



## ***Creating or Exporting a New Team in MySAM***

**Follow these instructions to create a new team that hasn't played together or export a roster from a previous PSA team.**

- Log on to your MySAM account using your user name (email address) and password. If you do not have a MySAM account, follow the directions to create one.
- From the MySAM home page, select **Register** from the black task bar.
- Select from **Teams & Leagues** or **Tournaments & Cups**
- Select **Team** from **Registering as an Individual or team?**
- Select **Yes** from **Are you the coach or manager?** You must be the Coach or Team Manager to create a team.
- Select the Sport and Season Ex. Basketball-Winter 2013 2014
- Select your team's appropriate league. Ex. Boys 1<sup>st</sup> Grade
- If you are registering a past team, use the drop down menu under **Register past team and import roster** and select the team you are going to register.
- If you are registering a new team, select **Register new team**
- Enter the name of the new team with your last name. Ex. *Mavericks-Johnson*
- If you are paying the team balance, enter the amount you are going to pay in the **Payment** field. You do not need to pay the team fee if your players are going to be making payments themselves.
- Enter team's grade level
- Enter the school name that the majority of your players are from.
- Select **Next**
- You are now ready to go to your Team Page by selecting **Go To Team Page**
- If you have created a new team, you should now see your team with only you (the Coach or Team Manager) listed on the roster. To invite players to your team, select **Invite** under the Team Options. This will send the player an email with a link that will take them directly to the team. Otherwise, they will have to register through Individual Registration and request your team. *Please note: The player should have a MySAM created before clicking on the link in the email you send them.*
- If you have exported a team, use the Message option to send your team an email that the team has been created and it's time to make their payments.
- If you have exported a team and wish to drop players, select the box to the left of their name and the **DROP** at the bottom of the roster. To invite players to your team, select **Invite** under the Team Options. This will send the player an email with a link that will take them directly to the team. Otherwise, they will have to register through Individual Registration and request your team. *Please note: The player should have a MySAM created before clicking on the link in the email you send them.*

*You're now ready to have a great season!*