

MAYSL Town Coordinator/Town organization handbook

This document will help Midland Area Youth Soccer League Coordinators/Organizers use Sports Manager to manage league tasks. Topics covered will allow the town registrar setup options the league requires.

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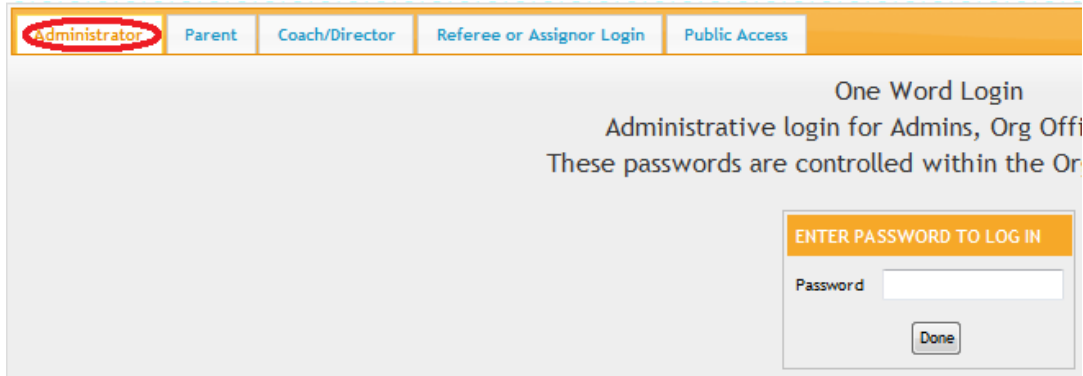
Logging into Sports Manager

- **Admin**

- The following screen should display. Click the 'LOGIN' button.



- After clicking the login button you will be asked for a password. Initial passwords are established by Sportsmanager. It is recommended that the operating Towns change their Administrative password and provide it to their local Board members. Persons logging in to individual town pages should obtain their Admin password from their Town administrator.



- **Coach**

1. The following screen should display. Click the 'LOGIN' button.



2. After clicking the login button you will be asked for your userid and password.
3. If you have never logged in before you will need to click on 'Click Here' to have an initial password emailed to you. This link can be found at the bottom of the page.
4. Once you receive your password you can enter the email address that the password was sent to along with the password received.

 A screenshot of the 'SportsManager Universal Login Page'. The page has a light blue header with the title 'SportsManager Universal Login Page'. Below the header is an orange navigation bar with links: 'aren', 'Coach/Director' (circled in red), 'Referee or Assignor Login', and 'Public Access'. The main content area is titled 'ROSTER MANAGEMENT' and 'Access for Team, League and Season Management'. It includes instructions for team and league managers. A login form is centered, asking for 'Email address' and 'Password' with a 'Login' button. At the bottom, a link 'Click Here' (circled in red) is provided for users who have forgotten their password.

- Once you are logged in you will be presented with either the team selection or team roster page. If a coach is assigned to more than one team they will need to select which team they want to manage.

