

CYS 2011-2012 Advanced League Application Instructions

CYS is using new league software, provided by GotSoccer, for the 2011-2012 season. This is a transition year and we have created a spreadsheet with information from last year's database. We have tried our best to minimize the work and time required to enter teams. Please take a moment to read the instructions or to watch the short recorded webinar.

Other CYS Document Changes

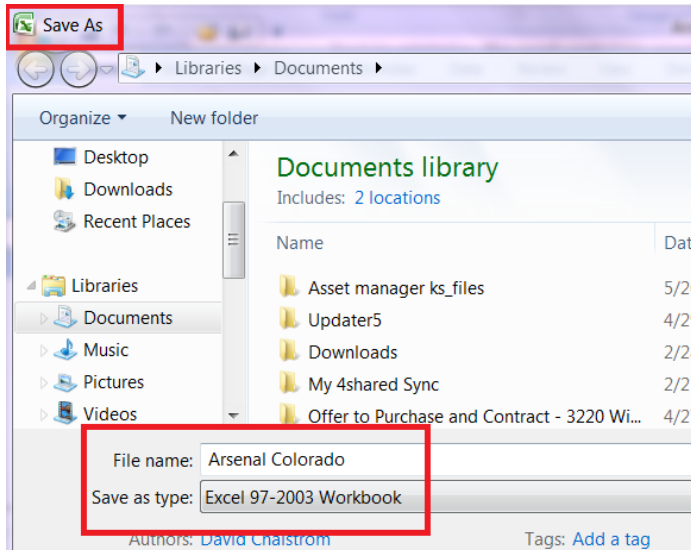
- The *CYS Registrar Authorization* form will be eliminated. Please make certain that your club officers are listed in your GotSoccer account as users.
- The *Super League Roster* will be managed using GotSoccer.
- We have combined the new and returning team spreadsheets into the single spreadsheet attached in this email.
- The *Home Field Availability Information* form will be eliminated. Please enter your home team fields and answer the questions as described below. The form is a second tab in the spreadsheet.

What you will need to apply to the CYS 2011-2012 League:

- 1) The spreadsheet sent from CYS for your club, the email address is miverson@coyouthsoccer.org. Each spreadsheet is customized to your club, please do not use one designed for another CYS club.
- 2) A program that can read a spreadsheet such as Excel. If you do not have access to a spreadsheet, we can schedule a webinar and walk you through the process.
- 3) Knowledge of all teams that are:
 - a. Returning from last year
 - b. Not returning to your club that played in the CYS 2010/2011 leagues.
 - c. Moving to your club from another club this year.
 - d. New U11's
- 4) The names of the fields your teams will use in 2011/2012, or at least in the fall season and whether these fields are exclusive to your club or are shared with another club.
- 5) The ability to email the spreadsheet back to CYS.
- 6) Your GotSoccer club login information. If you do not have this please contact CYS.

Step 1:

Open the spreadsheet and save it to your documents or desktop. In this case we saved it to our documents.



Step 2

Row 1 contains the column headings, the team list starts in row 3.

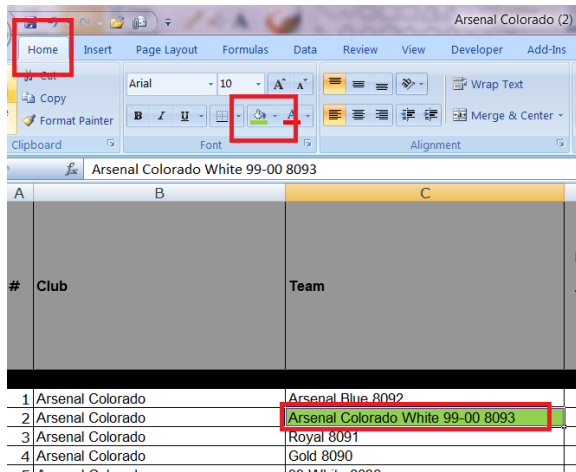
Column B

Is your club name and should not have to change.

