Directions for updating Tournament Rosters

1. <u>Registrars Log-in</u>



2. Click on Teams on the left navigation.

Poterne Doole	and a second second second second								Col Products
- Neterice Pools	Select District		Select Play Typ	e/Levei		Filter By S	Status		
- Destructs	State District		All Play Levels	8		No Statu	s Filter		
	Select Organization Demo League - SD05		Select Gender			Filter By Counts			
Organizations			All Genders +			No Count Filter			
111000000000000000000000000000000000000	Select Club		Select Age Gro	sup :		Select Te	am Name/T	eam ID	
Clubs	Demo League - 01		All Age Group	8					Search
• Team	Team ID	Team Name	.*	Lyl Age	Out	Name	AD	PL.	Coach
 5. S.F.B.B.B.	No records found					11.000			
 Team Creation Matrix 									
Find / Edit / Delete									
Find / Edit / Delete Travel Requests									

3. Select your club from the "Select Club" drop down box. Click "Search" on the right lower corner. Click on the team you wish to update.

Referee Pools	Andread Distances	Antonia Oliver Transall	and a		Filter Ry Status	Filter By Status				
- Districts	State District Select Organization			All Play Levels • Select Gender			No Status Filter Filter By Counts			
Organizations	Demo League - SD05 Select Club	All Genders			 No Count Fille Select Team M 	No Count Filter Select Team Name/Team ID				
- Clubs	Demo League - 01		All Age Groups			•	2012/2014		Search	
* Team	Delete ded Emai	Selected	1						(1 - 2) of 2	
Create	Team 1D	Team I	tome 🐨	Lvl	Age	Club Name	AD	PL.	Coach	
+ Team Creation Matrix	0000-3B09-0012	Demo t	.eague - 01 - 809	3	BUDB	Deno Lesgue - 01	0	1	œ	
· Find / Edit / Delete	BD05-012B12-0021	Deino I	s - 01 - B12	2	8012	Deno League - 01	0	0		
Travel Requests	SD05-013G11-0001	Semo t	- 01 - G11	3	6011	Deno Leogue - 01	.0	0		
+ Post Travel Changes	Research Cartho									
· Core Checking	Delete Selected Email	Selected								
· Declare Multi Teams										

4. Click on the "Tournament" tab on the top. Click on "edit" next to the tournament roster you need to edit.

Fall 2013-2014 -	Teams / Find, Edit, Delete a	Team	Lookup Team		1 of 3 Next Team >>	
Districts	Domo Looping					
Organizations	SD05-013G10-0012					
▶ Clubs	Team Details Roster Admin R	oster Player 🛛 Ac	tive w/ violation 🏁 🛛 1	Team Roster Trav	el Roster Tournament Le	agues Web
▼ Team	To register for a tournament, select the t Tournaments Open For Registration	ournament you w n	ish to apply for and the	n click the Register		
· Create	Select A Tournament		▼			
• Team Creation Matrix			Register			
Find / Edit / Delete	Listed below are the tournament applica	tions this team ha	s applied for			
Travel Requests	To view / edit the application please clic	c"edit" next to the	application wish to edit			
Post Travel Changes	Tournaments Registered To	Order #	Amount Paid	Amount Due		
Core Checking	2014 State Cup		\$0.00	\$0.00	unregister edit 🦕	
Declare Multi Teams						
• Team Queue						
• Team Cross League						

