

CONFERENCES - TEAM MANAGER AND TEAM REGISTRATION INSTRUCTIONS

If you have any questions or problems with registration, contact nellingboe@usyouthsoccer.org

Team managers need to create a team profile in the US Youth Soccer Event Management System in order to have access to enter final scores after Conference games. Please follow these instructions for creating a team manager account and team profile.

For Conference purposes, you DO NOT need to enter a player pool or event roster (though you may need to add players in the future for Conference showcases, National League or National Championship Series events).

CHOOSE THE OPTION THAT DESCRIBES YOU TO DETERMINE YOUR STARTING POINT:

- **FIRST TIME USER:** If the team has not previously created a profile in the system, please click the link below to get started and refer to **page 2** of the instructions.

REGISTER AS A TEAM MANAGER: <http://tournaments.usyouthsoccer.org/members/register.aspx?type=TM>.

- **EXISTING TEAM PROFILE AND CHANGED TEAM MANAGER:** If a team profile has been created in the past but there is a new team manager, YOU DO NOT NEED TO CREATE A NEW TEAM PROFILE. Team profiles can be used each year and for each event, and can be transferred to the new team manager. Visit the link below to proceed and then refer to **page 3** of the instructions.

TEAM MANAGER CHANGE: http://tournaments.usyouthsoccer.org/teams/team_manager_change.aspx

PLEASE NOTE: The team contacts you provide on Sports Forms are used for official Conference communications. Any updates to team managers or coaches need to also be made on Sports Forms to ensure the correct individuals receive important communications throughout the season.

- **EXISTING TEAM PROFILE AND SAME TEAM MANAGER:** If you set up the team profile previously, log in at the link below, click **Go To My Teams** and refer to **page 3** of the instructions:
<http://tournaments.usyouthsoccer.org/members/login.aspx>

ROLLOVER TO A NEW SEASON: If you have not rolled over your team information for the current season (you received an email from US Youth Soccer in August), log in and do so. You can roll over your team by selecting it in the ARCHIVED TEAMS dropdown and clicking the rollover button under that team's options. Doing this will move the team profile to the current season and allow the manager to make any needed updates. **YOU DO NOT NEED TO CREATE A NEW TEAM PROFILE.**

FIRST TIME USER

REGISTER AS A TEAM MANAGER:

<http://tournaments.usyouthsoccer.org/members/register.aspx?type=TM>

Set up a new team manager account by filling out the form:

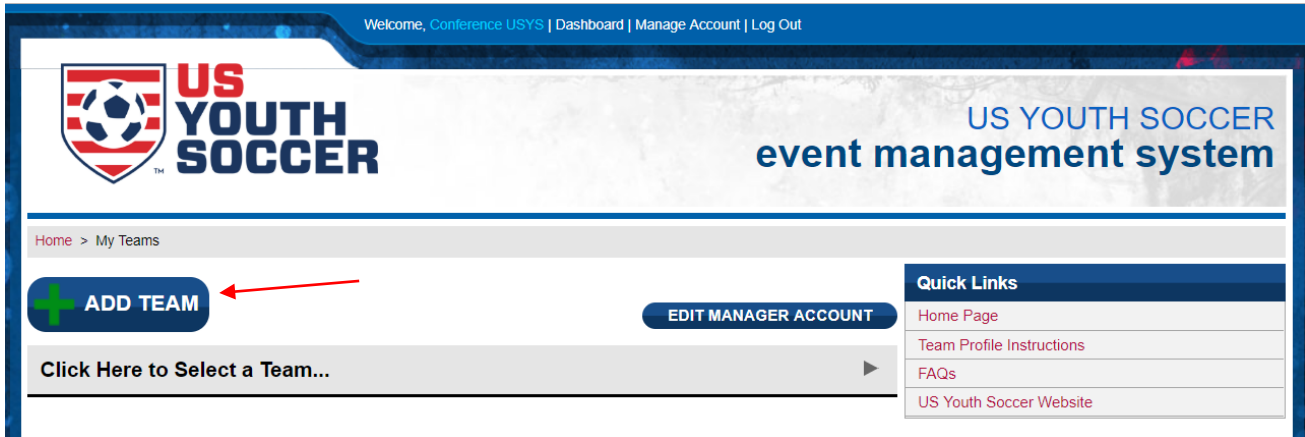
The screenshot shows the registration page for a team manager account. At the top left is the US Youth Soccer logo, and at the top right is the text "US YOUTH SOCCER event management system". Below the header is a breadcrumb trail: "Home > Register". The main content area is titled "Manage Account" and contains a registration form with the following fields: Email Address, Username, Password (with a note: "Password needs to be at least 6 characters long."), Confirm Password, First Name, Middle Initial, Last Name, Company Name, Address Line 1, Address Line 2, City, State (a dropdown menu with "Select a State" selected), and Zip (two input boxes). At the bottom of the form are three buttons: "Submit", "Clear", and "Cancel". To the right of the form is a "Quick Links" sidebar with the following links: Home Page, Team Profile Instructions, FAQs, and US Youth Soccer Website.