Column C

The previous year's team name and team ID number. If the team name has changed, please highlight it in a color. To do this:

- 1) Click on the cell containing the team name
- 2) Click on the Highlight icon on the **Home** menu bar (see example below)



The cell will change to a color, in this example green.

Columns D-H

If you need to change anything, please highlight it in a color as described above. An example might be last year's U17 team that had several U16 players that will remain a U17 and not rise to U18.

Columns I-M

You must enter all information for every team.

Important: All cells in columns I through M are drop down menus. Please just click on a cell and you will see the drop down arrows on the right hand side of the cell. Click on these arrows to display the options. In this example we selected *Premier 1*

Confirm participation in 2011/2012	Preferred Flight (Requested Division)	Will 51% Req [Yes	Confirm participation in 2011/2012	Preferred Flight (Requested Division)	Will yo 51% Requi [Yes
Yes	<input type="text"/>		Yes	Premier 1	
Yes			Yes		
Yes			Yes		

Column N

Team Notes: Please use this if you want to write something extra for the LOC to consider when seeding.

Entering New U11 Teams

Scroll down the page and look for the *Enter U11 Teams for Fall 2011: Create team in GotSoccer and enter team in CYS State Advanced League* area. Enter your club name, team name, team gender, Preferred Flight, and team Notes, if any.

Remember, Team Gender and Preferred Flight are drop down selections. Click on the cell then the down arrow and make your selection

41 U11 Teams for Fall 2011: Create team in GotSoccer and enter team in CYS State Advanced League										
Club	Team	Prev. Yr. Team ID #	Gender	Prev. Yr. Team Age	Current Year Team Age	Previous Year Division	Confirm participation in 2011/2012	Preferred Flight (Requested Division)	W	5 R
44 Arsenal Colorado	Blue 00-01	NA	Boys	NA	U11	NA	Yes	Premier 1		
44		NA		NA	U11	NA	Yes			

You will need to create these teams in GotSoccer and submit them electronically to CYS. The instructions are below.

Entering New Teams to your Club

If a team has left another club and joined yours, please fill out all the cells in yellow. Again many of these cells are drop down menus.

Transfer Team: Import existing account into your club account and enter team in CYS State Advanced League												
Club	Team	Prev. Yr. Team ID #	Gender	Prev. Yr. Team Age	Current Year Team Age	Previous Year Division	Confirm participation in 2011/2012	Preferred Flight (Requested Division)	Will you meet 51% Roster Requirement [Yes or No]	State Cup Participant [Yes or No]	State Cup Placement [Champion, Finalist, Semi-Finalist, Quarter-Finalist]	Team Notes
							Yes					

Entering your Fields

Click on the Fields tab at the bottom of the spreadsheet.

22	Arsenal Colorado	Arsena
23	Arsenal Colorado	Arsena
24	Arsenal Colorado	Arsena
25	Arsenal Colorado	Arsena
26	Arsenal Colorado	Arsena
27	Arsenal Colorado	Gold 9

Ready

Teams Fields

- Enter the facility name such as Aurora or Lincoln HS
- Next enter the field number (1) or field name (Varsity)
- If the field is shared please type "Shared". If this field is only used by your club, enter the next field.
- If the field is "Shared", please enter the club or clubs you share it with. Permit times are not necessary at this point.

