

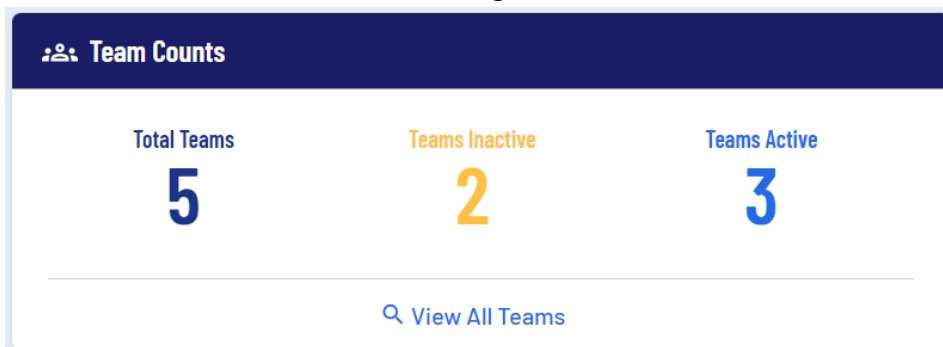


Team Management

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Looking up Teams

- Option 1:
 - Hover over Teams
 - Click on Team Lookup
 - Search for Team- limit results by using filters
- Option 2:
 - Scroll down to "Team Counts" widget



- Widget buckets:
 - All teams- hover over the number under **Total Teams** and click View Details

- ii. Teams that are not Activated- hover over the number under **Teams Inactive** and click View Details
- iii. Teams that are Activated- hover over the number under **Teams Active** and click View Details

Team Activation

Knowing if a team is Activated:

- If there is a black A with a green circle under the DEL column, the team is activated.
- If there is no black A with a green circle under the DEL column, the team is not activated.
 - Note: active teams cannot be deleted

Team Lookup Page Size: 250

Select State
Colorado Soccer Association

Select Club
Soccer Connect Demo - CS01

Select Program
All Programs

Select Play Type/Level
All Play Levels

Select Gender
All Genders

Select Age Group
All Age Groups

Activation Status
No Status Filter

Declared Status
Default

Filter By Counts
No Count Filter

Select Team Name/Team ID

DEL	Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coch
<input type="checkbox"/>	CS01-01CB12-0005	Force - BU12	C	BU12	Soccer Connect Demo	3	8	Jason Abernathy
<input checked="" type="checkbox"/>	CS01-01CB13-0008	Soccer Connect Demo - BU13	C	BU13	Soccer Connect Demo	2	0	Willow Cruz
<input type="checkbox"/>	CS01-01CG12-0003	Legends - GU12	C	GU12	Soccer Connect Demo	3	13	Ashton Demo
<input checked="" type="checkbox"/>	CS01-01CG12-0007	Soccer Connect Demo - GU11	C	GU12	Soccer Connect Demo	0	1	
<input type="checkbox"/>	CS01-01CG14-0002	Icons- GU14	C	GU14	Soccer Connect Demo	3	12	Willow Cruz

(1 - 5) of 5

To Activate a team:

1. Click on the Team that is not activated
2. Has your team met all required activation rules?
 - a. A green circle with a check mark next to **'Ready for Activation?'** means that the team has passed all activation rules and can be activated.

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

- b. A red circle with an x next to **'Ready for Activation?'**, means that the team has not passed all activation rules and cannot be activated.

Please note: The Activation button will not appear until all violations have been corrected. By clicking on the tab, the system will display all violations that need to be corrected.

Soccer Connect Demo - BU13


CS01-01CB13-0008

Team Details Roster Admin Roster Player **Active w/ violation** Team Roster Travel Roster Tournament

3. Click on the **'Ready for Activation?'** tab
4. Click on the 'Activate Team' button to activate

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CS01-01CG14-0002

[Team Details](#)
[Roster Admin](#)
[Roster Player](#)
[Ready for Activation? !\[\]\(b93c3e1add16fe46100bba7a6da1e82f_img.jpg\)](#)
[Team Roster](#)
[Travel Roster](#)
[Tournament](#)

 This team has passed all team activation rules.

Activate Team

Team Roster Tab Options

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		

Email Selected- Email rostered players, email will go to parents/guardians linked to the player. If you are using Sports Connect Club, use the messaging feature in your portal.

SMS Selected- Parents need to opt into SMS messaging in Association. If you are using Sports Connect Club, use the SMS feature in your portal.

Create Travel Roster- (COMING SOON) If your team is traveling outside of Colorado and the USYS travel forms are needed, this is where you will create the application to travel and receive the pre-populated forms.

