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
- 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

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 In the Fee Group drop down menu you will be able to select the preferred division for the team being entered.

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

7) Confirm your selection

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Boys U10	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, <u>www.gotsoccer.com</u>
- 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.

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

GotSoccer GotSport.com > Directors - Club									
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- 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

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Club Name Team Name	Cameronville Soccer League	Assistant Coaches Manager
Gender Age Group	O Boys ○ Coed ○ Girls O0/01 (U10) ▼	Assistant Managers Trainer Assistant Trainers
State Registered	North Dakota *Select country if other than USA.	Save Team Account
Prevent te	am, group, or state change by manager	

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.

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