



USAWP and Sport80 Instructions and Tutorials

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Resources

[PDF : Capturing Athletes onto Club Database](#)

[Video Tutorial: How to Create a USAWP Event Roster](#)

[PDF Tutorial: How to Register for an Event and Create Rosters in the New Sport 80 Database](#)

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How to capture an athlete onto your Sport80 club dashboard

Most athletes will auto populate onto your team's dashboard of members. However, a few athletes may not show up automatically because they are previously affiliated with a travel club and haven't changed their affiliation for one reason or another. You can still capture them onto your dashboard and roster them following the directions found in the link above "PDF: capturing your athletes...". The only information you will need to do this is their name (as shown on their USAWP membership), their USAWP #, and their date of birth.

Despite them being affiliated with a travel club, once captured, you will be able to roster them for all GWPL events.

If, after searching the Sport80 database for your player, they don't show up- double check with them to confirm that they are USAWP members. Even lapsed members will be found in a search.

How to enter a roster in Sport80

Rosters are required from all teams participating in a GWPL season game, as they are USAWP sanctioned events.

Rosters require a head coach and at least 7 athletes. Coaches and designated club administrators can login to their online Member Profile to create rosters for sanctioned events and leagues.

The USAWP roster system runs verification off the athletes' membership type, age, and selected division and tournament requirements. The coaches are verified to ensure membership is current and all required certifications are up-to-date and on file with the National Office. Coaches and Club Admins have the ability to manage rosters online, print and email rosters, monitor event registrations, and print membership cards and scoresheets by roster.

Referees use these roster and membership cards for the sanctioned event ID check process. All of these steps help to ensure a safe playing environment for all participants.

After your roster has been submitted, you can:

- Print copy of your roster
- Print copies of the membership IDs of all rostered participants, athletes & coaches for quick efficient ID check in
- Print copies of your pre-filled scoresheet to correspond with the roster. These will be handed into the table prior to your game and referees can utilize these for ID checks. Print scoresheets work best from Firefox and Chrome browser windows. (sanctioned & regional events only). National event scoresheets will be provided upon checkin at the event.
- Please be sure to have athletes wear the correct cap number. Of course if a cap change is needed/made, please be sure to notify the desk and the officials.

To create a Regional, National, or Sanctioned event roster:

1. Login to your membership account
2. Expand the "Event Rosters" tab on the left-hand side menu
3. Select the option based on your tournament entry; national, regional, sanctioned
4. Select "Create Roster"

Choose the tournament, division, and team you want to create the roster for. If you can't find the event, be sure to check if the tournament starts with "2016" or "The" to be sure you do not miss the one you are looking for. Keep in mind, events not listed have not been approved through USA Water Polo.

Most eligible athletes from your club will pre-fill on a list to select.

Select a coach and as many athletes as possible on this first step, typing in cap number in the open field. Do not enter letters in cap number (i.e. 1A or 1B; rather list back up goalie as 13 or another field cap number. USAWP rules do not use 1A or 1B)

To add coaches or athletes with a different club affiliation, younger athletes, or athletes not in the original selection, use the "Add non-club player" button (Not available for Regional or National events)

Submit roster and add email addresses of who you want the roster emailed to.

Once created, roster will be saved to your membership profile so you can make changes.

Tournament Information Page will indicate what membership type the event requires (most GWPL games will require Bronze!)