



Tennessee Secondary School Athletic Association

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TSSAA GIRLS' SOCCER STATE TOURNAMENT PROGRAM

Our goal is to include in the program a team photo, team roster, and school logo for every team participating in the State Girls' Soccer Tournament. Therefore, we are asking you to submit the following information once your team has qualified for the Division I Sectional Match, the Division II Class A First Round Match, or the Division II Class AA First Round Match via the TSSAA Portal. The form is now available to all school administrators and needs to be submitted by **October 22, 2021**.

When the form is submitted via the Portal, we will have immediate access to your team's information. You should not mail/fax/email your team roster, photo, or logo to our office.

Prior to submitting the form, schools need to submit their team roster with player number, player name, position, and grade through the TSSAA Portal. Following are the instructions for submitting your roster:

1. Coaches must log into their TSSAA Portal Account.
2. Click on Sports.
3. Click on Rosters & Schedules.
4. Click on the Roster Details button out beside Girls' Soccer.
5. As you submit the requested information, we recommend you periodically hit the Save Changes button so you are not timed out of the system.

In addition to the roster, the following will also be required to submit with the form:

- A. TEAM PHOTO (Must be JPEG format and 900 pixels wide or larger.)
- B. SCHOOL LOGO (Must be in JPEG, PNG or GIF format and at least 900x900 pixels wide. Maximum files size is 3MB).

Athletic Directors will find the form in the Portal by clicking on Forms, New Form, Postseason Entry Form, then Girls' Soccer. Completing the form involves verifying school profile and coaches' information, as well as providing the requested program information. We are also requesting emergency contact information for your team in case of weather or safety emergencies. Correct any information BEFORE submitting the form. All information shown (except the school's name) can be change by the school administrator.

The form must be submitted by a Portal user assigned as Athletic Director, Athletic Secretary, Headmaster, or System Athletic Director. Upon completion, the completed form will be emailed to the school's athletic director and head coach.

If you have any questions or comments, please don't hesitate to contact Shonnie Speicher at tssaa@tssaa.org.