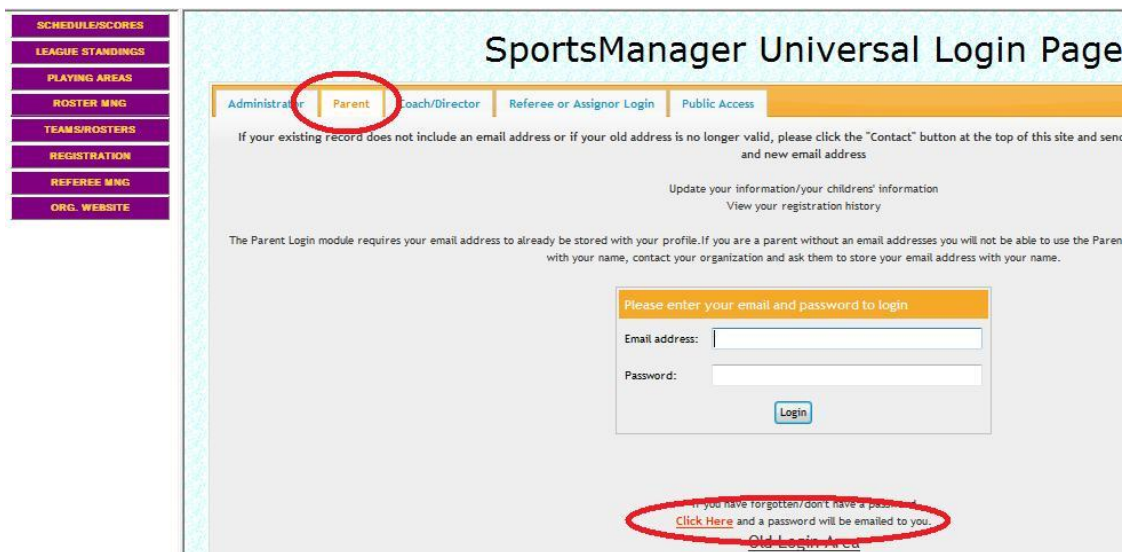
- **Parent**

Parents can view only their teams.

1. The following screen should display. Click the 'LOGIN' button.



2. After clicking the login button you will be asked for your userid and password.
3. If you have never logged in before you will need to click on 'Click Here' to have an initial password emailed to you. This link can be found at the bottom of the page.
4. Once you get your password you can enter the email address that the password was sent to along with the password received.

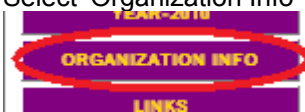


5. Once you are logged in you will be presented with the following screen. This is the parent landing screen and from here you have access to family information.
6. The first link 'Registration History and Payment Receipts' will list payments that have been made during registration.

- **Changing password**

- **Admin**

1. Select 'Organization Info' from the left menu.



2. Scroll down form until password section is found.

A screenshot of a form titled 'ADMIN PASSWORD:'. It contains three password input fields: 'ADMIN PASSWORD:', 'ORG. OFFICIAL PASSWORD:', and 'USER PASSWORD:'. The 'ADMIN PASSWORD:' field is highlighted with a red circle.

- **Coach**

A screenshot of a web application interface titled 'ROSTER MANAGEMENT (Team Access)'. Below the title is a row of buttons: 'CHANGE TEAM', 'MANAGE ROSTER', 'EMAIL TEAM HISTORY', 'BLACKOUTS', and 'S'. Below this row is another row of buttons: 'TEAM INFO REPORT', 'CHANGE PASSWORD', and 'ROSTER EXPORTS'. The 'CHANGE PASSWORD' button is highlighted with a red circle.

- **Parent**

A screenshot of a web application interface titled 'SPORTSMANAGER PARENT LOGIN'. Below the title is the text 'Parent Login Options'. There are two links: 'Registration History and Payment Receipts' and 'Edit Adult'. Below these links is a section with a person icon and the text 'Photos are Hidden'. To the right of this section is a list of items: 'Team Management - Fall Soccer - U5 Coe', 'Board Members - Registrar', and 'Board Members - Referee Assignor'. Below this list is a button 'Display Future Schedules'. To the left of this section is a section with the text 'Edit John' and 'No Picture'. To the right of this section is a list of items: 'Fall Soccer - Dropped Players Shrewsbury', 'No Coach', and 'Send Email'. Below this list is a button 'Display Future Schedules'. To the left of this section is a section with the text 'Edit Julia' and 'No Picture'. To the right of this section is a list of items: 'Fall Soccer - U5 Coed Crew', 'Coach- Christine Blumstein', and 'Send Email'. Below this list is a button 'Display Future Schedules (1 Games)'. At the bottom of the page is a link 'Edit Password' which is highlighted with a red circle, and a text field 'Password:'.

[Registration History and Payment Receipts](#)

[Edit Adult](#)

 Photos are Hidden

- Team Management - Fall Soccer - U5 Coe
- Board Members - Registrar
- Board Members - Referee Assignor

[Display Future Schedules](#)

[Edit John](#) No Picture

- Fall Soccer - Dropped Players Shrewsbury
- No Coach [Send Email](#)

[Display Future Schedules](#)

[Edit Julia](#) No Picture

- Fall Soccer - U5 Coed Crew
- Coach- Christine Blumstein [Send Email](#)

[Display Future Schedules \(1 Games\)](#)

[Edit Password](#)

