Directions for updating State Cup Rosters

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

adc\kkiledjian - Ohio Youth 8 👻	
2012-2013 -	Welcome Kimberly Kiledjian
Referee Pools	Welcome to the Ohio Youth Soccer Association North Registrar toolset.
Districts	On the left hand side of the screen you will also see other menu choices that support the 4
 Organizations 	main buttons. These choices provide additional capabilities and features for managing your league.
Clubs	Finally, you will also find additional menu selections in the form of tabbed sections that provide additional options and selections.
▶ Team	
Players / Admins	
ID Cards	
Event Manager	
Reports	
Email Blast	
Social Network	
 Sign Out 	
Tech Support Contact	
Жилити	

2. Click on Teams on the left navigation.

Referee Pools	Select District		Select Play Typ	e/Level		Filter By S	tatus		
Districts	State District	-	All Play Levels		-	No Status	s Filter		•
	Select Organization		Select Gender			Filter By C	ounts		
Organizations	Demo League - SD05	-	All Genders		-	No Coun	t Filter		
	Select Club		Select Age Gro	up		Select Tea	im Name/	Team ID)
Clubs	Demo League - 01	-	All Age Groups	8	-				Search
 Team ♦ Create 	DEL 💌 Team ID	Team Nam	ne 🔻	Lvl Age	Club	Name	AD	PL	Coach
	DEL 🜌 Team ID No records found	Team Nam	ne V	Lvl Age	Club	Name	AD	PL	Coach
· Create		Team Nam	ne 🔻	Lvi Age	Club	Name	AD	PL	Coach
Create Team Creation Matrix		Team Nam	ne 🔻	Lvl Age	Club	Name	AD	PL	Coach

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.

Fall 2013-2014 -	Team Lookup						Page Size: 50	00	Re	iset
Referee Pools	Select District	Select Play Type/Le	Filter By S	Filter By Status						
Districts	State District	All Play Levels	 No Statu 	No Status Filter						
	Select Organization	Select Gender	Select Gender							
Organizations	Demo League - SD05	All Genders		No Count Filter 🗸						
	Select Club		Select Age Group	Select Te	Select Team Name/Team ID					
Clubs	Demo League - 01	•	All Age Groups			•			Sear	ch
▼ Team	Delete cted Email S	Selected]						(1 -	3) of 3
 Create 	DEL 🜌 Team ID	Team I	lame 🔻	Lvl	Age	Club Name	AD	PL	Coach	
• Team Creation Matrix	0000-3B09-0012	Demo L	.eague - 01 - B09	3	BU09	Demo League -	01 0	1		O
Find / Edit / Delete	SD05-012B12-0021	Demo L	e - 01 - B12	2	BU12	Demo League -	01 0	0		
 Travel Requests 	SD05-013G11-0001	Demo L	- 01 - G11	3	GU11	Demo League -	01 0	0		
Post Travel Changes	Search Again								(1-3	3) of 3
Core Checking	Delete Selected Email S	Selected								
 Declare Multi Teams 										
	11									

4. Click on the "Tournament" tab on the top. Click on "edit" next to the State Cup tournament.

Fall 2013-2014 👻	Teams / Find, Edit, Delete a Team	Lookup Team	1 of 3	Next Team >>	
 Districts 					
 Organizations 	Demo League - SD05-013G10-0012				
▶ Clubs	Team Details Roster Admin Roster Player	·	eam Roster Travel Rost	er Tournament League	es Web
▼ Team	To register for a tournament, select the tournament yo Tournaments Open For Registration	ou wish to apply for and then	i click the Register	\mathbf{A}	
Create	Select A Tournament	▼			
• Team Creation Matrix		Register			
Find / Edit / Delete	Listed below are the tournament applications this tear	n has applied for			
Travel Requests	To view / edit the application please click "edit" next to				
Post Travel Changes	Tournaments Registered To Order #	# Amount Paid	Amount Due		
Core Checking	2014 State Cup	\$0.00	\$0.00 u	nregister edit	
Declare Multi Teams					
• Team Queue					
• Team Cross League					

