your age division) = Official Roster

**You want to be in this one.**

This side of the roster is the **Roster** that is the official roster that is shared with USASA.

This is the roster you should be checking regularly.

You will be able to see who has been approved by USASA and who hasn't. Anyone that hasn't will show as **incomplete**. Those are the players you need to contact to have them go to their SportsEngine accounts and view the FAQ document. Once they have fixed their issues and they are approved by USASA they will appear as **approved** and will be eligible to participate in the tournament.

The screenshot shows a 'Rosters' dropdown menu. The first option is 'All Players and Staff' with a status of 'Inactive'. A red arrow points to this option with the text 'Unofficial Roster'. The second option is 'U.S. Adult Soccer Association • 2026 Veterans Cup • Men's Over 75\*' with a status of 'Approved'. A red arrow points to this option with the text 'Official Roster'. Below the second option, there are two rules listed: 'Maximum Number Of Players' and 'Maximum Number Of Staff', both with green checkmarks and subtext indicating they are met. At the bottom, there is a table header with columns for 'Name', 'Roster Status', and 'Role'.

## Step 5: Check Player Status

If your roster shows Needs Attention you need to look to see if you have a player has an alert icon or a status shown as **Incomplete**. Please contact those players to have them fix their issues. Everything they need to know is in this document:

<https://usadultsoccer.com/veterans-cup-registration-faqs/>

Most of the reasons players are being denied is they are not uploading a USASA player pass or proof of USASA membership. The document from SportEngine is not proof. If the player is not a current USASA player they must click this link to switch to a tournament pass:

<https://u-s-adult-soccer-association-r1793.sportngin.com/register/form/646362108>

The screenshot shows a player roster for "Roswell Seniors O75". A red warning message states: "Players shown as incomplete will not be on your official roster." The roster consists of seven rows. The first five rows show players with a green dot and the status "Approved". The last three rows show players with a yellow dot and the status "Incomplete". Each "Incomplete" row has a red warning triangle icon. A large black redaction box covers the names of the first five players. A smaller black redaction box covers the name of the second "Incomplete" player. A third black redaction box covers the name of the third "Incomplete" player, with the letter "le" visible below it. Three black arrows point from the redaction boxes to the corresponding rows in the roster: one from the top redaction box to the fifth "Approved" row, one from the middle redaction box to the second "Incomplete" row, and one from the bottom redaction box to the third "Incomplete" row.

Player Name	Status
[Redacted]	Approved
[Redacted]	Approved
[Redacted]	Approved
[Redacted]	Approved
[Redacted]	Approved
[Redacted]	Incomplete
[Redacted]	Incomplete
[Redacted] le	Incomplete

## Step 6: Reshare Your Roster After Making Changes and Printing your Roster

If you:

- Add a player,
- Remove a player, or
- A player's registration status changes,

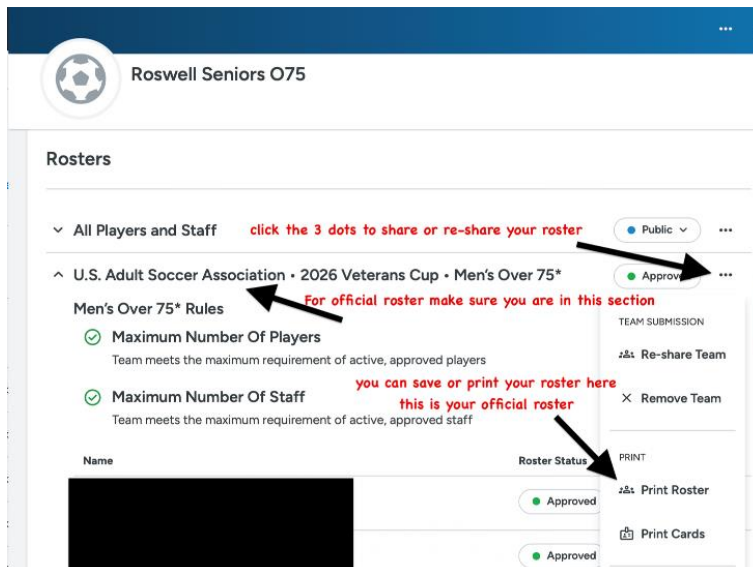
you must reshare your roster with USASA.

To do this:

1. Begin the Share process.
2. Verify that you are sharing to the correct division.
3. Click **Next**.
4. Select or deselect any players whose roster status has changed.
5. Click **Next**.
6. Complete the sharing process.

This updates the roster on the USASA side and ensures your official roster reflects the latest changes.

This is also where you save or print your roster.



## Important Reminder

Only players who appear on the **official Roster** after being approved by USASA are eligible to participate in the Veterans Cup. Reviewing your roster regularly and addressing player issues promptly will help avoid delays and ensure your team is ready for the tournament.