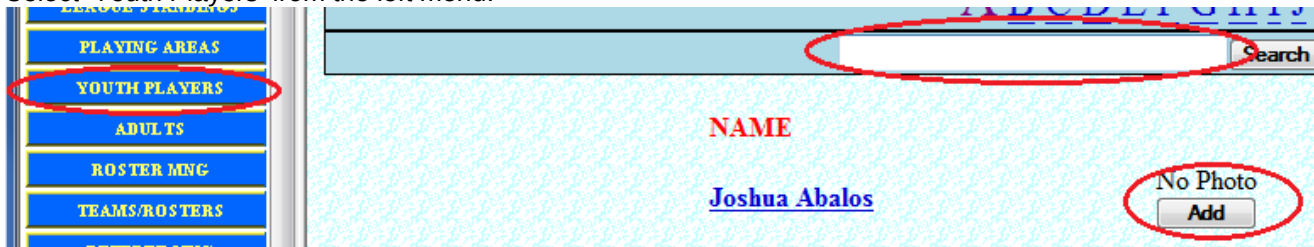
Password: _____

- **Adding pictures for passcards**

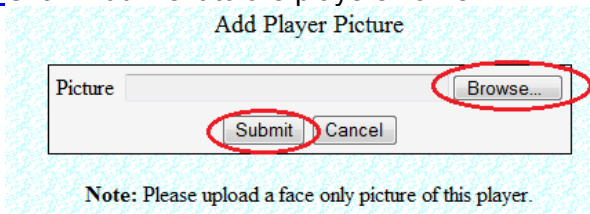
Adding Photos, this can be done by Admins, coaches, parents

- **Admin – Parent or Coach will first need to supply players photo.**

1. Select 'Youth Players' from the left menu.

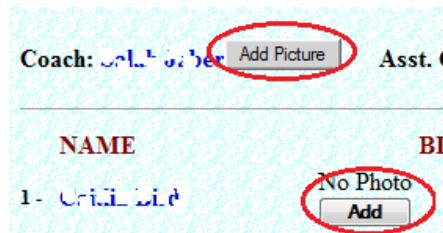


2. Search for player
3. Click 'Add' next to the players name

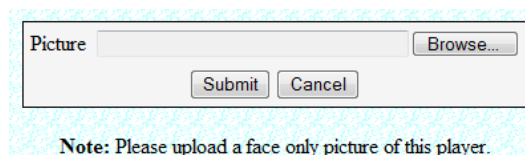


- **Coach**

1. Coaches can add/update both player and coaches photos when view their roster.



2. Coach can select a photo from their computer.

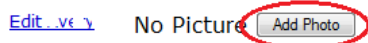
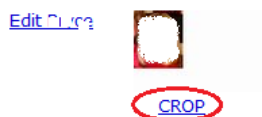


- **Parent**

1. The parent can change their and their child's photos.
2. To change the parent picture click the 'Edit Adult' link.
3. Add or Update photos



4. Players can be added from the Parent Login Options screen.



5. Child's pictures can also be added/updated in the 'Edit Player Information' screen by selecting 'Edit (child's name)'

Edit Player Information

First Name:	Player	Add Picture
-------------	--------	-------------

Edit Player Information

Player	 Uploaded On: 11/1/2010 7:42:00 PM Replace Picture Crop Picture
11/1/2010	

- Changing Parent Password

SPORTSMANAGER PARENT LOGIN

Parent Login Options

[Registration History and Payment Receipts](#)

[Edit Adult](#)



Photos are Hidden

- Team Management - Fall Soccer - U5 Coed
- Board Members - Registrar
- Board Members - Referee Assignor

[Edit Junior](#)

No Picture

- Fall Soccer - Dropped Players Shrewsbury
- No Coach [Send Email](#)

[Display Future Schedules](#)

[Edit Coaching](#)

No Picture

- Fall Soccer - U5 Coed Crew

Coach- [Chris Smith](#) [Send Email](#)

[Display Future Schedules \(1 Games\)](#)

[Edit Password](#)

Password: [REDACTED]

Team Management

- **Creating teams**

1. Select 'Team/Rosters' from the left menu.



2. Click on the 'Add Team' button.

A screenshot of the 'Teams' management page. At the top right is the title 'Teams'. Below it are two dropdown menus: 'Seasons: Fall Soccer (12 Leagues)' and 'Leagues: ALL LEAGUES (126 Teams)'. Below these are three checkboxes: 'ACTIVE (126)' (checked), 'INACTIVE(0)', and 'S'. At the bottom of this section are two buttons: 'ADD TEAM' and 'ADD TEMPORARY T'. The 'ADD TEAM' button is circled in red. Below this section, it says 'League: All Leagues' and 'Season: Fall Soccer'.

