**Printing Player/Admin Cards (ID Cards)**

**Team Roster Card Printing**

1. To print cards, the team needs to be activated. Recreational teams may be activated by the club registrar. Developmental and Competitive teams need to be activated by the State Registrar.
2. To print cards from the Team Roster, choose Teams and Team Lookup from the main navigation.
3. Select any filters and choose Search.
4. From the Search Results, click on the Team Name to view the Team Details.
5. Choose the Team Roster tab.

A screenshot of a social media post

Description automatically generated

1. Choose Print ID Card PDF from below the list of players.
2. The Player Card PDF opens in a new tab and displays.
3. Choose print by clicking on the printer icon displayed in your Player Cards.
4. Once printed, return to the Team Roster page and indicate by choosing YES if your cards printed correctly.

NOTE: Please print your cards in color on 8x11 paper or use Avery Labels 8371. The document is pre-formatted to print with the USYS watermark.

**Player Cards Card Printing**

1. To print player cards from ID Cards, choose Players/Admins and ID Cards from the main navigation.
2. Select any filters and choose Search.
3. From the Search Results, you will see a list of players or admins meeting the search criteria
4. Click the box above the list of players or admins to select all players or all administrators or check only the individuals in which you need to print cards.  
     
   A screenshot of a social media post

   Description automatically generated
5. Choose Print ID Card PDF from below the search drop downs.
6. The ID Card PDF opens in a new tab and displays.
7. Choose print by clicking on the printer icon displayed in your ID Cards.
8. Once printed, return to the ID Cards page and indicate by choosing YES if your cards printed correctly.

NOTE: Turn off the pop-up blocker in your web browser to allow the ID Card PDF to display.

NOTE: Please print your cards on 8x11 blank paper. Do not use USYS cardstock that has the USYS watermark on it. The document is pre-formatted to print with the USYS watermark.