

US Youth Soccer Conferences Showcase – EMS Instructions

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

PLEASE SELECT ONE OF THE OPTIONS BELOW TO GET STARTED:

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

▶ **CHANGED TEAM MANAGERS:** 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. http://tournaments.usyouthsoccer.org/teams/team_manager_change.aspx.

▶ **RETURNING 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), 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.**



Registration Instructions Below

Set up a new team manager account:

Home > Register

Manage Account

> - denotes required fields

Email Address >

Username >

Password >
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 > ▼

Zip > -

Quick Links

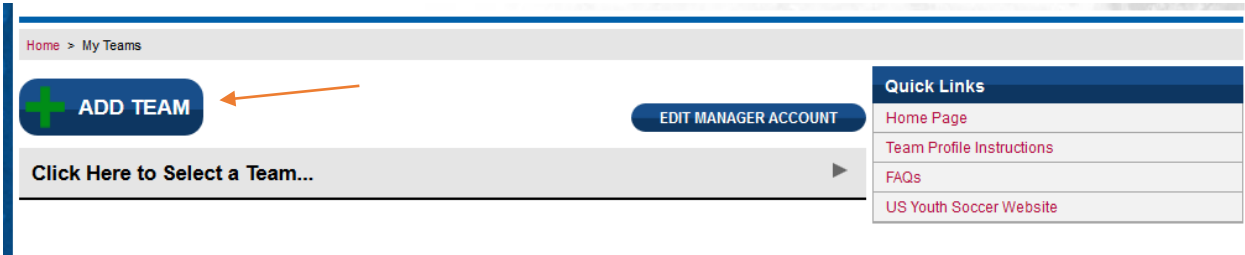
- [Members Home Page](#)
- [US Youth Soccer Website](#)
- [US Youth Soccer National Championships Website](#)

STEP ONE: CREATE OR EDIT YOUR TEAM PROFILE

It is important to follow these steps even if you have previously created your team profile.

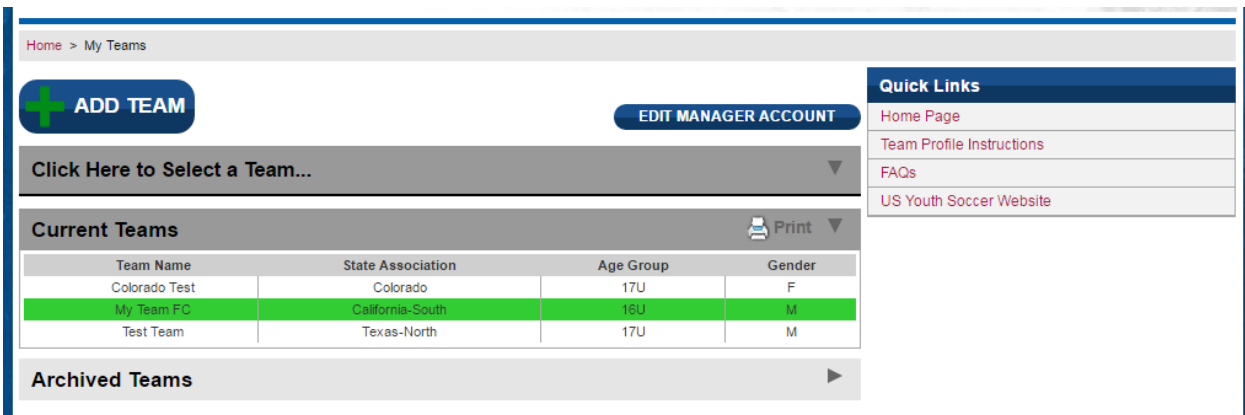
From this page, you will be able to create/manage all of your teams.

TO CREATE A NEW TEAM, click the **ADD TEAM** button. (Instructions continue on next page)



OR

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



After you select an existing team click on the **EDIT TEAM** button to update general team info, such as team name, team photo, coaching staff information and team/player history and accolades.

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/save your information at any time.

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 >
- Exclude Age Group and Gender when entering team name
- Hometown, State, and Region required for Club teams only.

Hometown >

State Association >

Region >

Event Type [?]

