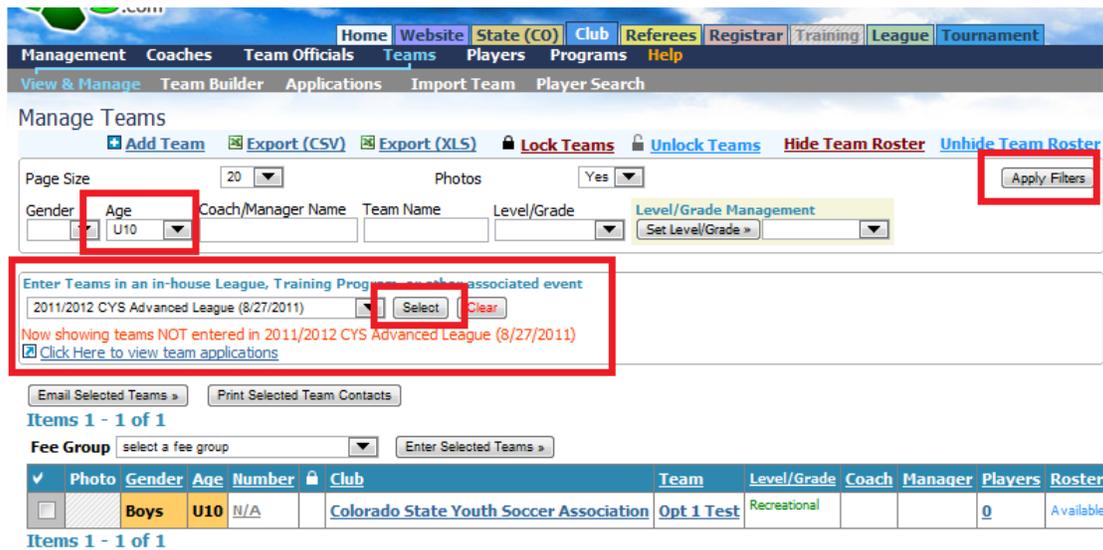


CYS 2011-2012 Recreational Leagues Application Instructions

CYS is using new league software, provided by GotSoccer, for the 2011-2012 season. We have tried our best to minimize the work and time required to enter teams. Please take a moment to read the instructions.

To Submit your New Teams to the 2011-12 CYS Recreational 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 appropriate recreational league:
 - a. 2011/12 CYS Option 1 Recreation League
 - b. 2011/12 CYS Cross Quad Recreation League
 - c. CYS Fall 2011 Boys Metro Recreation League
- 3) Click on the Select button. The system will return stating it is “**Now Showing teams NOT entered in “Selected League”**”. You can use the filters to reduce the number of teams visible. Please note: 1) a u11 team for next season 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) In the Fee Group dropdown menu you will be able to select the preferred division for the team being entered.



Enter Teams in an in-house League, Training Program, or other associated event

2011/2012 CYS Advanced League (8/27/2011)

Now showing teams NOT entered in 2011/2012 CYS Advanced League (8/27/2011)
 [Click Here to view team applications](#)

Items 1 - 1 of 1

Fee Group

<input type="checkbox"/>	Photo	Gender	Age	Number	Club	Team
<input checked="" type="checkbox"/>		Boys	U12	N/A	Colorado State Youth Soccer Association	Orange

Items 1 - 1 of 1

- 5) Check the team or teams you want entered for the preferred division selected.
- 6) Press **Enter Selected Teams**

7) Confirm your selection

Management Coaches Team Officials **Teams** Players Programs Help

View & Manage Team Builder Applications Import Team Player Search

Manage Teams

Page Size Photos

Gender Age Coach/Man

Enter Teams in an in-house League, Tra

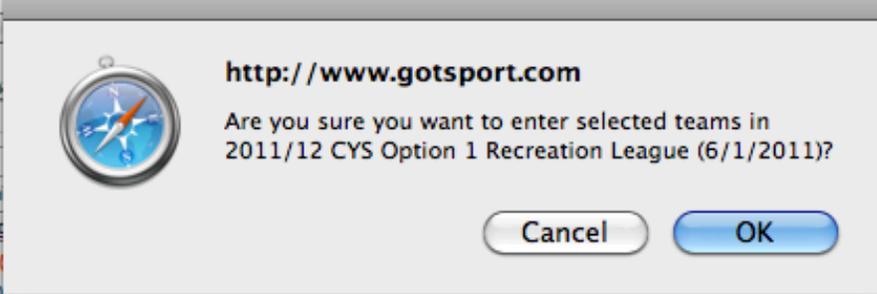
2011/12 CYS Option 1 Recreation Leag

Now showing teams NOT entered in 2011/12 CYS Option 1 Recreation League (6/1/2011)
 [Click Here to view team application](#)

Items 1 - 5 of 5

Fee Group

<input type="checkbox"/>	Photo	Gender	Age	Number	Club	Team	Level/Grade	Coach
<input checked="" type="checkbox"/>		Boys	U10	N/A	Colorado State Youth Soccer Association	Opt 1 Test	Recreational	



