

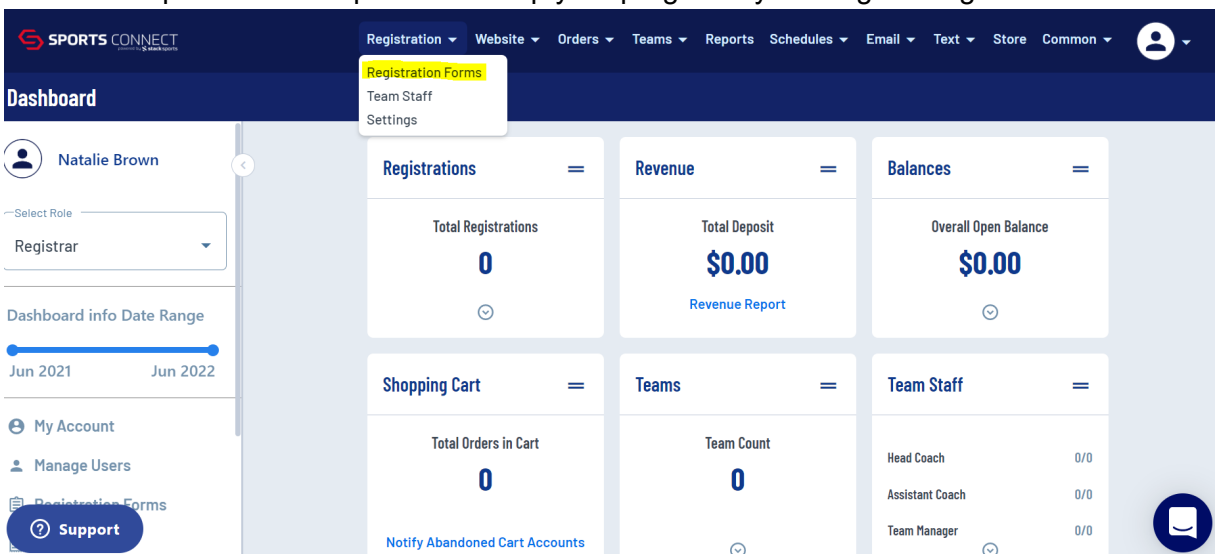
Registering Teams to Your League: Guide for Club Registrars

Part 1: [Instructions for integrated Sports Connect Club Users](#)

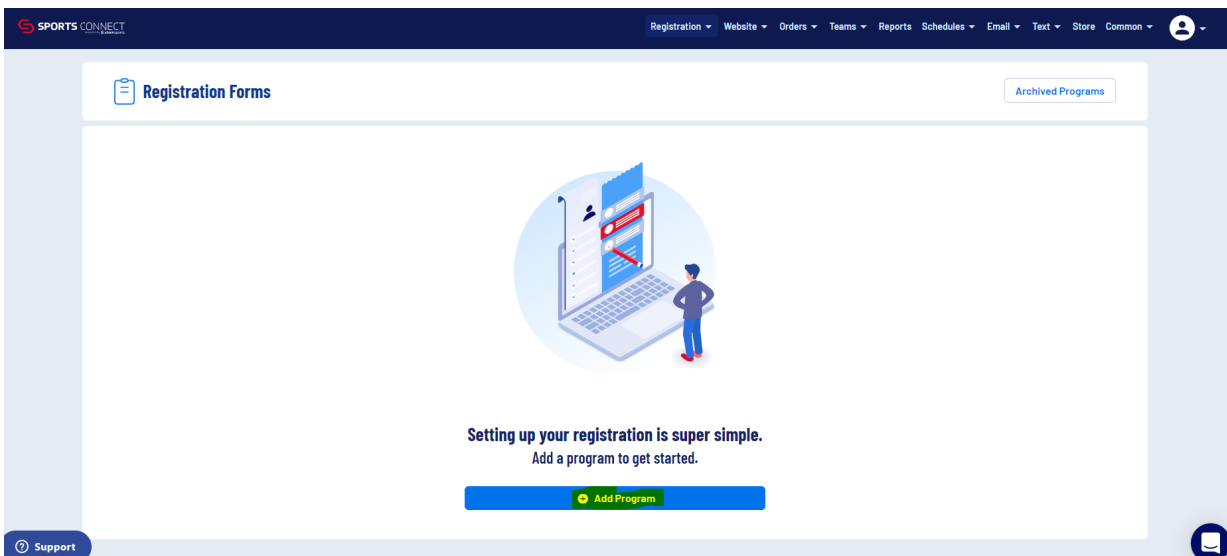
Part 2: [Instructions for Non-Sports Connect Club Users](#)