After completing the form to set up your individual team manager account, you should see an option to **Setup Team Info**. Click that to continue.

CREATING (OR EDITING) A TEAM PROFILE

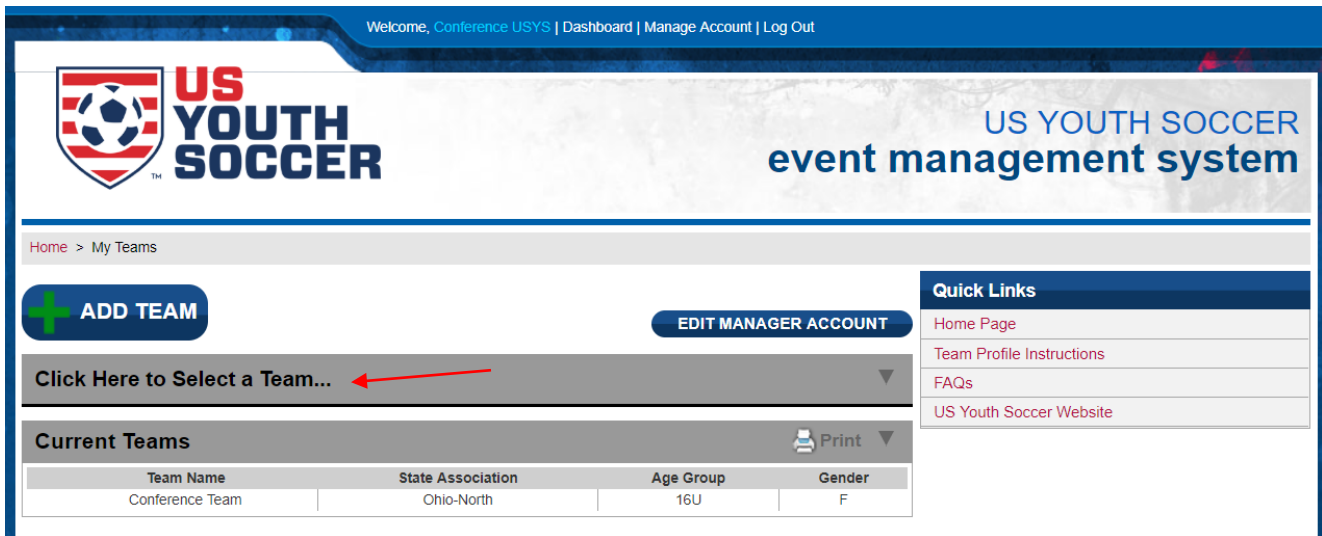
From this page, you will be able to create/manage all of your teams.

TO CREATE A NEW TEAM, click the **ADD TEAM** button.



OR

TO EDIT AN EXISTING TEAM, click on the gray dropdown bar and select the current team you wish to edit.



After you select an existing team, click on the **EDIT TEAM** button to access the team information forms.

Team Registration

In the following four sections, you will input your team, coaching staff, media and team background information. For any fields that are not required, you can come back and edit/re-save your information at any time.