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conference Event	ODP Interregional	Presidents Cup Regional	State Championship
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Championship	Presidents Cup National	Regional Championship	Tournament
<input type="checkbox"/>			
National League			

Team Type >

Age Group [?] >

Primary Jersey Color

Alt. Jersey Color

Team Photo [?]

CONFERENCES SHOWCASE – SPECIFIC INSTRUCTIONS

1. For the event type, select **National League**.
2. **For 18U or 19U teams** – Select **19U** when choosing an age group for your team. For the showcase, the combined oldest age group will be listed as 19U and will allow 18U teams/players to compete within the age group.

When you complete the team information tab, click **Continue**.

Enter coaching staff information. This information will also be used for communications and shipping.

To make sure your team receives SMS event alerts (field changes, rain delays, etc.), be sure to select "Yes" in the **Receive Text Alerts** section.

Team Registration

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

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

***Names in the four sections below will determine the bench passes for your team**

Coach Information

Name	>	<input type="text"/>	Address	<input type="text"/>
Email	>	<input type="text"/>	City	<input type="text"/>
Receive Email Updates?		<input type="radio"/> Yes <input checked="" type="radio"/> No	State	Select a State <input type="text"/>
Cell Phone	>	<input type="text"/> - <input type="text"/>	Zip	<input type="text"/>
Cell Provider		Select a Provider <input type="text"/>	Alt. Cell Phone #	<input type="text"/>
Receive Text Alerts?		<input type="radio"/> Yes <input checked="" type="radio"/> No	Cell Provider	Select a Provider <input type="text"/>
Disclaimer: Standard Text Message Rates Apply			Receive Text Alerts?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Assistant Coach/Other Information (optional)

Name	<input type="text"/>
Cell Phone #	<input type="text"/>
Cell Provider	Select a Provider <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

Trainer/Other Information (optional)

NOTE: Text and email alerts are related to events your team is participating in.

Quick Links

- Members Home I
- Instructions
- US Youth Socce
- National Champi
- Schedules and R
- Facebook - Natio
- Twitter - National
- Facebook - US Y
- Twitter - US Yout
- YouTube - US Yc
- Championships li
- FAQs

See next page.

5

Approve or deny the release of your roster and team webpage. This will allow your roster information to be available to approved National Team, professional and collegiate coaches.

The web page includes the team logo, photo and roster with jersey numbers and college commitments, which is visible on the scores and standings website.

The screenshot shows a web form with several sections. The top section contains fields for 'Cell Provider' (a dropdown menu), 'Receive Text Alerts?' (radio buttons for Yes and No, with 'No' selected), and 'Email' (a text input field). Below this is a section titled 'Manager/Other Information (optional)' which includes 'Name' (text input), 'Cell Phone #' (text input with a hyphen separator), 'Cell Provider' (dropdown menu), 'Receive Text Alerts?' (radio buttons for Yes and No, with 'No' selected), and 'Email' (text input). At the bottom of the form, there are two approval statements, each followed by a dropdown menu currently set to '--Select One--'. The first statement is 'I approve my rosters for release to college coaches and for media use.' and the second is 'I approve my roster for release for our online team web page.' A red oval highlights these two approval statements. At the bottom right of the form are two buttons: 'Continue' and 'Cancel'.

Click **Continue**.

Provide any local media contact information for US Youth Soccer to promote the events your team is participating in.

Team Registration		Quick
Please fill out the below information - required fields are marked with a >		Membe
Team Information	Coaching Staff Information	Instruct
Media Information		US You
Team Background		Nationa
Spokesperson Name	<input type="text"/>	Schedu
Cell Phone	<input type="text"/>	Facebo
Closest Metro Area(s)	<input type="text"/>	Twitter
City where practice is held	<input type="text"/>	Facebo
Major Metro Newspaper	<input type="text"/>	Twitter
Sports Contact Name	<input type="text"/>	YouTub
Email	<input type="text"/>	Champi
Phone	<input type="text"/>	FAQs
Other Daily/Community Newspaper	<input type="text"/>	
Contact	<input type="text"/>	
Email	<input type="text"/>	
Phone	<input type="text"/>	

NOTE: This is very helpful for local, regional and national media to be included in outbound news releases from US Youth Soccer and credentialed media.

[Continue](#) [Cancel](#)

Click **Continue**.

