

AYSO Section 14 League Play

Creating a Team Roster in eAYSO

Regions with teams participating in the AYSO Section 14 League Play are required to create and submit an eAYSO generated team roster form. It is the responsibility of the Coach and Regional Commissioner (RC) to ensure the eligibility of all Players on the team. Team rosters must also be approved and signed by the team's respective RC.

Using eAYSO to generate the team roster helps to ensure that all players participating in the Section 14 League Play are properly registered with AYSO, as well as it decreases the likelihood of questions related to a player's registration and eligibility. It also ensures that the Coaches are properly registered volunteers with AYSO.

There are 6 steps to successfully creating and printing a team roster on eAYSO:

Step 1: Make sure eAYSO is set to the membership year (MY2011) in which the teams will be competing

Step 2: Create a new Program (League Play) –a designated season within the NSTC membership year

Step 3: Move Players to the proper Program

Step 5: Assign Players to the Team(s)

Step 6: Print Team Roster(s)

Before creating your team roster(s), please make sure that:

1. Players participating in the Section 14 League Play are already registered in eAYSO for the current AYSO membership year.
2. Team Coach, Assistant Coach, and Team Parent are already registered in eAYSO for the current AYSO membership year, and assigned the appropriate Volunteer position.
3. The Team Coach has provided you with each Player's name and jersey number.

Step 1: Creating a New Program

- A. Check to make sure the **Current AYSO Season** is set to **MY2011**.
- B. On the menu bar, click on **Region, Set up**, and then **Programs**. The Manage Programs window opens and shows the current programs (Primary is always there and you could have Fall, National Games, State Games, etc.).
- C. Click on the **Create New Program** then enter start and end date (dates you start tryouts or making of teams until 7-31-12), then make **Program Name** "League Play".
- D. Click on **Create**.
- E. Look at the Current programs heading for the confirmation that the Sub Season preferences have been updated successfully (green lettering). "League Play" should be listed.

Step 2: Move Players to the New Sub Season

- A. On the menu bar, click on **Region**, then **Players**, and then **Programs**.
- B. Manage Program Screen appears with Program from and Program to.
- C. Change Programs from Primary (*this is very important as this will allow your teams to stay intact for your current season*) and then Change Programs to state "League Play" on the right side of the screen.
- D. The screen will then refresh, then click on the downward facing arrow to select the appropriate **Division (If your region has a U19 division but is splitting the division up to U16 & U19 for State Games, players do not need to be changed back to U16 as it can be corrected in making of teams-Step 3)**~~the screen will refresh. Then click on the downward facing arrow to select the **Gender** of these Players. The screen will refresh again.
- E. From the Players listed on the left side of the screen, locate the Players that need to be moved into the **new Program (League Play)** and click on the box to the right of the name of each Player. Then click on the arrows pointing to the right in the middle section, so the Players you selected are moved to the **new Program (League Play)** (moved from the left side of the screen to the right side of the screen).

- F. If there is more than 1 page of Players listed, click on **Page Number** at the bottom of the screen and repeat step 2E, repeat until all Players for the age division and gender have been located and moved to the right side of the screen.
- G. Repeat Step 2 for each age division and gender that you have at least one team participating in the Section 14 League Play.

Step 3: Create the Team in the Program (State Games)

- A. On the menu bar, click on **Region, Teams, and Create a Team**. Please use all capital letters for the Team Designation and Team Name, as shown in the examples below.
- B. Enter the **Team Designation**, which is comprised of the Section 14 League Play designation (SLP) followed by a space and then division U12 gender B or G then 1 or 2 (depending on how many teams you have for this division. Example: SLP U12B-1 or if two teams in a division you could have SLP U12G-1 and SLP U12G-2.
- C. Enter the **Team Name**, which is comprised of the letter R for “Region” followed by your Region number and a space, and then the Coach’s last name. The maximum number of characters for this field is 15 characters, so it may be necessary to truncate the Coach’s last name if it’s too long (this is OK). If the team is from Region #9999, and the Coach’s last name is Smith, then you’ll enter the **Team Name** as **R9999 SMITH**.
- D. Click on the downward facing arrows to select the appropriate **Team Division** and **Team Gender**.
- E. Enter the primary uniform color for the team.
- F. Click on the downward facing arrows for **Program** and select **State Games**.
- G. Select the **Team Coach, Assistant Coach, and Team Parent** for this team clicking on the downward facing arrows and locating the Volunteer. Only Volunteers color coded in “green” should be selected~~”green” indicates that the Volunteer is registered for the current season. Coaches may also be selected in Step 4 when assigning Players to the team. **Coach certification level will appear on roster.**
- H. Click **Submit** when all steps are completed. Look below the menu bar for the confirmation that the Team has been successfully created (green lettering).
- I. Repeat Step 3 for each team participating in the Section 14 League Play.

Step 4: Assign Players to the Team

- A. On the menu bar, click on **Region, Teams, and Add/Move Player to Team**.
- B. On upper right hand corner of screen, select **Program** League Play.
- C. On the left side of the screen, click on the downward facing arrow to select the appropriate **Division**. The screen will refresh.
- D. **Team** will show **Unassigned**. Initially, all Players from the division who have been moved to the new Sub Season will be listed as unassigned because these Players have not yet been assigned to a team.
- E. On the right side of the screen, click on the downward facing arrows to select the **Division, Team and Gender**. The screen will refresh after each selection.
- F. Before assigning Players to the team, if you have not entered Jersey numbers you can individually put all the jersey numbers in for each player (**This takes a lot of time** so you may want to wait until you have placed all players on a team, then go to **Region, Teams, Look Up, select Program “League Play”** and click on each team and you can enter the whole team at one time).
- G. To assign Players to the team, click the box to the right of the name of each player on team. When all the names of the players for the team have been selected, click on the two arrows pointing to the right in the middle section. The players will be moved from unassigned on the left, to the assigned team on the right.
- H. Repeat Step 4 for each team participating in the Section 14 League Play.

Step 5: Print Team Roster(s) and mail or email to be received no later than ???????????

- A. On the menu bar, click on **Reports, and Team**.
- B. Click on the downward facing arrows to make your selection for the following categories:
Season: select **MY2011**

Program: select **League Play** created for Section 14 League Play

Team Select: select **All**

Division: select **All**

Roster Sort: select **Jersey Number**

Reports: select **Tournament Roster**

Export To: select **PDF**

- C. Click on **Generate Report**. Print the team roster by clicking on File, then Print (or locate and click the “printer” icon). You can also save the team roster as a PDF by clicking on the “floppy disk” icon (this is recommended so you don’t have to re-run the report to print a copy of the team roster at a later time). **Note:** The reports server is updated every 5 minutes. There may be a delay of up to 5 minutes from the time data is updated and the time it gets reflected on the report.
- D. REMINDER: RC must approve and sign Team Roster before mailing.

Questions on creating your team roster in eAYSO? Please send an email to Rose Arsenault (region345@aol.com)

Mail Team Rosters approved and signed by RC to:

?????????????