- Team Cross League
- 5. Click on the "Player Roster" tab on the top

Home Away Jrs# Name ID# DOB Gender Player Status Transfer Date ODP Level Grad Yr Position Active? Testing, Talor 14665-756028 6/8/2004 Girl Registered Image: Comparison of the comparison of	Ya ha pl	ents Review	TS ve inactive total 0 3 llowed		PL istered loane 3 0 3 player
Testing, Talor Solida-402935 5/5/2005 Boy Registered Testit, Beth Solida-402935 5/5/2005 Boy Registered Testit, Beth Solida-402935 3/4/2004 Girl Registered Sync Roster Print Page Set Active Players Add Club Pass Player Edit Player Treating To the player of th	Gender Player Status	DOB Ge	ID#	Name	
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Testtt, Beth 69137-392553 3/4/2004 Girl Registered Sync Roster Print Page Set Active Players Add Club Pass Player Edit Player Tr Codd Club Pass Player" - - - - Add "Club Pass Player" - - - - Coho Youth Soccer Association North Leagues & Teams Administration Tournament & Gaming My Account 2014 State Cup - - - - - • Tournament Config - Demo League U10 Girls Send Mail << Back to Team	005 Boy Registered	5/5/2005 Bo	50134-402935		т
Add "Club Pass Player" - click on the box that reads> Onio Youth Soccer Association North Leagues & Teams 2014 State Cup - • Tournament Config Demo League U10 Girls • Application Send Mail • Lookup Team Info • Post Status Chgs Player Roster • Player Lookup Search For:* • Hotel Req Lookup Search For:* • Hotel Req Lookup Team's Club: Demo League - 01 • Player Pool Lookup Player	004 Girl Registered	3/4/2004 Gir	69137-392553		Т
Add "Club Pass Player" - click on the box that reads> Onio Youth Soccer Association North Leagues & Teams 2014 State Cup - • Tournament Config Demo League U10 Girls • Application Send Mail • Lookup Team Info • Post Status Chgs Player Roster • Player Lookup Search For:* • Hotel Req Lookup Search For:* • Hotel Req Lookup Team's Club: Demo League - 01 • Player Pool Lookup Player				_	
Control of Youth Soccer Association North Leagues & Teams Administration Tournament & Gaming My Account 2014 State Cup • • Tournament Config • • Application • Send Mail <	Print Page Set Active Play	Print Pag			Sync Roster
· Lookup · Post Status Chgs · Rank Waitlist · Player Lookup · Administrator Lookup · Hotel Req Lookup · Player Pool Lookup · Player Pool Lookup · Player Dool Lookup · Player Pool Lookup · Player DOB Gender · Player Club					
Post Status Chgs Add Club Pass Player to Roster Player Maitlist Player Loskup Administrator Lookup Search By Search By Search For: * Last name, First Name test, t Player Pool Lookup Team's Club: Demo League - 01 Team's Club: Demo League - 01 Teamcode Club Add 1		Girls		up 🔻 Dem	014 State Cup
· Rank Waitlist #S005 Demo League · Player Lookup Search By · Administrator Lookup · Last name, First Name • test, t · Hotel Req Lookup Team's Club: Demo League - 01 · Player Pool Lookup Team's Club: Demo League - 01 · Player Pool Lookup DOB Gender Teamcode Club Add 1	<mark>loster</mark> Disciplinary Comments Re		5-013G10-0012	up ent Config Dem SD08	014 State Cup Tournament (
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Move Order 73783-591399 Tracy Tested 01/26/2004 F Demo League - 01 - G11 SD05-013B11-0001 Demo League - 01 Add	Search For: * test, t Team's Club: Dem	Player Roster Dis to Roster Ive team in the corre Search F test, t	5-013G10-0012 eam Info Contacts Club Pass Player must be on another act Demo League ch By t name, First Name Playe	ent Config Dem SD03 Don Itus Chgs aitlist cookup strator Lookup eq Lookup	114 State Cup Tournament (Application Lookup Post Status Rank Waitlis Player Looku Administrate Hotel Reg Lock
Core Checking	Search For: * test, t DOB Gender Te	Player Roster Dis r to Roster Ive team in the corre Search F test, t e DOB	5-013G10-0012 eam Info Contacts Club Pass Player must be on another act Demo League ch By t name, First Name DNum Playe Nam	ent Config Dem SD03 on tus Chgs aitlist ookup strator Lookup cool Lookup rder 7378	 14 State Cup Tournament (Application Lookup Post Status Rank Waitlis Player Looki Administrati Hotel Req Loi Player Pool I Move Order
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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.