Complete any relevant information on the history of your club, team and players. This information will be used to help promote your team and event. For ODP and National Team players, we are looking for current players. Please put their first and last name in one box as shown.

Team Registration

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

Team Background

Quick Links

- Members Home Page
- US Youth Soccer Website
- US Youth Soccer National Championships Website

Club Bio
Club started in 1978.

Possible Story Ideas
set of twins (Joe Angle and Jon Angle), national team player
Jeff Smith (ul7 FIFA World cup player)

State ODP Players
Randy Jones Jeff Smith Add More Players

Regional ODP Players
Randy Jones Jeff Smith Add More Players

National Team Players / Age Group
Randy Jones Jeff Smith Add More Players

Team Resume
4x state champ, 4x reg champ, 3x nat champ
XYZ Tournament Champs in 2009

NOTE: Background info helps the media with story ideas and your team Web page.

For ODP and National Team players, we are looking for current players. Please put their first and last name in one box as shown.

See next page.

Enter your initials to verify that everything is accurate.

The screenshot shows a web form with three main sections. The top section is labeled "Years as Regional Champ" and contains a list of years from 2000 to 2012. The middle section is labeled "Years as National Champ" and contains a list of years from 2000 to 2012. The bottom section is labeled "Submission Initials" and contains a text input field with a question mark icon and a right-pointing arrow. To the right of the year lists are two sets of blue buttons: a right-pointing arrow (>>) and a left-pointing arrow (<<). At the bottom right of the form are two blue buttons: "Save & Finish" and "Cancel". Red circles highlight the "Submission Initials" input field and the "Save & Finish" button.

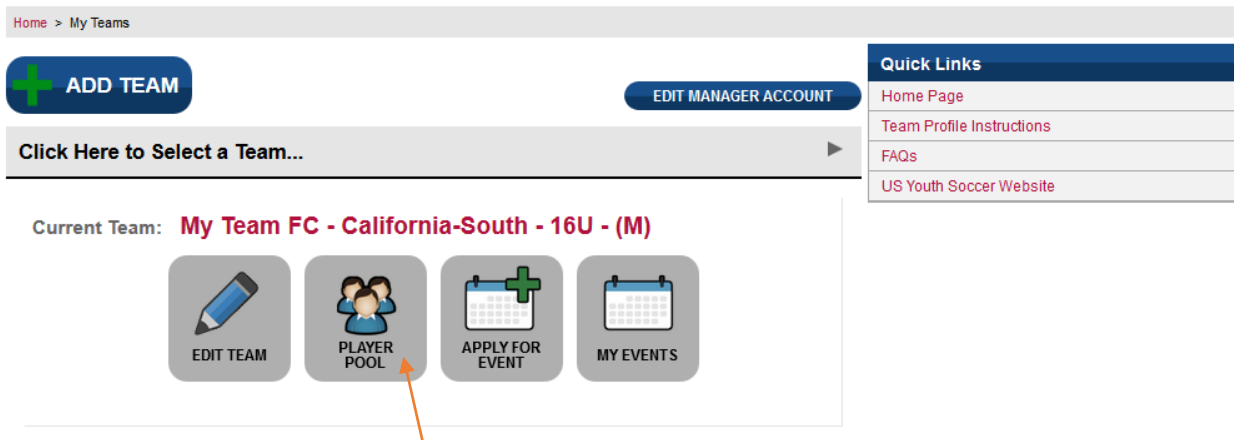
Section	Year	Action
Years as Regional Champ	2001	
	2000	
	2012	
	2011	
	2010	
	2009	
	2008	>>
	2007	
	2006	<<
	2005	
	2004	
	2003	
	2002	
Years as National Champ	2012	
	2011	
	2010	
	2009	
	2008	>>
	2007	
	2006	
	2005	
	2004	<<
	2003	
	2002	
	2001	
	2000	

Submission Initials [?] >

Save & Finish Cancel

Click **Save & Finish**. Your team profile has now been created. You will now add players to your **Player Pool**.