What is entered as TEAM NAME is what will appear on the schedule and standings for your team. Please make sure your team name matches what is listed on Sports Forms or the Conference division lists.

The first tab (Team Information) includes basic info such as team name, state association and age group. It also includes several event type options.

CONFERENCE TEAMS: FOR EVENT TYPE, SELECT CONFERENCE EVENT.

Team Registration

Please fill out the below information - required fields are marked with a >

| Team Information | Coaching Staff Information | Media Information | Team Background |
|---|-------------------------------------|--------------------------|--------------------------|
| Team Name > | | | |
| <small>- Exclude Age Group and Gender when entering team name - Hometown, State, and Region required for Club teams only.</small> | | | |
| Hometown > | | | |
| State Association > | | | |
| Region > | | | |
| Event Type [?] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Conference Event | ODP Interregional | Presidents Cup Regional |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | National Championship | Presidents Cup National | Regional Championship |
| | <input type="checkbox"/> | | <input type="checkbox"/> |
| | National League | | Tournament |

When finished with this form on the Team Information tab, click **Continue**.

The second tab is Coaching Staff Information.

Please fill out the minimum required fields (head coach name, head coach email, head coach cell phone). If you have information available for other coaches, please enter it in the appropriate fields.

Team Registration

Please fill out the below information - required fields are marked with a >

- Team Information
- Coaching Staff Information**
- Media Information
- Team Background

Coach Information

| | | | |
|------------------------|---|-------------------|--|
| Name | <input type="text" value="Team Coach"/> | Address | <input type="text"/> |
| Email | <input type="text" value="coach@test.com"/> | City | <input type="text"/> |
| Receive Email Updates? | <input checked="" type="radio"/> Yes <input type="radio"/> No | State | Select a State ▼ |
| Cell Phone | <input type="text" value="123"/> <input type="text" value="456"/> - <input type="text" value="7890"/> | Zip | <input type="text"/> - <input type="text"/> |
| Receive Text Alerts? | <input checked="" type="radio"/> Yes <input type="radio"/> No | Alt. Cell Phone # | <input type="text"/> <input type="text"/> - <input type="text"/> |

Disclaimer: Standard Text Message Rates Apply

Receive Text Alerts? Yes No

Assistant Coach/Other Information (optional)

| | |
|------------------------|--|
| Name | <input type="text"/> |
| Cell Phone # | <input type="text"/> <input type="text"/> - <input type="text"/> |
| Receive Text Alerts? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Email | <input type="text"/> |
| Receive Email Updates? | <input type="radio"/> Yes <input checked="" type="radio"/> No |

NOTE: The bottom of Coaching Staff Information tab contains two yes/no questions regarding the release or your rosters for college coaches and use on the web. If this team profile is used for future events (Conference showcases, National League, NCS), consider marking these as 'yes' to make your rosters available.

Click **Continue**.

The third tab is for Media Information.

NO MEDIA INFORMATION IS NECESSARY FOR CONFERENCE TEAMS.

Team Registration

Please fill out the below information - required fields are marked with a >

| Team Information | Coaching Staff Information | Media Information | Team Background |
|-----------------------------|---|-------------------|-----------------|
| Spokesperson Name | <input type="text"/> | | |
| Cell Phone | <input type="text"/> - <input type="text"/> | | |
| Closest Metro Area(s) | <input type="text"/> | | |
| City where practice is held | <input type="text"/> | | |

Click **Continue**.

The fourth tab is for Team Background.

NO TEAM BACKGROUND INFO IS NEEDED FOR CONFERENCE TEAMS.

Team Registration

Please fill out the below information - required fields are marked with a >

Team Background

Club Bio
You can provide the bio or background information on your club

Possible Story Ideas
(Any unusual, ironic, outstanding stories about this team? Sets of triplet, overcoming a dramatic physical challenge, SAT score of 2400, famous family member etc.)

State ODP Players
First Name Last Name First Name Last Name [Add More Players](#)

Regional ODP Players
First Name Last Name First Name Last Name [Add More Players](#)

At the bottom of the form on the Team Background tab...