Part 1: Integrated Sports Connect Club Users

1. Within the Sports Connect platform set up your program by clicking on Registration Forms.

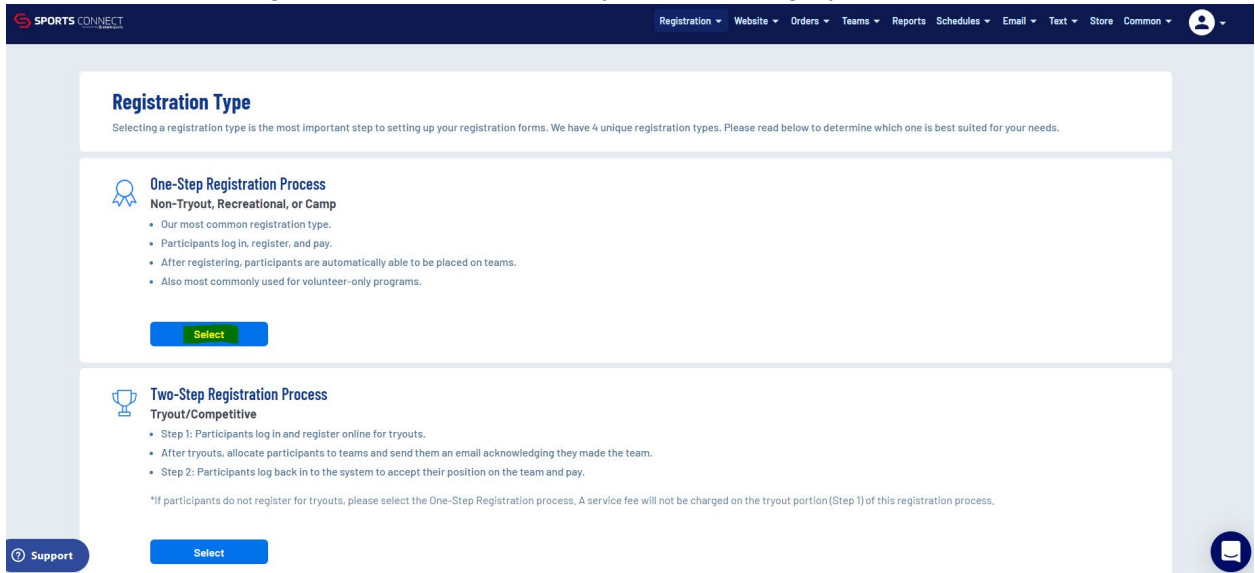


The screenshot shows the Sports Connect dashboard for user Natalie Brown, who is logged in as a Registrar. The top navigation bar includes links for Registration, Website, Orders, Teams, Reports, Schedules, Email, Text, Store, and Common. A dropdown menu is open under 'Registration', with 'Registration Forms' highlighted in yellow. The dashboard features several summary cards: Registrations (Total Registrations: 0), Revenue (Total Deposit: \$0.00), Balances (Overall Open Balance: \$0.00), Shopping Cart (Total Orders in Cart: 0), Teams (Team Count: 0), and Team Staff (Head Coach: 0/0, Assistant Coach: 0/0, Team Manager: 0/0). A 'Support' button is visible in the bottom left corner.

