



- **Follow these Instructions on How to Export a Roster from Previous PSA Team:**

- Log in to your MySAM account using your user name (email address) and password
- From the MySAM home page, select **Register** from the black task bar.
- Select from **Teams & Leagues**
- Select **Team** from **Registering as an Individual or team?**
- Select **Yes** from **Are you the coach or manager?**
- Under Team Registration: Members, make sure your name is selected, **not** your player
- Select the Sport and Season: Spring Baseball 2014
- Select your team's appropriate league (grade level)
- Use the drop down menu under **Register past team and import roster** and select the team you are going to register. Complete required fields and select **NEXT**
- Once you have exported a team, Go to Team Page and use the Message option to send your team an email that the team has been set up and it's time to make their payments; PLEASE TELL THE PARENTS THEIR PLAYER IS ALREADY ON THE TEAM ROSTER, **THEY SIMPLY NEED TO LOG ON AND SELECT "MAKE PAYMENT."** They do not need to "Register!" If they register, this could create duplicate teams that must be removed
- Please let the parents know the registration fee for your grade level
- If you wish to drop players, select the box to the left of their name and the **DROP** at the bottom of the roster.
- To invite additional 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. They should have a My SAM account before accessing the link.
- Otherwise, they will have to register through Individual Registration and request your team