Save Application Changes- If there are application changes that occurred on the Team Roster this button will save the changes.

Edit Player Team Info- Enter the Jersey numbers here, these jersey numbers will carry over to all leagues and tournaments in which this team is applied to.

Deactivate Team- If the team is activated and the need comes up to deactivate the team, this button will deactivate the team, the team will then need to be activated again.

Print Official Roster- Button will only appear when the team is activated. This is the Official CSA Roster with photos. Each league and tournament will have a game day roster that pulls both teams and game day information.

Print Team Roster- Generic roster with no photos and includes player information such as address, phone number and registration date.

Print Team Payments- Please do not use, for Sports Connect Club users there are payment reports in your portal.

Print Uniform Report- Please do not use, for Sports Connect Club users there are payment reports in your portal.

Print Team Roster/Email- Generic roster with email addresses.

Print ID Card PDF- Button will only appear when the team is activated. Card printing is initiated here.

Medical Releases- Print out the pre-populated medical release forms by team.

Printing Rosters and ID cards

Once the team is activated, ID Cards and Official Roster can be printed

1. Go to the Activated Team
2. Click on the 'Team Roster' tab
3. Scroll down to the different options available

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		

- a. **Print Official Roster**- This will allow you to print the the CSA Official Roster
- b. **Print ID Card PDF**- This will allow you to print the ID Cards for Players and Admins.
 - i. On the left hand side of the team roster page, you can select what cards you want to print by checking off the check box(es).

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Team Details
 Roster Admin
 Roster Player
 Active w/o violation
 Team Roster
 Travel Roster
 Tournament

Administrators

<input type="checkbox"/>	select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires	Roster Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	11966-484477	3875	Head Coach	Cruz, Willow	CC ST	Approved		04/07/2022
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	53445-368631	0715	Assistant Coach	Marshy, Matthew	CC ST	Approved		04/07/2022
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	61697-391854	2389	Team Manager	Smith, Ray	CC ST	Approved		04/07/2022

Team Assignment Codes

Players

<input type="checkbox"/>	select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	92871-436934	0075	Arora, Avery	2/12/2010	4/7/2022	4/7/2022		<input type="checkbox"/> P <input type="checkbox"/> U
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	45661-708098	0271	Atreya, Isabella	2/17/2010	4/7/2022	4/7/2022		<input type="checkbox"/> P <input type="checkbox"/> U
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	17739-943892	2776	Bajaj, Patricia	1/6/2010	4/7/2022	4/7/2022		<input type="checkbox"/> P <input type="checkbox"/> U
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	26554-281552	4584	Banana, Barbara	1/16/2010	4/7/2022	4/7/2022		<input type="checkbox"/> P <input type="checkbox"/> U
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	17968-650197	2612	Davis, Mia	2/2/2010	4/7/2022	4/7/2022		<input type="checkbox"/> P <input type="checkbox"/> U
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	19939-487703	1353	Gonzalez, Thelma	1/4/2010	4/7/2022	4/7/2022		<input type="checkbox"/> P <input type="checkbox"/> U
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	13474-326071	5311	Grape, Tess	1/9/2010	4/7/2022	4/7/2022		<input type="checkbox"/> P <input type="checkbox"/> U
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	31177-064840	1175	Hernandez, Abigail	2/5/2010	4/7/2022	4/7/2022		<input type="checkbox"/> P <input type="checkbox"/> U
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	10533-801271	3922	Hernandez, Tonya	1/5/2010	4/7/2022	4/7/2022		<input type="checkbox"/> P <input type="checkbox"/> U
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	19019-157160	7424	Johnson, Emma	1/27/2010	4/7/2022	4/7/2022		<input type="checkbox"/> P <input type="checkbox"/> U
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	16043-466345	0494	Jones, Isabella	1/30/2010	4/7/2022	4/7/2022		<input type="checkbox"/> P <input type="checkbox"/> U
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	21508-265828	2541	Lettuce, Tatum	1/18/2010	4/7/2022	4/7/2022		<input type="checkbox"/> P <input type="checkbox"/> U

Team Assignment Codes

12 players

- ii. After making the selection(s) click on the 'Print ID Card PDF' button

Things to note:

- ID Cards and Rosters appear in a pop up, make sure that there are no pop up blockers turned on.
- If your cards printed correctly, please click on Yes, under Did ID Cards print correctly?

Club Passing

Club passing is done by league and tournament.

1. Go to the Team
2. Click on the 'Tournament' tab
3. Click on the 'edit' link next to the Tournament or League to see the Team Roster for that specific League/Tournament.