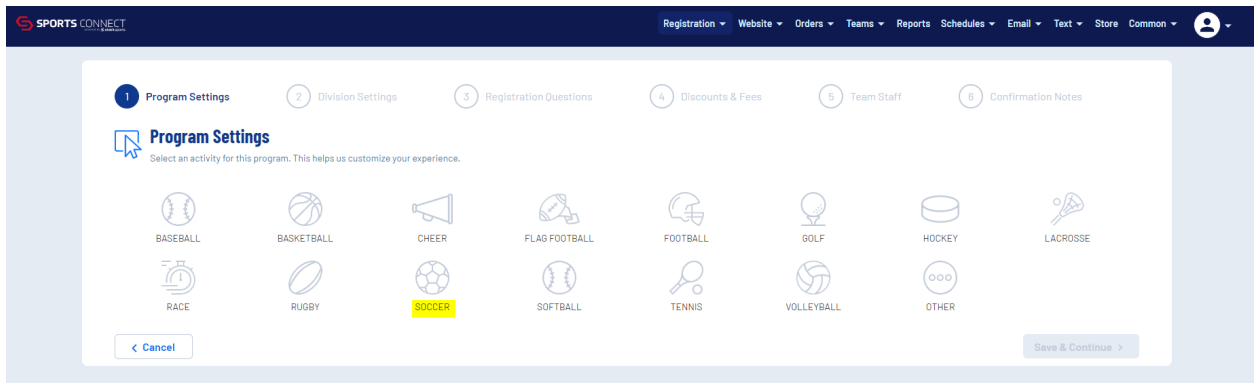


The screenshot shows the 'Registration Forms' page. At the top, there is a navigation bar with the same links as the dashboard. Below the navigation bar, there is a header area with 'Registration Forms' and an 'Archived Programs' button. The main content area features a large illustration of a person standing next to a laptop displaying a registration form. Below the illustration, the text reads: 'Setting up your registration is super simple. Add a program to get started.' A prominent blue button with a yellow plus icon and the text 'Add Program' is centered at the bottom of the main content area. A 'Support' button is located in the bottom left corner.

2. Select One-Step Registration Process unless you are holding tryouts.



3. Select Soccer and click Save and Continue.



4. Under Program Settings when you affiliate your Town/Program you will need to select **enter league name here**.

- a. Give your program a name (ex: Spring 2023)
- b. National Affiliation = US Youth Soccer
- c. Organization = Massachusetts Youth Soccer Association
- d. Club = **enter league name here**
- e. Program = select your Town/Club
- f. Season = registration year
- g. Play Level = Town Travel (Grade-Based)

- 1
- Program Settings
- 2
- Division Settings
- 3
- Registration Questions
- 4
- Discounts & Fees
- 5
- Team Staff
- 6
- Confirmation Notes



Program Settings

This program is set up as a Non-Tryout/Rec.

<p>Program Name * 2023 Spring</p> <p>National Affiliation * US Youth Soccer</p> <p>Club * South Coast Soccer League (SCSL) NEW</p> <p>Season * Fall 2022 - Spring 2023</p>	<p>Activity Type * Soccer</p> <p>Organization * Massachusetts Youth Soccer Association</p> <p>Program * </p> <p>Play Level * Town Travel (Grade Based)</p>
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5. Create your Teams in Sports Connect Club, add 1 person (either Player or Admin) and submit teams to Association Connect.

Program: Affinity Program Division: Affinity Division

Team Personnel (0)		Players (1)	
Unallocated	Allocated	Unallocated	Allocated
0	0	0	1

Affinity Division Export Unallocated ▾

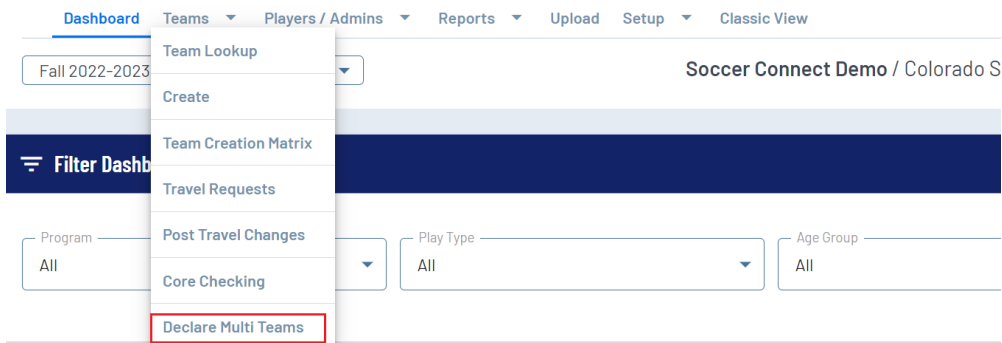
Teams	TP / P ⓘ	Team Submission ⓘ
1 Affinity Team Show Details	0 / 1	Edit ▾ Roster Notifications ▾ Submit Team ✕