3. Populate the online form with team information. Sports manager automatically adds information about the town and season to rosters and passcards. A team name should be limited to about 12 characters so it fits on a passcard.
 - Select the league that this team will play in
 - MAYSL uses the following naming convention for teams.
B-U12-1 : This would be the team name for the first Boys U12 team rostered by the town.
 - Define if the team will be visible to just the town or the league.

ADD NEW TEAM

A screenshot of the 'ADD NEW TEAM' form. It contains the following fields and options:

- SEASON: Fall Soccer (dropdown)
- LEAGUE: (empty dropdown)
- TEAM NAME: (text input)
- TEAM NUMBER: (text input)
- TEAM COLOR: (text input)
- TEAM: ☒ Yes ☐ No (other organization's team)
- ACTIVE: ☒ Yes ☐ No
- SUBMIT (button)
- CANCEL (button)

- Setting up team standards. These standards can be enforced by Sports Manager, most leagues will handle these on an individual bases for each team.
 1. Min/Max roster size – League level
 2. Age limits – League Level
 3. 'Out of town' players
 4. Min/Max Registrations

- **Selecting team division**

1. Select 'Divisions' from the left menu.



2. Select league from dropdown.



3. Select a division for each team. These selections could be changed by the league.

Team	No Division	1A	1B	1C	2A	2B	2C	3A
St. Elizabeth - Girls	☐	☒	☐	☐	☐	☐	☐	☐
St. Elizabeth - U10	☐	☐	☐	☐	☒	☐	☐	☐
St. Elizabeth - U10	☐	☐	☐	☐	☐	☒	☐	☐

- **Downloading rosters**

Once rosters have been submitted to MAYSL they will go through an approval process. Although rosters can be downloaded at any time only an approved roster can be used at games. An approved roster will have a watermark indicating it has been approved.

- **League registrars**

1. Select 'Reports/Modules' from the left menu.



2. Select Report Module # 22) entitled Soccer League/Team Roster Form Download

3. Check your age group. This will expand and show all your travel teams and if they are approved or not.

U10 Boys Travel					
☐	Team	Players	Div/Sec	Team #	Filename
☒	St. Elizabeth - U10	11	1A	1	B10-1A-1-1208 Approved Display
☒	St. Elizabeth - U10	12	2C	2	B10-2C-2-1208 Approved Display
☒	St. Elizabeth - U10	12	2A	3	B10-2A-3-1208 Approved Display

4. Just to the left of 'Season dropdown there is a link 'Click here to change Roster Forms'. The default value will create a Mass Youth Soccer roster(MAYSL). If for some reason this value is set to something else, just click the link and pick the MAYSL option.

5. Click 'Email Me This Info'

6. The following box requesting additional information.

Enter the name of your state organization	
Leave black if your organization does not have a state organization	
Enter the name of your scheduling league	
Leave black if your organization does not have a scheduling league	
Enter Your Email Address	

Email Me This Info

7. Enter 'Mass Youth Soccer' for the state organization
8. 'MAYSL' for the scheduling league
9. Enter your Email address to ensure the rosters are sent to your email account. Otherwise, the rosters could be sent to the default email address established in the system.
10. Click 'Email me this Info'.

- **Downloading passcards**

Only users with manager or admin rights can print coaches passcards. Coaches cannot print their own or player passcards.

- **Players Passcards**

1. Select 'Reports/Modules' from the left menu.



2. Select Report Module # 29) Player passcards with pictures. (option 27 & 28 are for the old style passcards and should not be used.)
3. Checking a league will expand and show all the teams in selected league. Uses the US Youth Soccer front side format that can be printed on Avery 5390 badge template.

