

How To: Use a League Guest Player

Last Revised on September 10, 2011

STEP 0 - To access Guest Player System

- A. Go to mvysa.com
- B. Login
- C. Manage Team
- D. Click on 'Guest Player System' which will display the **mvysa League Guest Player Registration** page

STEP 1 - Determine Which Player(s) will Guest Play

- A. Contact the coach of the team you will borrow a player or two from to get permission, team number and player number(s)
 - a. Team number is on roster the Official Roster or on the back of each player card. (examples: 2B0040 or 2G9812)
 - b. Player number (ID) is in the ID column of the Official Roster or on back of player card. (if you see 2B0040-32112, then player number is 32112)
 - c. You can find the contact info for teams in Step 1c of mvysa League Guest Player Registration
- B. Read Guest Player Rules - http://www.mvysa.com/cgi-bin/guest_player.cgi?fnc=rules

STEP 2 - Register Player(s)

- A. Select the game that needs guest players
- B. Enter the team number of the team you are borrowing player from
- C. Enter guest players number
- D. Click 'Verify This Entry' Button
 - a. If your entry is possible the text on the next screen is **green**, otherwise you will get **red** text telling you what the problem is.
 - b. If the text is **green** and the player is the one you want to have guest play then click the 'Register Guest Player' button
 - c. Repeat for a second player if desired
- E. If a registered player becomes unavailable prior to the game you may delete the registration by clicking the blue **D** in front of the players name

STEP 3 - Print and Sign Registration Form

- A. Select the game that needs guest players
- B. Click 'Display League Guest Player Form for Printing' button

- C. When you display the form a notice of your intentions is sent to the opposing team's coach
- D. Print the form

STEP 4 – At the Game

- A. Present the guest players cards to the referee along with the cards for your team. Identify the guest players to the referee.
- B. Present the League Guest Player Form to the opposing coach
- C. mvysa highly encourages you to have copy of a medical release with you at the game for the guest player(s)