Team Directory All Roster Actions ▾

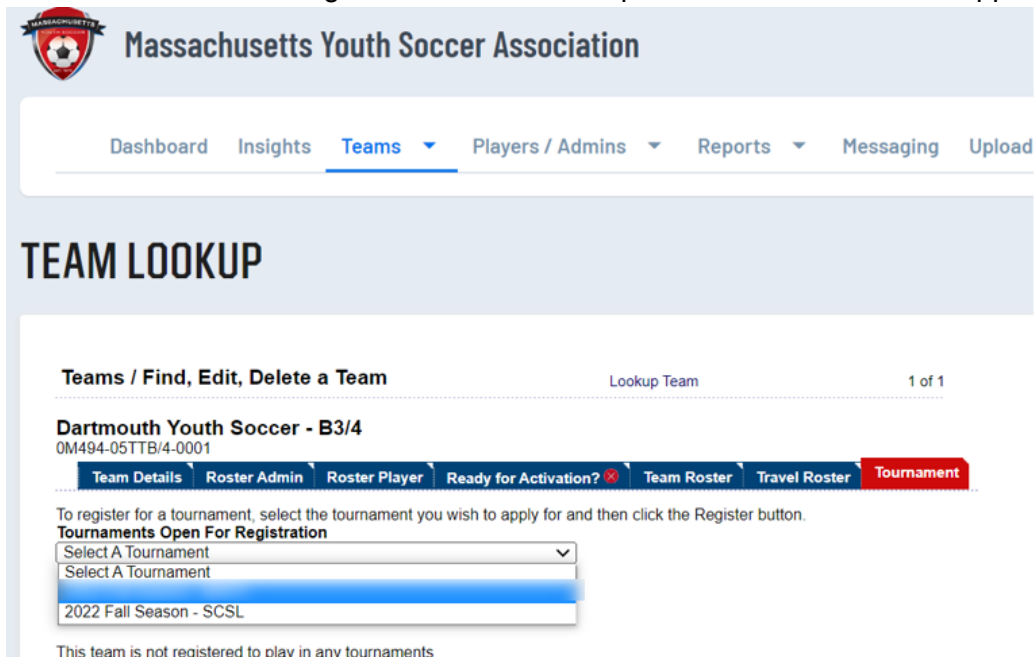
6. Login to Association Connect via Single Sign On.



- From the main navigation, hover over Teams and select Declare Multi Teams.



- Select a tournament/ league name from the drop-down menu. Click Start Application.



- Select search criteria from the various dropdown menus and choose Search. Only teams that meet the qualifications to play in the respective tournament/ league will appear in the search results.
- Check boxes across from teams you wish to apply. Once selections have been made, click Apply Teams.
- The Submit screen will display all the teams you have selected on the previous page. If a team was selected in error, click the Remove link across from the team name to eliminate them from this list. Once the list of teams has been verified, click Submit Applications.

12. Teams have now been submitted into the tournament/ league play. You may click on the order number to pay or submit payment information at a later time by going to the Team's tournament tab.

1. Tournament and League **2. Teams** **3. Submit**

Teams Just Submitted

You may click on order number to pay or pay later from Team's tournament tab.

TeamCode	Team	Status	OrderNum	Age	TourTab
CS01-01CG11-0028	Soccer Connec - GU11	Submitted	2-6498254	Girls Under 11	Go
CS01-01CG13-0031	Soccer Connec - GU13	Submitted	2-6498254	Girls Under 13	Go
CS01-01CG12-0029	Soccer Connec - GU12	Submitted	2-6498254	Girls Under 12	Go