☒ U14 Girls Travel (96 Players)	
Team	Players
☒ S. ...	17
☒ S. ...	18
☒ S. ...	18
☒ S. ...	22
☒ S. ...	20

4. **NOTE: If your town does not use Sports Manager for your online registration then change the check box from 'Registered Players' to 'Players On Teams'. If you don't make this change all leagues will show (0 Players).**

☒ Soccer ☐ US Lacrosse

☒ Registered Players ☐ Players On Teams

☒ All Players ☐ Only Players with Pictures

Select the leagues for the players you want to create passcards

5. Click 'Email Me the passcards'. A .pdf file will be sent to the email address entered.
6. To select an individual passcard check a league and then press the 'Select/Display Passcards'. This will display all passcards that will be put into the .pdf file. By checking and unchecking players they will be added to the file.

Select/Display Passcards

Email me the passcards

Passcards should be laminated to protect them from the elements. Coaches use their passcards for one year starting with the fall season. Players in the U12 age groups and older need passcards for the spring season only. U10 players do not have passcards for the spring season.

○ Coaches Passcards

1. Select 'Reports/Modules' from the left menu.



2. Select Report module # 30) Coaches passcards with pictures. (do not select option 27 & 28 ; these modules are for the old style passcards and should not be used.)
3. Check the league that needs to be printed. Uses the US Youth Soccer front side format that can be printed on an Avery 5390 badge template. The first time passcards are printed using the 'Check All' button can quickly select all passcards.

Select the leagues for the coaches you want to download passcards for and click the 'Email Me Coach Passcards' button at the bottom of this page

Fall Soccer Leagues

☐ Dropped Players (0 Team Management)	☐ U5 Coed (25 Team Management)
☐ U6 Coed (38 Team Management)	☐ U7 Coed (36 Team Management)
☐ U8 Coed (23 Team Management)	☐ U10 Boys Travel (17 Team Management)
☐ U10 Girls Travel (13 Team Management)	☐ U10 Boys Trvl&Intown (19 Team Management)
☐ U10 Girls Trvl&Intown (5 Team Management)	☐ U12 Boys Travel (16 Team Management)
☒ U12 Girls Travel (19 Team Management)	☐ U14 Boys Travel (8 Team Management)
☐ U14 Girls Travel (13 Team Management)	☐ U16-U19 Girls Travel (3 Team Management)
☐ U16-U19 Boys Travel (2 Team Management)	

4. In the spring when most coaches already have their passcard. Click on 'Select/Display Passcards' will allow for the selection of individual passcards.

Fall Soccer Leagues

5. Entering a date since the last time passcards were printed will narrow down the number of passcards.

Show only pictures uploaded since

No.	Name	Picture	Upload Date	League	Team	Pos
☒ 1	Tony...			U12 Girls Travel	Sh...	Asst

Photos are Hidden

6. Click 'Email Me Coach passcards'. A .pdf file will be sent to the email address entered.

- **Coach assignment**

Only users with manager or admin rights can add coaches to teams.

1. Select 'Roster Mng' from left menu.



2. Select League from drop down
3. Select Team from drop down

Select which team to use for roster management

Seasons: **Fall Soccer (15 Leagues)** Leagues: **U12 Girls Travel (10 Teams)**

Teams: **MAYS GU12 Travel B (0 Players)**

4. Use 'Add Team Mng' button to search for coach.

CHANGE TEAM **MANAG**

TEAM INFO REPORT **CHANGE**

Season: **Fall Soccer** League: **U14 Girls Travel**

MAYS GU14 TRAVEL A

Add Player **Add Team Mng** **Email Roster**

Coach: **Robert Platz**

5. Enter the coach's last name in the search box

Adult's Last Name: **Search** **Cancel**

6. Select adult from list.

Name	Spouse Name	Street	Home Phone	
WILLIAM GOLDSMITH	JESSICA GOLDSMITH	9 RAYMOND AVE	5088428074	This is the adult