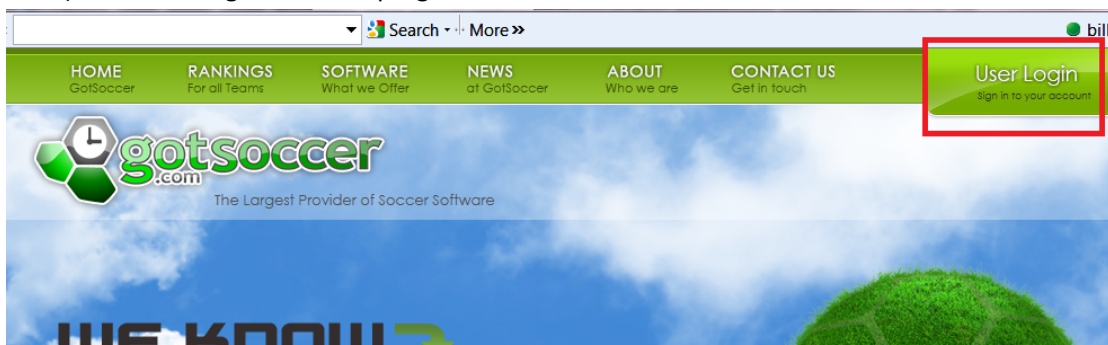
To Finish the Spreadsheet Application

Save the file and email a copy to miverson@coyouthsoccer.org. Please make sure the Subject is CYS 2011-12 Season for *YOUR CLUB*

(Type in your club name for YOUR CLUB, Storm Castle rock for example.)

Creating New Teams in GotSoccer

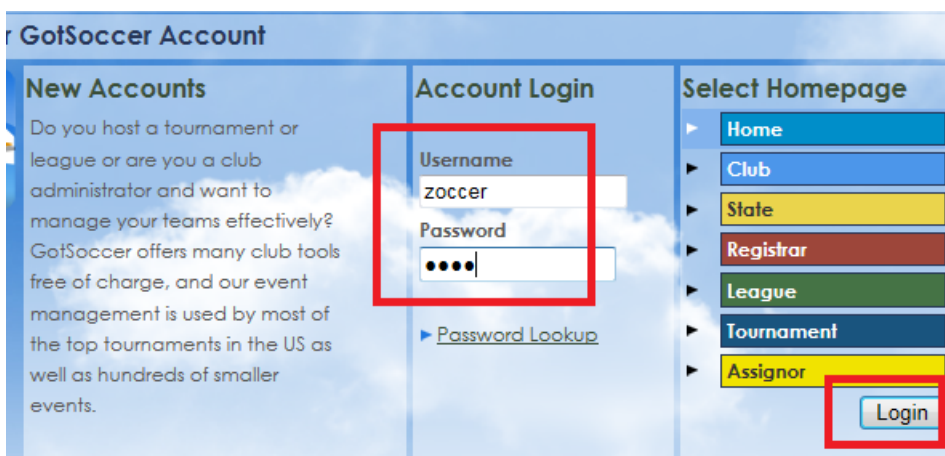
- 1) Log into GotSoccer, www.gotsoccer.com
- 2) Click on Log In at the top right



- 3) Click on the organization login



- 4) Enter your username and password then press **Login**. If you do not know your login information, please contact CYS.



- 5) Click on the **Club** tab, then the **Teams** link on the dark blue menu bar and finally the **Add Team** link



- 6) Fill out the team
- Level (competitive)
 - Team Name

- c. Team Gender
- d. Team Age Group **IMPORTANT: Please make next season's U11 team a U10. also known as a 00-01 team because a U11 team in the Fall 2011 is a 00-01. In our system a 00-01 will become U11 on August 1st. If you are creating this team before 8/1 please select the U10 age as we will increment it to U11 on 8/1 and place it in a U11 flight for the 11/12 season. The same apply to all teams. If you are creating a U16 team next fall it is currently a 95/96 and called U15 until the new seasonal year which begins on August 1, 2011.**
- e. Enter a username and password and press **Save team Account**

The screenshot shows the 'New Team' form on the GotSoccer.com website. The 'Basic Team Information' section is highlighted with a red box. The form includes the following fields:

- Level/Grade: Competitive
- Team ID Number: [Empty field]
- Club Name: Cameronville Soccer League
- Team Name: Blue
- Gender: Boys (selected), Coed, Girls
- Age Group: 00/01 (U10)
- State Registered: North Dakota

The 'Team Officials' section includes the following fields:

- Coach: [Empty field]
- Assistant Coaches: [Link]
- Manager: [Empty field]
- Assistant Managers: [Link]
- Trainer: [Empty field]
- Assistant Trainers: [Link]

A 'Save Team Account' button is located at the bottom right of the form.