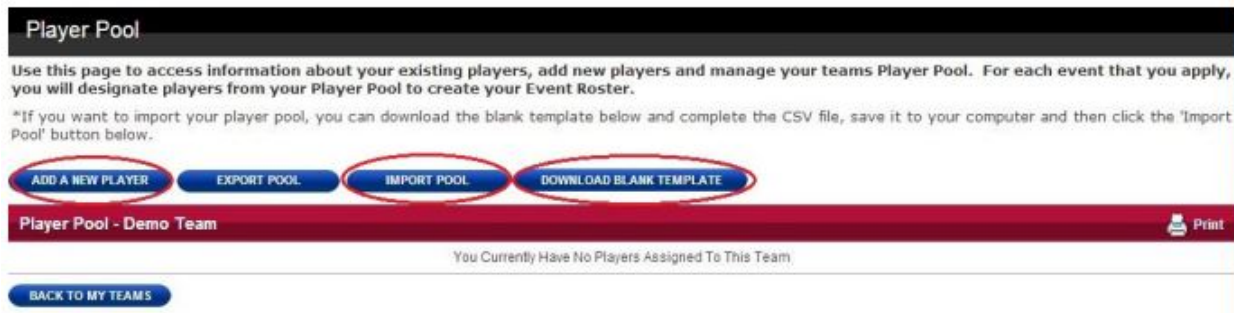
From your Selected Team page, click on the **PLAYER POOL** button.



Here you can add players, view players or edit your pool of players. (**First and Last names must match what is on the State Roster. Do not use nicknames. The player registration number is the state issued ID number listed on a player card.**)

Note: For many events, player information can be accessed by approved college coaches and will be used in player profile books.

Click **Add A New Player** to add players to your pool. Or, you can click **Download Blank Template** and enter your player information into an excel template. Once you have completed the form, save as a CSV (comma delimited) file and you can import your player pool.



To make updates to your player pool, you can edit player information individually by clicking the **pencil icon** next to the player, or you can click **Export Pool** and make changes to the pool in excel then import the updated document.

****NOTE: This pool of players is different from an event roster, which you will set later after being accepted into an event in the system.**

APPLY FOR YOUR UPCOMING EVENT

TO APPLY FOR AN EVENT, return to your selected team page and click on the **APPLY FOR EVENT** button.

The screenshot shows a web interface for team management. At the top left, there is a breadcrumb trail: "Home > My Teams". Below this, there are two buttons: "ADD TEAM" (with a green plus icon) and "EDIT MANAGER ACCOUNT". A grey bar below these buttons contains the text "Click Here to Select a Team..." with a right-pointing arrow. On the right side, there is a "Quick Links" menu with the following items: "Home Page", "Team Profile Instructions", "FAQs", and "US Youth Soccer Website". The main content area shows the "Current Team: My Team FC - California-South - 16U - (M)". Below this, there are four icons in grey boxes: "EDIT TEAM" (pencil icon), "PLAYER POOL" (group of people icon), "APPLY FOR EVENT" (calendar with plus icon), and "MY EVENTS" (calendar icon). An orange arrow points to the "APPLY FOR EVENT" button.

Click on **Apply for Event** for the upcoming event that applies to your team.

In this case, you should select Conferences Winter Showcase.

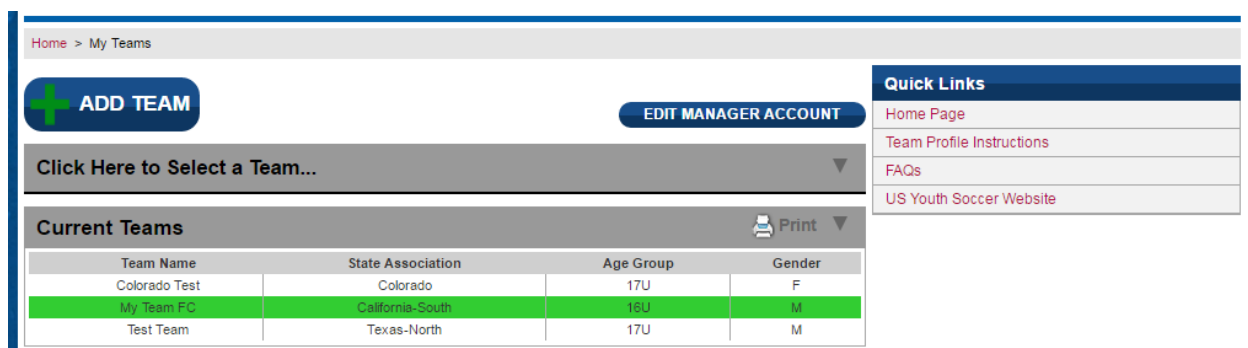
STEP TWO: CONFIRMING FOR AN EVENT

Once your Team Profile and Player Pool are complete, you will wait for a confirmation email that your team has been placed in the event, and to finalize the process. After receiving this email, you will log in and complete any event specific information, including your **Event Roster**. To designate your Event Roster, you will select players from your **Player Pool** to compete in the event.