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

Creating New Teams in GotSoccer

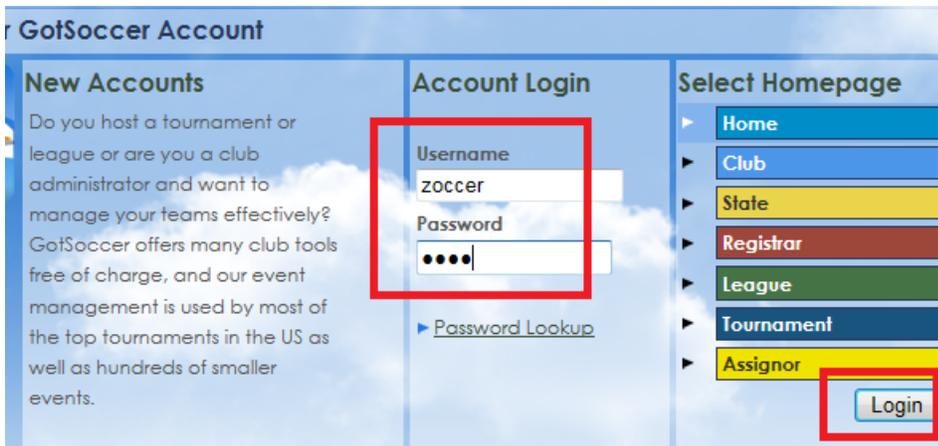
- 1) Log into GotSoccer, www.gotsoccer.com
- 2) Click on Log In at the top right



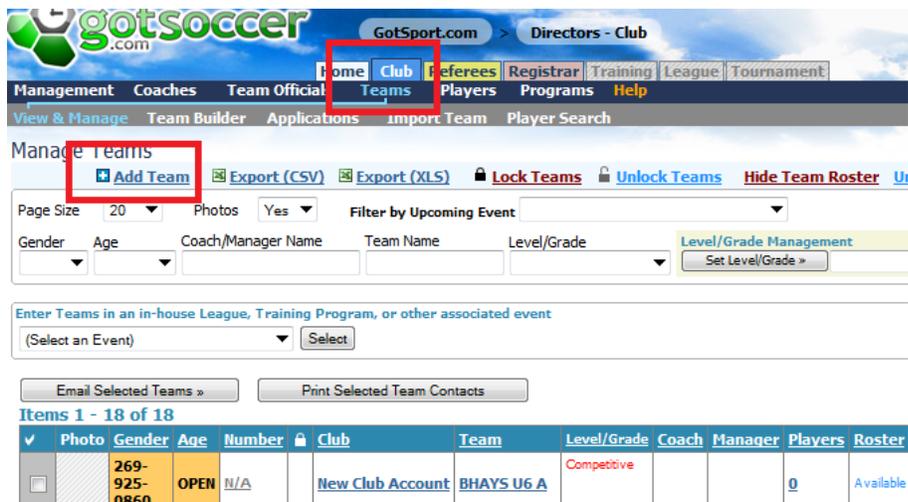
- 3) Click on the organization login



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

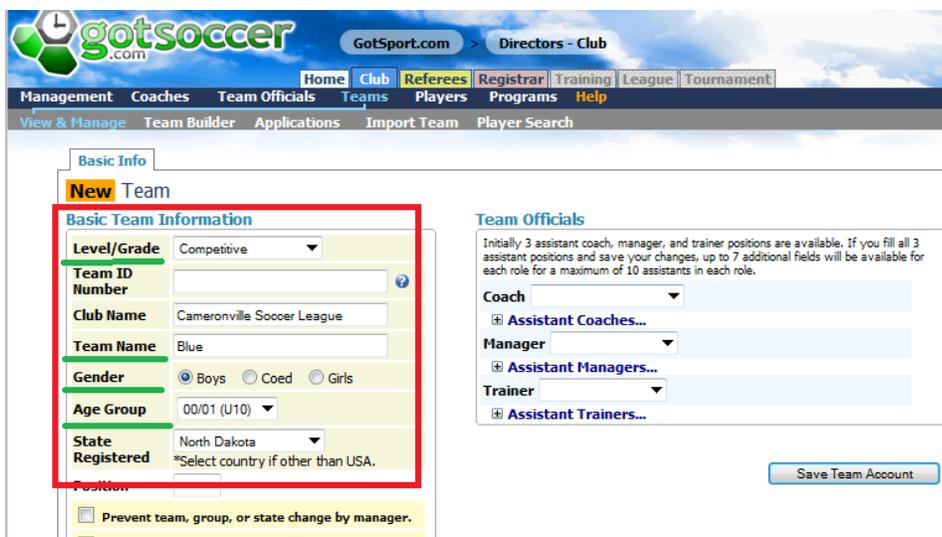


5) Click on the **Club** tab, then the **Teams** link on the dark blue menu bar and finally the **Add Team** link



6) Fill out the team

- a. Level (competitive)
- b. 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**



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.



The screenshot shows the GotSoccer website interface. At the top, there is a navigation bar with the GotSoccer logo and the text "GotSport.com" and "Directors - Club". Below this is a dark blue menu bar with links for "Management", "Coaches", "Team Officials", "Teams", "Players", "Programs", and "Help". A second, lighter gray menu bar contains "View & Manage", "Team Builder", "Applications", "Import Team", and "Player Search". The "Import Team" link is highlighted with a red box. Below the navigation is the "Import Existing Team" section, which includes a text box for instructions and a form with two input fields labeled "Team Login" and "Team Password", and "Import" and "Cancel" buttons. The form area is also highlighted with a red box.

Import Existing Team
Enter the username and password for the team you want to import in the fields below. You must enter the correct login information for that team in order to import and manage that team in your club account. If you don't remember the login information you may use the [team password lookup](#) feature.

Team Login

Team Password