5. Click on the "Player Roster" tab on the top

registered loc 3 3 pk 3 pk	r YER_LIST1 - Contex PLAYER ROSTER aned transfered 0 0 ayers defined of th yers activated of th	nt will be posted here STATS active inactive tota 3 0 3 le 12 allowed he 12 allowed	1			You may here. De player is	y set Active eselect the b s not active.	olayers ox if the		
Home Away	Name	ID#	DOB	Gende	r Player Sta	tus Transfer	Date ODP Level (irad Yr Posit	ion Active?	Play
	Tested, Nettie	14665-756028	8/8/2004	Girl	Registered				図	5
	Testing, Talor	£ 50134-402935	5/5/2005	Βσγ	Registered				1	-
	Testtt, Beth	69137-392553	3/4/2004	Girl	Registered				1VI	5
Sync Roster			P	rint.Page	Set Activ	e Players	Add Club Pass	Player	Edit Player T	[eam.]
Add "Club Ohio Youth Son	Pass Playe	er" – click on t	he box	that re	eads	Administrat	Tournament &	Gaming tay	Account	
Add "Club Ohio Youth So 10 2014 State Cu Tourname	Pass Playe	er" – click on t Demo League U1 SD05-013G10-0012	he box	that re	eads	Administrat	Tournament &	Gaming My	Account	
Add "Club Ohio Youth Son 19 2014 State Cu Tourname • Applicatio • Lookup	Pass Playe	er" – click on t Demo League U1 SD05-013G10-0012 Team Info Contactor	he box 0 Girls	that re Lea	eads	Administrat Roview	Tournament &	Gaming Marking	Account	
Add "Club Ohio Youth So N 2014 State Cu Tournaine • Applicatio • Lookup • Post Stat • Rank Wai	Pass Playe	er" – click on t Demo League U1 SD05-013G10-0012 Team Info Contacte Add Club Pass Play Payer mail be on another a #SD05 Demo Leegue	0 Girls Player Gott er to Rost	that re Lea	eads igues & Teams ary Comments ason from the sam	Administrat	on Tournament & Send Mail	Gaming My Sack 10 Iteem – LenguerChu	Account Team	
Add "Club Ohio Youth So 2014 State Cu Tourname • Applicatio • Lookup • Post Stat • Rank Wai • Piayer Lo	Pass Playe	er" – click on t Demo League U1 SD05-013G10-0012 Team info Contacts Add Club Pass Play Payer must be on another a st005 Demo League Search By	0 Girls Player Road er to Rost clive baam in 0	that re Lee Choose and er se correct asso	eads igues & Teamo ary Comments ison from the sam	Administrat	Con Tournament &	Gaming My Sack Id Intern – League/Chi	Account Team	
Add "Club Chip Yours So 2014 State Cu Toornalme • Applicatio • Lookup • Post Stat • Rank Wai • Player Lc • Administ	Pass Player	er" – click on t Demo League U1 SD05-013G10-0012 Team left Contacts Add Club Pass Play Payer must be on another a SD05 Demo League Search By Last name, First Name	0 Girls Paper and Prove to Rost Crive team in th S	that re Les Cocipies er es correct aux parch For: * ast, 1	eads spues & Teams ary Comments ason from the sen	Administrat Review w league or club an	Ion Tournament &	Gaming M	Account D Team b	
Add "Club Ohio Youth So N 2014 State Cu Tournaine • Applicatio • Lookup • Post Stat • Rank Wal • Player Lc • Administ • Notel Rec	Pass Playe	er" – click on t Demo League U1 SD05-013G10-0012 Team Info Contacts Add Club Pass Play Payer mail be on another a Storb Dime League Search By Last name, First Name	0 Girls Player Gots er to Rost crive basmon 1 s	that re Les Descents er re correct sea earch For: * ast, 1	eads gues & Teams ary Comments soon from the sam Team's Club	Administrat Review e league or club an Search Demo League - C	d age appropriate for thia	Gaming M Search - LeaguerCha Intern - LeaguerCha Don: Fall 2013-2014	Account DTeam b	
Add "Club Ohio Youth So N 2014 State Cu Toername • Applicatio • Lookup • Post Stat • Rank Wai • Player Lo • Administ • Notei Rec	Pass Playe	er" – click on t Demo League Ut SD05-013G10-0012 Team Info Contacts Add Club Pass Play Payer mail be on another as205 Demo League Search By Last name, First Name	he box 0 Girls Player Rost er to Rost crive baan n 1 \$ t t	that re Les <u>Processes</u> er er er er er er er er er er er er er	eads gues & Teams ary Comments soon from the sam Team's Clubo ender	Administrat Review « league or club an Search Demo League - 0 Team	d age appropriate for this Team's Sease Teamcode	Gaming M Seam - LesquerClu Don: Fall 2013-2014	Account o Team b	to Ro
Add "Club Ohio Youth So 2014 State Cu Toername • Applicatio • Lookup • Post Stat • Rank Wai • Player Lo • Administ • Biotel Rec • Player Po	Pass Playe	er" – click on t Demo League U1 SD05-013G10-0012 Team info Contacts Add Club Pass Play Payer must be on another a s2015 Demo League Search By Last name, First Name <u>TDNum Play</u> Nat 23783-591399 Tracy	o Girts Player Root er to Rost clive baam of the the tagent the the the the the the the the the th	that re to be constant or sarch For: * sat, t 000 G '26/2004	eads gues & Teamo ary Coernerts soo from the sam Team's Clubs ender: 7 Demo	Administrat Administrat Review is league or club an Search Demo League - (Tearr. League - 01 - 51	d age appropriate for this Team's Sease Teamcode SD05-013811-000	Gaming My Seam – Leogue/Clu beam – Leogue/Clu chub son: Fall 2013-2014 Chub	Account o Team b 4 Add ue - 01 Add	to Ro
Add "Club Ohio Youth So 2014 State Cu Toermaine • Applicatio • Lookup • Post Stat • Rank Wal • Player Lo • Administ • Notel Rec • Player Pc • Move Orr • Core Che	Pass Playe	er" – click on t Demo League U1 SD05-013G10-0012 Teare lefo Contacte Add Club Pass Play Payer must be on arother a SD05 Demo Leegue Search By Last name, First Name <u>IDNum Play</u> 73783-591399 Tracy	o Girls Player Both er to Rost crive baam in th set to Rost trained of Tested of	that re Les Closedation er ex correct assa ass.t 1 DOB C (25/2004	eads gues & Teamo ary Comments more from the sam Team's Clube ender: F Demo	Administrat Review Issaue or club as Search Demo League - (Teaer League - 01 - 61	Tournament & Send Mail dage appropriate for this Team's Sease Teamcode	Gaming M Seam – LeaguerCla beam – LeaguerCla bea	Account DTeam b 4 ue - D1 Add	to Ro I to Ro

7. Club Pass Player now appear on the bottom of your screen as a club passed player. On the roster, there will be a CP listed next to the player name.