Note – you can adjust your **Event Roster** at any point up until the start of play.

The page to get back to your information is here: <http://tournaments.usyouthsoccer.org/members/login.aspx>

Once you log in, go to **My Teams**. Here, you will be able to select the team you wish to manage from the dropdown menu.



Home > My Teams

ADD TEAM **EDIT MANAGER ACCOUNT**

Click Here to Select a Team...

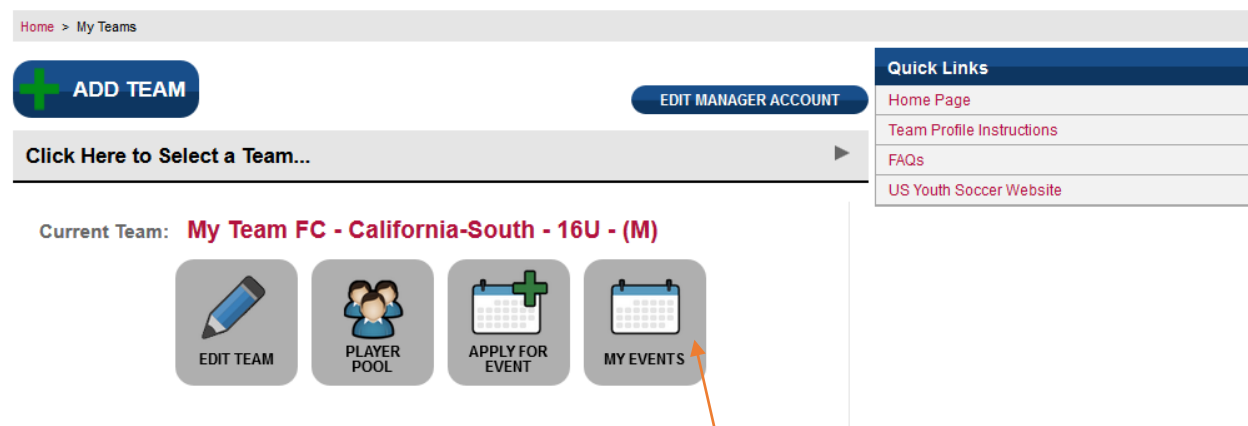
Current Teams Print

Team Name	State Association	Age Group	Gender
Colorado Test	Colorado	17U	F
My Team FC	California-South	16U	M
Test Team	Texas-North	17U	M

Quick Links

- Home Page
- Team Profile Instructions
- FAQs
- US Youth Soccer Website

After you select the team, you will be able to click on the **MY EVENTS** button to begin entering your event information and event roster.



Home > My Teams

ADD TEAM **EDIT MANAGER ACCOUNT**

Click Here to Select a Team...

Current Team: My Team FC - California-South - 16U - (M)

EDIT TEAM **PLAYER POOL** **APPLY FOR EVENT** **MY EVENTS**

Quick Links


- Home Page
- Team Profile Instructions
- FAQs
- US Youth Soccer Website

On the **My Team Events** page, you will see a list of the events for which your team is currently accepted. Click the **EDIT EVENT INFO** button next to the desired event to enter event information, such as bench passes and hotel info, and to set your event roster.


[Home](#) > [My Teams](#) > Team Events

[BACK TO MY TEAMS](#)

[APPLY FOR UPCOMING EVENTS](#)

Select an Event... 