	ague <mark>U1</mark> 0 Girls G10-0012				Send Mail << Bac	k to Team			
Team In	fo Contacts Player Ro	ster Disciplinary Com	ments Revie	— тн	nis player will nov	w have a red line	through	her na	ame on
Player Ro	oster						, through		
	_PLAYER_LIST1 - Conte	nt will be posted here		th	e roster of the te	eam she is actua	lly roster	ed onto	o. You c
	PLAYER RO	STER STATS							
	d loaned transfered	clubpass active inac		al	so remove the pl	ayer by clicking	on "rem	ove" ne	ext to th
3 kup	0 0	1 4 d of the 12 allowed	0 4		avornamo				
<u> </u>		d of the 12 allowed		pi	ayer name.				
p									
UP Home Au Jrs# Jr		ID#	DOB	Gender	Player Status Transfer Dat	e ODP Level Grad Yr Posit	ion Active? I	PlayerInfo	
	Tested, Nettie	1 4665-756028	8/8/2004	Girl	Registered			Edit	
	Tested, Tracy	1 73783-591399	1/26/2004	Girl	Club Pass		V E	dit IRemove	
	Testing, Talor	1967Ca.	5/5/2005	Boy	Registered			Edit	
		L 50134-402935			-		v		
	Testtt, Beth	4 69137-392553	3/4/2004	Girl	Registered		V	Edit	
Sync Ro	oster		Pri	nt Page	Set Active Players	Add Club Pass Player	Edit Player Te	am Info	
💿 = Discipli	inary Problem								
🗇 = Transf	erred								
= Player	is ineligible for this tournam	ent							
Players (Clubpass List								
Name	ID#	CP Team		eamCode	CP By Who	CP Datetime	CP Tourn		
Tested, Tr	acy 73783-59139	9 Demo League	- SD05	-013G10-0	012 Kimberly Kiledjian	4/14/2014 2:55:32 PM	2014 State	Cup	

8. To edit/add the jersey numbers

Click on the "Edit Player Team Info" tab

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

Kimberly Kiledjian Ohio Youth Soccer Association North				League	s & Teams	Administration	Tournament & Ga	ming My Account
2014 State Cup	Demo Lea SD05-0130		0 Girls				Send Mail	<< Back to Team
 Application 	Team Info	Contacts	Player Roster	Disciplinary	Comments	Review		
+ Lookup	Edit Playe	r Team Inf	o					
Post Status Chgs								
Rank Waitlist	Home	Away						
 Player Lookup 	Jrs#	Jrs#	Position		Grad Y		Player	DOB
 Administrator Lookup 				•		14665-7560	28 Tested, Net	tie 8/8/2004
 Hotel Req Lookup 				-		73783-5913	99 Tested, Tra	cy 1/26/2004
Player Pool Lookup				•		50134-4029	35 Testing, Tal	or 5/5/2005
 Move Order 				•		69137-3925	53 Testtt, Beth	3/4/2004
Core Checking	4 ayers	<u></u>						
Flight Schemas	<- Tack	-	dd your i		mhore (Click "covo Ch	aangos"	Save Changes
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