To Import a team

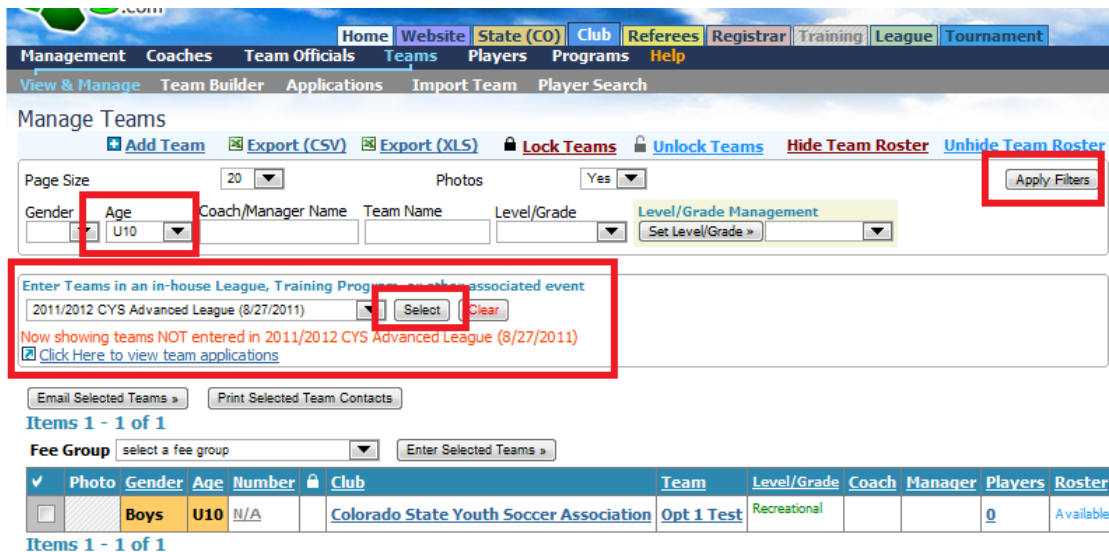
New teams will either a) need to be created because they have not existed in the GotSoccer system or b) need to be imported if they exist but cannot be seen in your club team area. This most often occurs when a team moves from another club. These teams can be *Imported* to your GotSoccer club account.

- 1) Get the team username and password from the team manager or coach
- 2) Click on the Club tab then the Team link on the dark blue menu bar
- 3) Next click on **Import Team** on the gray menu bar.
- 4) Enter the team's username and password and press Import. The team will now show in your team area.