13. Once teams have been submitted to the League you will see a green D with a circle for team Declared into a League.

Team Lookup Page Size: 500

Select District
All Districts

Select League
All Leagues

Select Club
All Clubs

Select Play Type/Level
All Play Levels

Select Gender
All Genders

Select Age Group
All Age Groups

Activation Status **Declared Status**
No Status Filter Default

Filter By Counts
No Count Filter

Select Team Name/Team ID

DEL	Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach
<input type="checkbox"/>	0904-01AG07-0105	Affinity Sports 2.0 - G2007	C	GU13	Roots Association	0	0	
<input type="checkbox"/>	0FWC-14IB68-0001	Algeria	I	B1969	World Cup 14	1	23	Vanid Halilhodzic
<input checked="" type="checkbox"/>	0FWC-14IB01-0002	Argentina	I	B2001	World Cup 14	1	23	Alejandro Sabela D
<input type="checkbox"/>	0904-01AG07-0001	Arlington Soccer Association 1 U11B (ARLSA)	C	GU13	Roots Association	0	0	
<input type="checkbox"/>	0904-01CB11-0003	Arlington Soccer Association 2 U11B (ARLSA)	C	BU11	Roots Association	0	0	
<input type="checkbox"/>	0904-01CH12-0002	Arlington Soccer Association U12B (ARLSA)	C	BU12	Roots Association	0	0	
<input type="checkbox"/>	0FWC-14IB68-0003	Australia	I	B1969	World Cup 14	1	23	Ange Postecoglou
<input type="checkbox"/>	0FWC-14IB68-0004	Belgium	I	B1969	World Cup 14	1	23	Marc Wilmots
<input type="checkbox"/>	0904-01CB11-0004	Bethesda SC 1 U11B (BSC)	C	BU11	Roots Association	0	0	
<input type="checkbox"/>	0904-01CB11-0005	Bethesda SC 2 U11B (BSC)	C	BU11	Roots Association	0	0	
<input type="checkbox"/>	0904-01CB12-0009	Bethesda SC U12B (BSC)	C	BU12	Roots Association	0	0	
<input type="checkbox"/>	BD01-01RG10-0030	Blue Birds	R	G2011	EasternYouth Soccer Association Demo	0	0	
<input checked="" type="checkbox"/>	BD01-01RG10-0024	Blue Dolphins	R	G2011	EasternYouth Soccer Association Demo	2	2	Paul Peach D
<input type="checkbox"/>	0FWC-14IB68-0005	Bosnia and Herzegovina	I	B1969	World Cup 14	1	23	Safet Susic
<input type="checkbox"/>	0FWC-14IB68-0006	Brazil	I	B1969	World Cup 14	1	23	Luiz Felipe Scolari
<input type="checkbox"/>	0FWC-14IB68-0007	Cameroon	I	B1969	World Cup 14	1	23	Volker Finke
<input type="checkbox"/>	CC01-02CB09-0030	Carrier Club - B2009	C	BU10	Carrier Club	0	0	D
<input type="checkbox"/>	CC01-02CG08-0033	Carrier Club - G2008	C	GU11	Carrier Club	0	0	D
<input type="checkbox"/>	CC01-02CG09-0031	Carrier Club - G2009	C	GU10	Carrier Club	0	0	D
<input type="checkbox"/>	CC01-02CG09-0032	Carrier Club - G2009	C	GU10	Carrier Club	0	0	D

(1 - 162) of 162

14. To select division and preferred flight click on the team name or ID number and click the Tournament tab. You will then click edit next to the tournament registration order number.

15. Ready to Active/Approve Team. System will show an alert if a coach hasn't passed their CORI or SafeSport.

Demo Team
CS01-01RB12-0007

[Team Details](#)
[Roster Admin](#)
[Roster Player](#)
[Ready for Activation? !\[\]\(eafc244b53721dd1ec133f0772f70fc7_img.jpg\)](#)
[Team Roster](#)
[Travel Roster](#)
[Tournament](#)



Team Activate Rule Violations

1 administrator(s) have failed to have proper risk management status.

Firstname Lastname --- missing required verified certificate Concussion Certificate SafeSport
 Giovanni Morales --- missing required verified certificate Birth Certificate
 Jesus Morales --- missing required verified certificate Birth Certificate
 John Lastname --- missing required verified certificate Birth Certificate
 John Test --- missing required verified certificate Birth Certificate
 Johnny Test --- missing required verified certificate Birth Certificate
 Jonathan Sample --- missing required verified certificate Birth Certificate
 Milo Oliver --- missing required verified certificate Birth Certificate

[Activate Team](#)

Administrators

Admin ID	Administrator	Name	Lic. Level	Risk Status	Expires
 74519-085848	Head Coach	Lastname, Firstname		None	

The following player(s) are playing up

Player ID	Name	DOB	Seasonal Age*	Playing Up Year(s)
63926-248768	Morales, Giovanni	12/14/2011	9	2
68395-455228	Morales, Jesus	12/15/2011	9	2

* -- seasonal age calculation date is 1/1/2021

16. Once your team has met all activation requirements, you can print the official roster with player and coach photos.

Demo Team
CS01-01RB12-0007

[Team Details](#)
[Roster Admin](#)
[Roster Player](#)
[Active w/ violation !\[\]\(b538fe54c1f3a7343e37e85cc2d00497_img.jpg\)](#)
[Team Roster](#)
[Travel Roster](#)
[Tournament](#)