10111												
4 State Cup ·	Demolecter	UID Cirts										
Tournament Config	SD05-013G10-0012					Send Mail ««Back to Team						
Application	Team Into	Contacts Player Nosi	Disciplinary Con	ments Raviv	Т	his player will pov	w have a red line	throu	ah har nar	me on		
Lookup	Player Roster	,			_			tinou	gii nei nai	ne on		
Post Status Chgs	TOUR_APPL_PLAYER_LIST1 - Containt will be posted here					the roster of the team she is actually rostered onto. You car						
Ramk Watther	1 - 22 - 12 - 1	PLAYER ROS	TER STATS			ام مطح مرجم مع	over hvedielder					
Player Lookup	registered los	aned transfered c	subpass active ina	ctive total	а	iso remove the pl	ayer by clicking o	on rer	nove nex	t to the		
Administrator Lookup		4 players defined o	of the 12 allowed		p	layer name.						
Hotel Req Lookup		4 players activated	of the 12 allowed			,						
Player Pool Lookup	Home Away	Name	104	008	Gende	e Player Status, Transfer Date	e ODP Level Gend Ve Posit	on Artiser	Bayerlolo			
Move Order	Just Just	Tested Natio		10/0/0004	Ciel	Registered		20	C-12			
Core Checking		Testeu, Neme	L 14665-756028	0/0/2004	um	ivegiatered		141	Eus			
Marson and		Tested, Tracy	1 73783-591399	1/20/2004	Gen	Club Pase		(1)	cos leseuove			
Flight Schemas		Testing, Talor	A 50134-402935	5/5/2005	Boy	Registered		(M)	Edit			
Scheduling		Testti, Beth	L 69137-392553	3/4/2004	କମ	Registered		8	Ede:			
Game Stats	Bunc Roster	3		Pr	net Pane	Set Artivo Players	Ant Club Pass Player	Edit Player	Team inte			
Referees				1,100				Lan i Injui				
College Program	Decement P	Proteim										
Hotols	🐨 = Transferred	igible for this tournamer	H.									
Fields & Venues	Players Clubp	iana Lint										
Reports	Name	1D#	CP Team	CP 1	eamCode	e CP By Who	CP Datetime	CP Teo	mament			
Publish	Tested, Tracy	73783-591399	Demo League	- SD05	5-013010-	0012 Kimberly Kiledjian	4/14/2014 2:55:32 PM	2014 St	ate Cup			

8. To edit/add the jersey numbers

Click on the "Edit Player Team Info" tab

Home Away Jest Jest	Name	ID#	DOB	Gender	Player Status Transfer Date ODP Level Grad Yr Positi	Active?	PlayerInfo
	Tested, Nettie	14665-756028	8/8/2004	Girl	Registered	密	Edit
	Tested, Tracy	73783-591399	1/26/2004	Girl	Club Pass	(9)	Edit Remove
	Testing, Talor	50134-402935	5/5/2005	Boy	Registered	(97)	Edit
	Testtt, Beth	£ 69137-392553	3/4/2004	Girl	Registered	191	Edit

Kimberly Kiledjian Ohio Youth Soccer Association North				League	es & Teams	Administration	Tournament & Gamin	g My Account
2014 State Cup 🔹								
• Tournament Config	Demo Lea SD05-0130	gue U10 310-0012) Girls				Send Mail <	< Back to Team
 Application 	Team Info	Contacts	Player Roster	Disciplinary	Comments	Review		
• Lookup	Edit Playe	r Team Info)					
Post Status Chgs								
 Rank Waitlist 	Home	Away						
 Player Lookup 	Jrs#	Jrs#	Position		Grad Ye	ear Player ID	Player	DOB
Administrator Lookup				•		14665-756028	3 Tested, Nettie	8/8/2004
Hotel Reg Lookup				•		73783-591399	Tested, Tracy	1/26/2004
Plaver Pool Lookup				•		50134-40293	5 Testing, Talor	5/5/2005
Move Order				•		69137-392553	3 Testtt, Beth	3/4/2004
Core Checking	4 ayers							
Flight Schemas		Ad	ld your je	ersey nu	mbers. (Click "save Cha	anges"	Save Changes