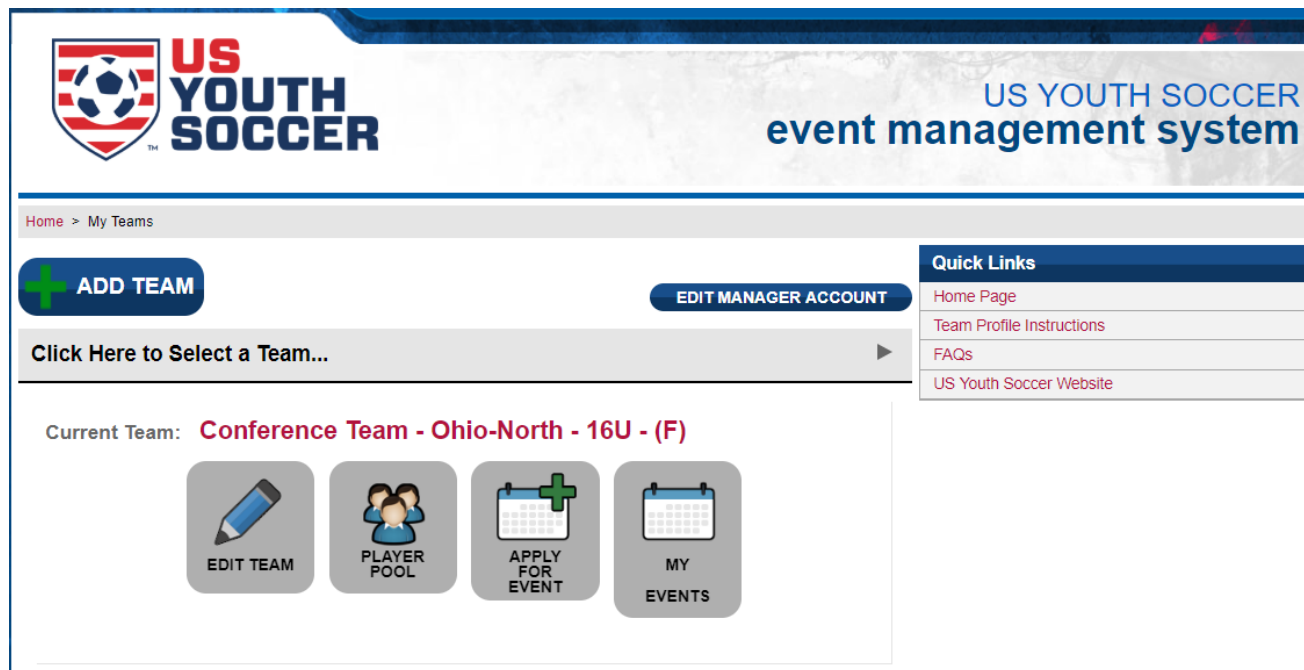
ENTER YOUR INITIALS TO BE ABLE TO SUBMIT THE FORM.

Submission Initials [?] > 2006 RL

[Save & Finish](#) [Cancel](#)

Click **Save & Finish** to save your new/updated team profile.

After you click Save & Finish, you will see a team page that lists your newly created/updated team as the Current Team, along with four buttons.



****IF YOUR TEAM PROFILE IS SET UP PRIOR TO THE START OF THE SEASON...**

You can also click on 'Apply for Event' and select your conference. This will help event administrators to quickly add your team profile to the correct conference event.

NOTE: This apply function is used only to help show your EMS team profile as eligible to be added to the conference schedule in the EMS. It is separate from the actual application for acceptance into the conference.

**If the season has already started, the conference will no longer be an 'upcoming event,' so it will not be available to select on the Apply for Event page.

Once you have set up your team profile and selected an event type (and/or used the apply function), you are finished setting up your team for Conference play.

A Conference administrator will add your team profile to the conference “event,” which will attach your team profile to the Conference schedule and standings — giving you the ability to enter final scores and game documents after each game.

Separate instructions on how to add scores and documents to games are available on your conference’s homepage.

If you have any questions, please contact Nic Ellingboe – nellingboe@usyouthsoccer.org.