7. Select the adult and their team mng position.

Adult **Team Mng. Position**

☐ **WILLIAM GOLDSMITH** ☐ **Coach**

☐ **JESSICA GOLDSMITH** ☐ **Asst. Coach**

☐ **Team Parent**

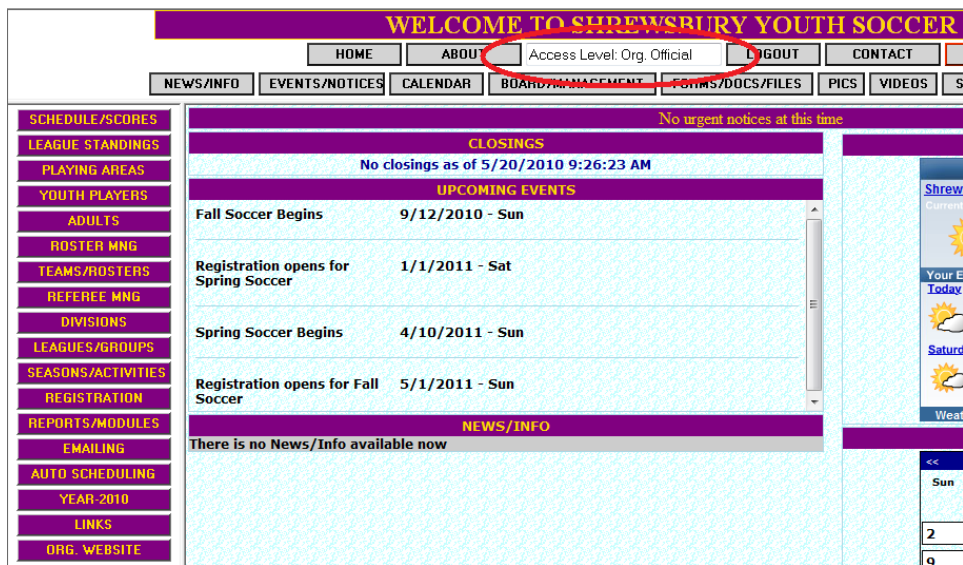
Assign Job **Cancel**

8. The coach/Asst. Coaches will be able to see their teams when they log on. See Coach logon to see instructions.

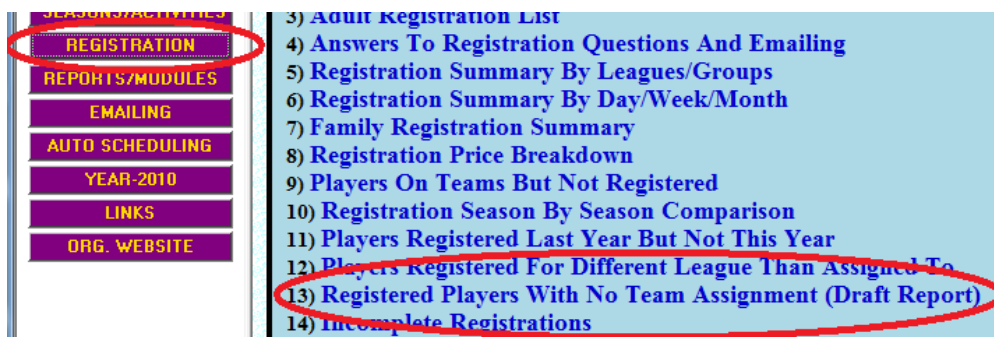
- **Player assignment**

Only users with manager or admin rights can add players to teams.

