**Adds**

1. Use ID and Password to enter into the VYSA database.
2. Click on team.
3. Go to Players screen.
4. Click on Add/Transfer A Player
5. Under Select Player Status Change Request choose Add Player.
6. Complete player registration.
7. Click on Submit.
8. Print roster.
9. Print player pass
10. Print 2 Audit Reports

**Bring the following to the registrar to have the roster approved - old original roster, 3 copies of the new roster (front and back), 2 new signed audit reports, new signed player pass, proof of birth document.**