Administrators

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires	Roster Date
<input type="checkbox"/>		74519-085848		Head Coach	Lastname, Firstname		None		05/10/2022

Team Assignment Codes
1 administrators

Players

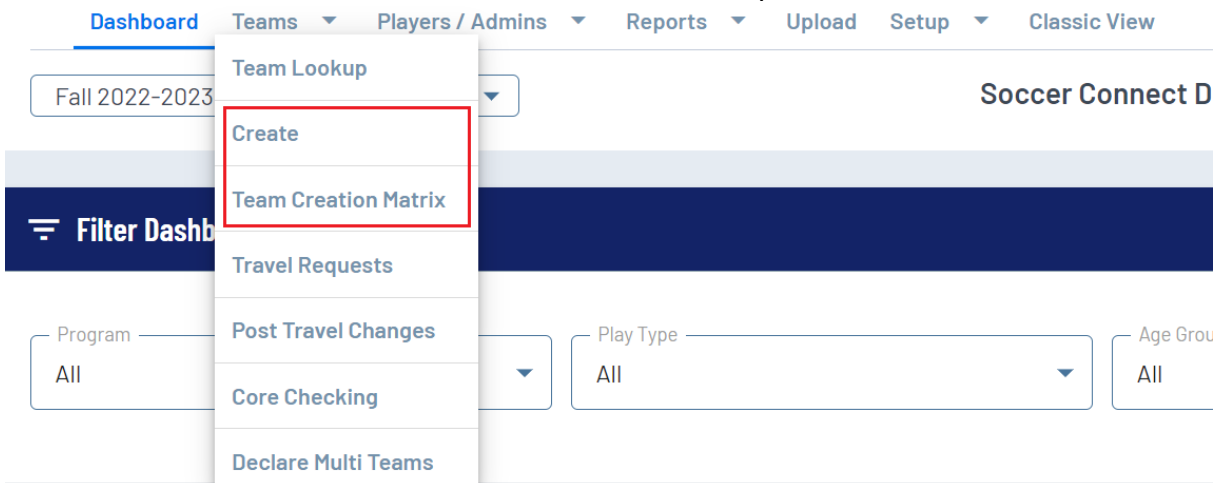
Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA
<input type="checkbox"/>	0	11775-738969		Lastname, John	10/15/2009	5/10/2022	5/10/2022		 C
<input type="checkbox"/>	0	63926-248768		Morales, Giovanni	12/14/2011	5/2/2022	5/10/2022		 C
<input type="checkbox"/>	0	68395-455228		Morales, Jesus	12/15/2011	5/2/2022	5/10/2022		 C
<input type="checkbox"/>	0	11547-344597		Oliver, Milo	6/26/2009	5/2/2022	5/10/2022		 C
<input type="checkbox"/>	0	17958-518261		Sample, Jonathan	7/16/2009	5/10/2022	5/10/2022		 C
<input type="checkbox"/>	0	69316-946033		Test, John	6/30/2009	5/10/2022	5/10/2022		 C
<input type="checkbox"/>	0	62312-572909		Test, Johnny	7/9/2009	5/10/2022	5/10/2022		 C

Team Assignment Codes
7 players

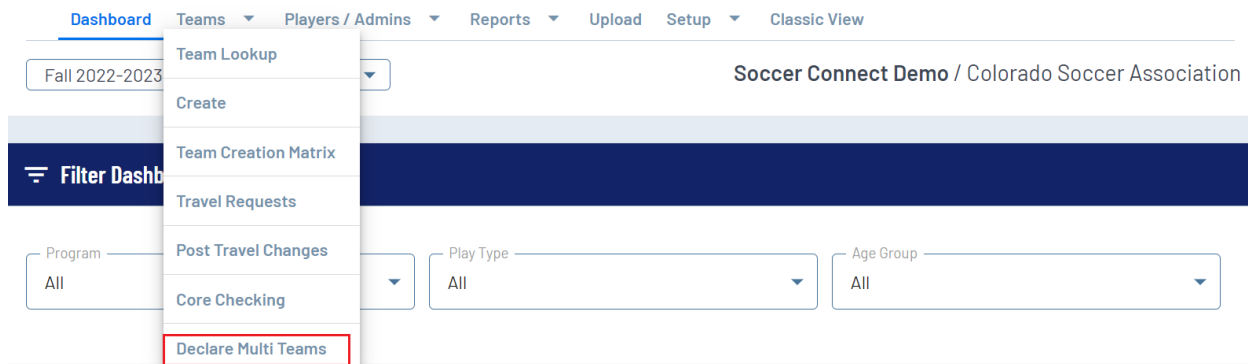
Email Selected	SMS Selected	Print Assignment Codes	Create Travel Roster
Save Application Changes	Edit Player Team Info	Deactivate Team	Print Official Roster
Print Team Roster	Print Team Payments	Print Uniform Report	Print Team Roster/Email
Print ID Card PDF	Medical Releases		