Icons- GU14

CS01-01CG14-0002

[Team Details](#)
[Roster Admin](#)
[Roster Player](#)
[Active w/o violation](#)
[Team Roster](#)
[Travel Roster](#)
[Tournament](#)

To register for a tournament, select the tournament you wish to apply for and then click the Register button.

Tournaments Open For Registration

Select A Tournament

Listed below are the tournament applications this team has applied for.

To view / edit the application please click "edit" next to the application wish to edit.

Tournaments Registered To	Flight	Order #	Amount Paid	Amount Due	
Fall 2022 Colorado Cups		2-6629879	\$0.00	\$800.00	payment edit
CSA Gaming League Demo		2-6494245	\$0.00	\$580.00	payment edit

4. Once on the Team application- Click on the 'Player Roster' tab
5. Click on the 'Add Club Pass Player' button located towards the lower right hand side

Icons- GU14 - Girls Under 12

CS01-01CG14-0002 | Fall 2022-2023 Status: Activated - Reqs Met

[Team Info](#)
[Contacts](#)
[Player Roster](#)
[Disciplinary](#)
[Comments](#)
[Review](#)

Player Roster

Please review your team roster below. To edit player information (e.g. jersey numbers), please click "Edit Player Info." To add a club pass player, click the "Add Club Pass Player" on the bottom right.

PLAYER ROSTER STATS					
registered	loaned	transferred	active	inactive	total
12	0	0	12	0	12
12 players defined of the 22 allowed 12 players activated of the 18 allowed					

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	Active?	PlayerInfo	SMS
		Arora, Avery	92871-436934	2/12/2010	Female	Registered		<input checked="" type="checkbox"/>	Edit	
		Atreya, Isabella	45661-708098	2/17/2010	Female	Registered		<input checked="" type="checkbox"/>	Edit	
		Bajaj, Patricia	17739-943892	1/6/2010	Female	Registered		<input checked="" type="checkbox"/>	Edit	
		Banana, Barbara	26554-281552	1/16/2010	Female	Registered		<input checked="" type="checkbox"/>	Edit	
		Davis, Mia	17968-650197	2/2/2010	Female	Registered		<input checked="" type="checkbox"/>	Edit	
		Gonzalez, Thelma	19939-487703	1/4/2010	Female	Registered		<input checked="" type="checkbox"/>	Edit	
		Grape, Tess	13474-326071	1/9/2010	Female	Registered		<input checked="" type="checkbox"/>	Edit	
		Hernandez, Abigail	31177-064840	2/5/2010	Female	Registered		<input checked="" type="checkbox"/>	Edit	
		Hernandez, Tonya	10533-801271	1/5/2010	Female	Registered		<input checked="" type="checkbox"/>	Edit	
		Johnson, Emma	19019-157160	1/27/2010	Female	Registered		<input checked="" type="checkbox"/>	Edit	
		Jones, Isabella	16043-466345	1/30/2010	Female	Registered		<input checked="" type="checkbox"/>	Edit	
		Lettuce, Tatum	21508-265828	1/18/2010	Female	Registered		<input checked="" type="checkbox"/>	Edit	

6. Search for Player using Last Name, First Name or Player ID Number

Criteria for Players to Appear:

- Player needs to be eligible to be a part of the team- eligibility can be based on gender and age group depending on CSA rules
- Player needs to have an application in the season
- Player needs to have an application within the same club
- Players primary team needs to be activated

If the player does not show up, and the above criteria are met, please contact Sports Connect.

Add Club Pass Player to Roster





Player must be on another active team in the correct season from the same league or club and age/gender eligible for this team - League/Club #CS01 Soccer Connect Demo

Search By: Last name, First Name Search For:

IDNum	Player Name	DOB	Gender	Team's Club: Soccer Connect Demo	Team's Season: Fall 2022-2023	Club	Add to Roster
13468-075171	Tatum Apple	01/07/2011	F	Soccer Connect Demo - GU11	CS01-01CG12-0007	Soccer Connect Demo	<input type="button" value="Add to Roster"/>

7. Click on the button 'Add to Roster'

8. Once the player is added, player will appear on the league/tournament roster under Club Pass status

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	Active?	PlayerInfo	SMS
		Apple, Tatum	 13468-075171	1/7/2011	Female	Club Pass		<input checked="" type="checkbox"/>	Edit Remove	
		Arora, Avery	 92871-436934	2/12/2010	Female	Registered		<input checked="" type="checkbox"/>	Edit	

9. If a player needs to be removed from the roster, click Remove.