Team Event Listings

 Print 

	Event Dates	Event Name	Location
EDIT EVENT INFO	Aug 08, 2019 - Nov 30, 2019	Conference Fake Event	
EDIT EVENT INFO	Jan 10, 2020 - Jan 12, 2020	2020 Conferences Girls Winter Showcase	



After selecting the event, you may get the following options:

Home > My Teams > Team Events

BACK TO MY TEAMS

APPLY FOR UPCOMING EVENTS

Select an Event... ▶

Selected Event: **2020 Conferences Girls Winter Showcase**

Confirm

Deny



0 of **15** players from your pool are on your current event roster.
Click the Event Roster button to adjust your roster.

Team managers must fill out the required information for up to four event items before confirming the team for the event. **EVENT ROSTER** will appear for all events, while **BENCH PASSES**, **HOTEL INFO** and **CODE OF CONDUCT** appear only if selected as required fields by event administrators.

****This event will most likely feature only the Event Roster button, in addition to confirm/deny.****




EVENT ROSTER – Click to select which players from your pool will be added to your event roster. *Your event roster is where player positions and jersey numbers are pulled from for the team profile on the website and for potential college books.*

Clicking the **EVENT ROSTER** button will take you this screen:

My Team Event Roster

This is where you can access and edit the roster information for an event.

[ADD/REMOVE PLAYERS](#) [ADD ENTIRE POOL](#)

Event Roster - 2020 Conferences Girls Winter Showcase  [Print](#)
Roster Lock Date - 1/10/2020 12:01:00 AM

You Currently Have No Players Assigned To This Team for this Event

[SAVE ROSTER DETAILS](#) [BACK TO MY TEAM EVENTS](#) [PRINT EVENT ROSTER](#) [PRINT PLAYER PROFILE](#)

From the **My Team Event Roster** page, you can:

- 1) Click **Add Entire Pool**, which will select your entire Player Pool as your Event Roster.
- 2) Or, choose **Add/Remove Players** to move specific players from your Player Pool to your Event Roster.

If you choose to add/remove players, you will be brought to the screen below. Move players from the window on the left to the window on the right to move them from the pool to the event roster. When you are done, click **UPDATE ROSTER**.

My Team Event Roster

This is where you can access and edit the roster information for an event.

Player Pool:

Player Five

Player Seven

Player Six

>>

All >>

<<

<< All

Event Roster:

Player Four

Player One

Player Three

Player Two

UPDATE ROSTER

In the next screen, you will be able to confirm your players' positions and jersey numbers. Then click **SAVE ROSTER DETAILS**.

My Team Event Roster

This is where you can access and edit the roster information for an event.

ADD/REMOVE PLAYERS **ADD ENTIRE POOL**

Event Roster - 2019-20 National League Print

Roster Lock Date - 12/5/2019 12:01:00 AM

Player Name	Position	Jersey Number	Alt Number	League/Club Pass
Player Five	Midfield ▼	05 ▼	Select a Number ▼	League ▼
Player Four	Midfield ▼	04 ▼	Select a Number ▼	League ▼
Player One	Keeper ▼	01 ▼	Select a Number ▼	League ▼
Player Seven	Forward ▼	07 ▼	Select a Number ▼	League ▼
Player Six	Forward ▼	06 ▼	Select a Number ▼	League ▼
Player Three	Defender ▼	03 ▼	Select a Number ▼	League ▼
Player Two	Defender ▼	02 ▼	Select a Number ▼	League ▼

SAVE ROSTER DETAILS **BACK TO MY TEAM EVENTS** **PRINT EVENT ROSTER** **PRINT PLAYER PROFILE**

After saving your roster details, click **BACK TO MY TEAM EVENTS** to return to your event page.

When your event roster is filled out, you can click the green **CONFIRM** button.

After you confirm, the confirm/deny buttons will be replaced with a View Games button, which will list your games once the event's schedule is set.


Home > My Teams > Team Events

BACK TO MY TEAMS **APPLY FOR UPCOMING EVENTS**

Select an Event... ▶

Selected Event: 2020 Conferences Girls Winter Showcase

View Games


EVENT ROSTER

15 of 15 players from your pool are on your current event roster.
Click the Event Roster button to adjust your roster.

After you are confirmed, you are prepared for the event and no further action through the Event Management System is needed. Please keep your information updated throughout the event.

If you have any questions, you can reach us at 1.800.4SOCCER or support@usyouthsoccer.org (US Youth Soccer offices are open from 8:30am-5pm CT).