Part Two: Non- Sports Connect Club Users

1. Create teams in Association Connect.
 - a. Click on Teams in the Navigation.
 - i. Click Create to create one team at a time.
 - ii. Click Team Creation Matrix to create multiple teams at once.



2. Once the Teams are created, from the main navigation, hover over Teams and select Declare Multi Teams.



3. Select a tournament/ league name from the drop-down menu. Click Start Application.
4. Select search criteria from the various dropdown menus and choose Search. Only teams that meet the qualifications to play in the respective tournament/ league will appear in the search results.
5. Check boxes across from teams you wish to apply. Once selections have been made, click Apply Teams.
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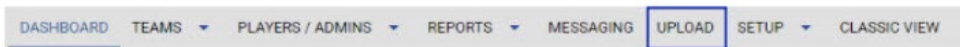


Teams Just Submitted

You may click on order number to pay or pay later from Team's tournament tab.









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CS01-01CG12-0029	Soccer Connec - GU12	Submitted	2-6498254	Girls Under 12	Go

- Within in the upload template you will want to include the team ID# so that your player's are assigned to their correct team.



2. Choose Start Upload.

Looking for the latest upload template files? Download below...
(current template updated on January 27, 2020)

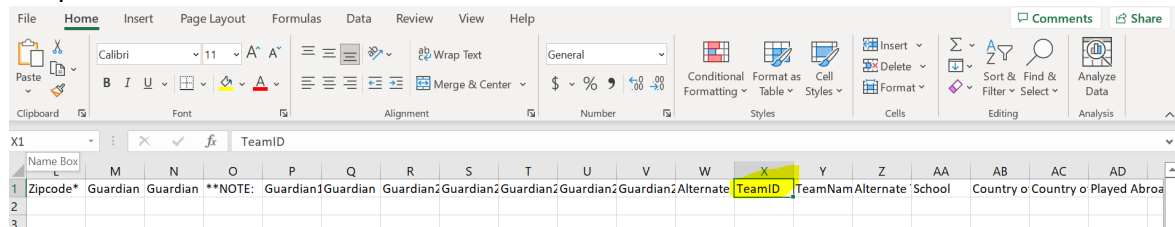
Single Club:	 PLAYER	 ADMIN	 PLAYER	 ADMIN
Multi-Club:	 PLAYER	 ADMIN	 PLAYER	 ADMIN

Important: To use this template, select "Multi-Club Upload" from the League dropdown. Only use this template if you have access to all target clubs or your upload cannot be completed.

3. Download and save the appropriate Excel Template.

- You currently have been uploading your player data into Mass Youth Soccer, the only new piece is creating your team(s) in the Association and then copying the team ID# into this upload

template.



10. Then you will manually add your coaches and team managers to the teams (Team Lookup - Roster Admin Tab).

Teams / Find, Edit, Delete a Team [Lookup Team](#) << Previous Team 2 of 182 Next Team >>

Algeria
OFWC-14IB68-0001

Team Details **Roster Admin** Roster Player Ready for Activation? ✖ Team Roster Travel Roster Tournament

Search By Search Text
 Last, First Name Search

Assigned Filter By Select Type
 All All Show All

Available Administrators

Exp	Administrator Name
	Halilhodzic, Vahid

Assigned To This Team

Exp	Administrator Name
# Administrators: 0	

Save Administrators

Halilhodzic, Vahid **Additional** **Custom** Edit Admin Details

ID:	Driver License	License State	License Exp
39719-244411	N/A	CA	N/A