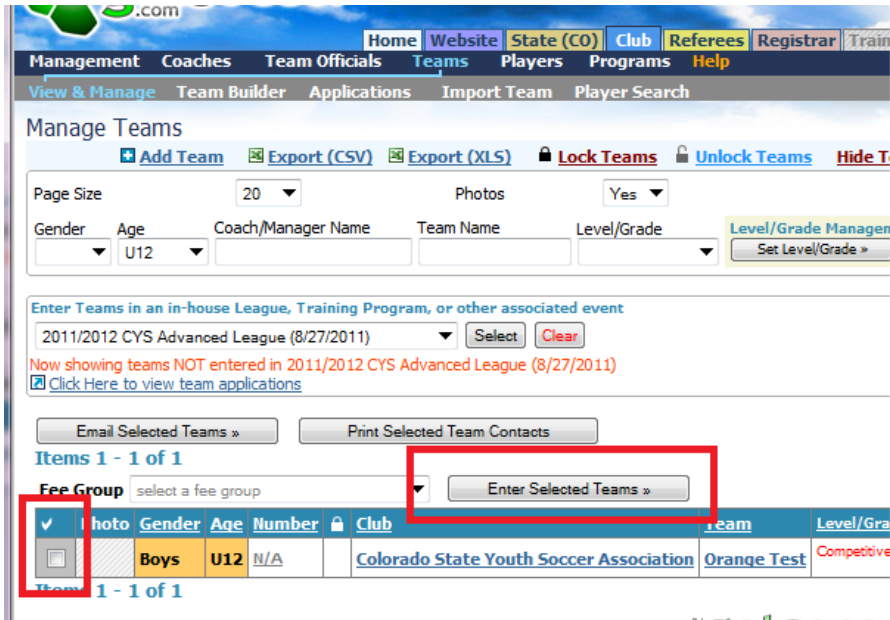


To Submit your New Teams to the 2011-12 CYS Advanced League

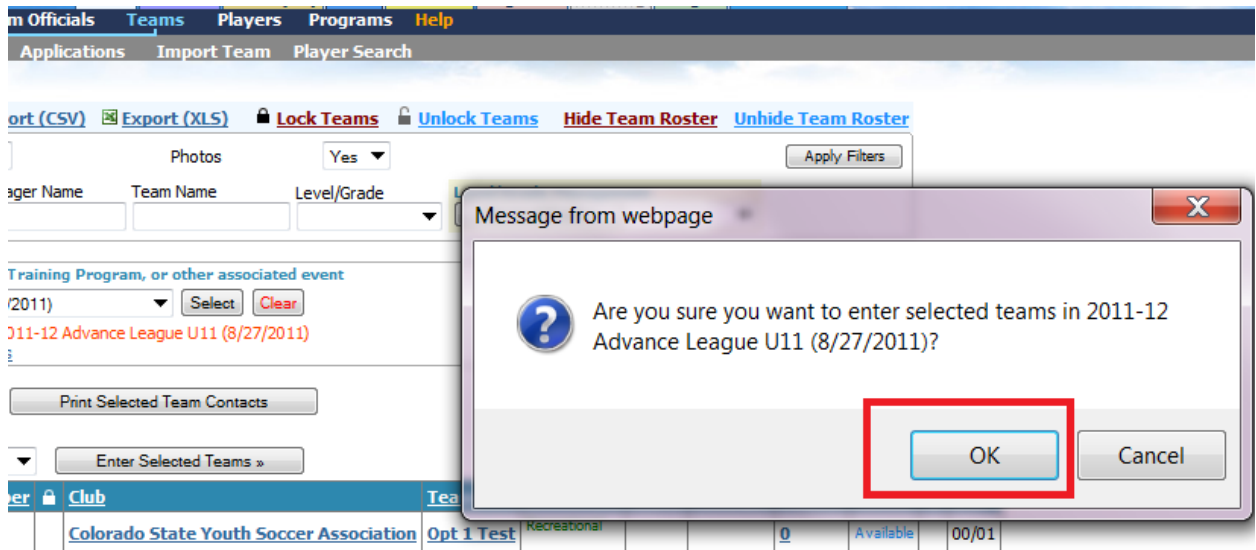
- 1) Click on the **Team** link and look for the *Enter teams in an in-house League or other associated Event* area.
- 2) Open the dropdown and select *2011-2012 CYS Advance League*
- 3) Click on the Select button. The system will return stating it is “**Now Showing teams NOT entered in 2011/2012 CYS Advanced League**” you can use the age dropdown menu to reduce the number of teams visible. Remember a) u11’s will be U10 in the system before 8/1 and 2) you will need to press **Apply Filters** to filter by age or gender



- 4) Check the teams you want entered
- 5) Press **Enter Selected Teams**



6) Confirm your selection



7) You do not have to have coach or player information to enter teams. This information can be added at a later date.