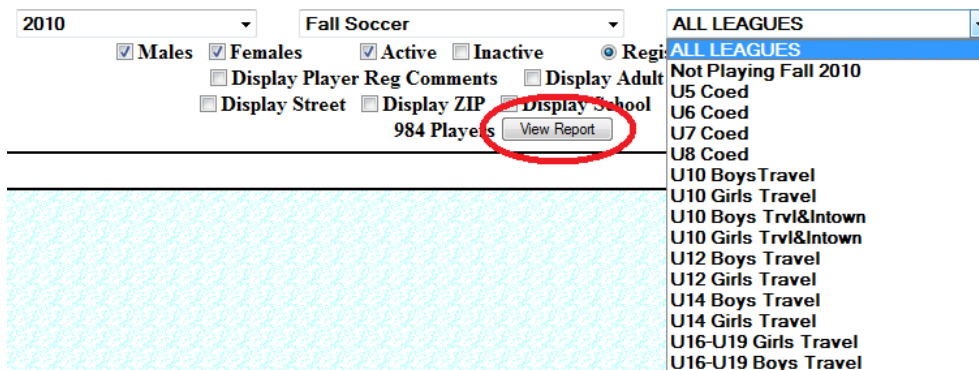
1. Select 'Registration' from left menu



2. Select 'Registration' from left menu
3. Select #13 'Registered Players With no Team Assignments (Draft Report)'



4. Pick league then 'View Report'



2010
Fall Soccer
U14 Girls Travel

☒ Males
 ☒ Females
 ☒ Active
 ☐ Inactive
 ☒ Registered Only
 ☐ All

☐ Display Player Reg Comments
 ☐ Display Adult Reg Comments

☐ Display Street
 ☐ Display ZIP
 ☐ Display School
 ☐ Display Grade

78 Players

	Player Name	DOB	Age	Sex	Reg. League	Reg	New	
1)-	Tina L. Long	08/03/97	12	F	U14 Girls Travel	Y	Y	Add Player
2)-	Katie Miller	11/03/1997	12	F	U14 Girls Travel	Y	Y	Change Name
3)-	ELIZABETH HANSEN	01/11/97	13	F	U14 Girls Travel	Y	Y	Manage Player
4)-	Christina Thompson	07/19/98	12	F	U14 Girls Travel	Y	Y	Manage Player

5. You can assign each player to their team. Putting teams in alphabetical order will speed the process.

	Player Name	DOB	Age	Sex	Reg. League	Assign To Team
1)-	Tina L. Long	08/03/97	12	F	U14 Girls Travel	SELECT TEAM 1A-MAYS GU14 Travel A (0M,0F) MAYS GU14 Travel B (0M,0F) MAYS GU14 Travel C (0M,0F) MAYS GU14 Travel D (0M,0F) MAYS GU14 Travel E (0M,0F) MAYS GU14 Travel F (0M,0F) MAYS GU14 Travel G (0M,0F) MAYS GU14 Travel H (0M,0F) MAYS GU14 Travel I (0M,0F) MAYS GU14 Travel J (0M,0F)
2)-	Katie Miller	11/03/1997	12	F	U14 Girls Travel	
3)-	ELIZABETH HANSEN	01/11/97	13	F	U14 Girls Travel	
4)-	Christina Thompson	07/19/98	12	F	U14 Girls Travel	
5)-	Megan Miller	07/03/99	12	F	U14 Girls Travel	
6)-	Anna Miller	07/03/99	12	F	U14 Girls Travel	

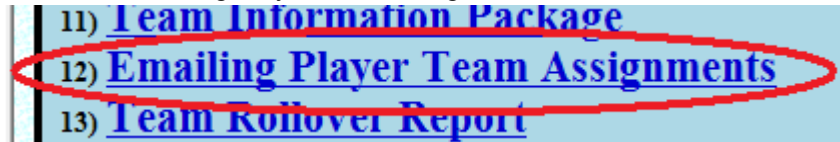
- **Email Player assignment**

- Once players are assigned to teams those assignments can be emailed to coaches and parents.

1. Select 'Reports/Modules' from left menu.



2. Click #12 'Emailing Player Team Assignments'



3. Select league from dropdown.

A team can also be selected at this point, but the default is to send emails to all teams.

EMAILING PLAYER TEAM ASSIGNMENTS

A screenshot of the 'EMAILING PLAYER TEAM ASSIGNMENTS' form. It features a dropdown menu for 'Fall Soccer', a 'SELECT LEAGUE' dropdown, and a 'SELECT TEAM' dropdown. Below these is a blue button labeled 'Email team assignment info to all players on teams in this season'. A note below the button states: 'Note: An email will be sent to both the primary and secondary email address.' The dropdowns and the button are highlighted with red ovals.

4. Click 'Email team assignment...' button
Several options can be selected with the check boxes.
Enter 'From:' email address.
Enter 'Comment' that will show in body of the email.
Press 'Send'

A screenshot of the 'Email team assignment...' form. It features a button labeled 'Email team assignment info to all players on teams in this league'. Below the button is a note: 'Note: An email will be sent to both the primary and secondary email address.' The button and note are highlighted with a red oval. Below the note, there are four checkboxes: 'Include the other players names (teammates) in the email' (checked), 'Include Player Street (for teammates)', 'Include Player Home Phone (for teammates)', and 'Include Player Email (for teammates)'. Below the checkboxes is a 'Subject:' field with the text 'Team Info: Fall Soccer-Dropped Players - Info'. Below the subject field is a 'From:' field. Below the 'From:' field is an 'Email comments:' field with the text '(Appears in the body of the email)'. Below the comments field is a large text area. At the bottom are 'Send' and 'Cancel' buttons.

- **Moving players to a different age group (league)**

- The State allows players to a higher or lower age group depending on DOB and school grade. Because of this sometimes players need to be moved to another age group after they register.

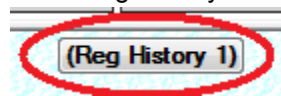
1. Select 'Youth Players' from left menu



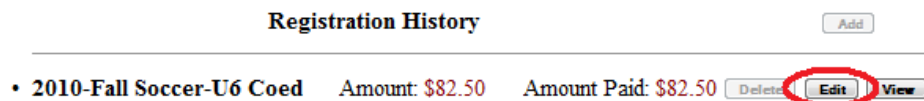
2. Search for the players last name. Use the check boxes to narrow down the search if needed.



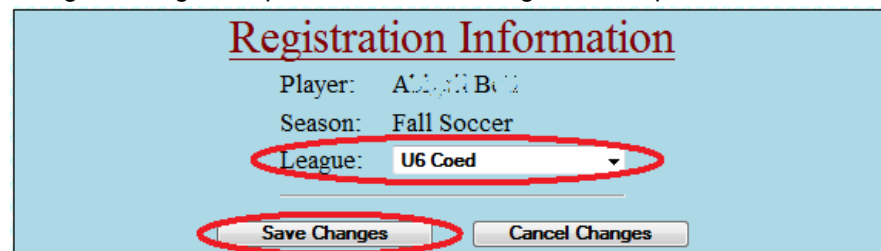
3. Click 'Reg History' button that can be found at the far right on the same line as searched name.



4. Click 'Edit' button



5. Using the League dropdown select new league. Then press the 'Save Changes' button.



- **Dropping players**

- Sometimes after a player registers they decide not to play. Putting a player into a 'Dropped' league will remove them from the draft report.

1. A new league will need to be created to hold players that will be dropped. Select 'Leagues/Groups' from left menu.



2. Click on the 'Add League/Group' button.



3. Select Season
4. Select 'Independent' from the League dropdown.
5. Enter a League name and Abbr.
6. Enter min/max age and Min/Max Registrations. Both of these can be set to 1 for the min and some high number for max.

ADD LEAGUE/GROUP

SEASON:	Fall Soccer
MAYS FALL SOCCER LEAGUE:	INDEPENDENT
LEAGUE/GROUP NAME:	Dropped Players
LEAGUE/GROUP ABBR.:	Dropped Players
SPORT(S):	
MIN/MAX AGE:	Min Years 1 Min Months 0 Max Years 22
MIN/MAX REGISTRATIONS:	Minimum 1 Maximum 1000

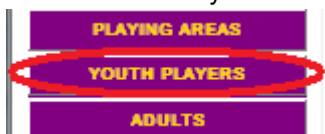
7. The rest of the options on this screen can be left as the default with the exception of Active. Set Active to 'No'. This will stop players from showing on certain reports.

ACTIVE:	☐ Yes ☒ No
---------	---

8. Press 'Submit' button to save changes.



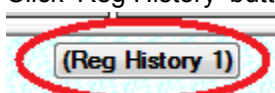
9. Select 'Youth Players' from left menu



10. Search for the players last name. Use the check boxes to narrow down the search if needed.

ABCDEFGHIJKLMNOPQRSTUVWXYZ	
Search Last Name	☒ MALES ☒ FEMALES ☒ ACTIVE ☐ INACTIVE

11. Click 'Reg History' button that can be found at the far right on the same line as searched name.



12. Click 'Edit' button

Registration History Add

• **2010-Fall Soccer-U6 Coed** Amount: \$82.50 Amount Paid: \$82.50 Delete **Edit** View

13. Select 'Dropped Players' as their new league. Then press the 'Save Changes' button.

Registration Information

Player: Ahi... P...

Season: Fall Soccer

League: U6 Coed
Dropped Players
U5 Coed
U6 Coed
U7 Coed
U8 Coed

Save Changes Cancel

- **Team naming conventions**

- B-U12-1, B-U12-1-Lizzote

- **Team information package**

- B-U12-1, B-U12-1-Lizzote

- **Emailings**

Any email that is sent from Sports Manager is saved and can be seen using the history button.

- **Coaches – Send emails to team**

ROSTER MANAGEMENT (Team Access)

MANAGE ROSTER **EMAIL TEAM** BLACKOUTS

CHANGE PASSWORD

Season: Spring Soccer League: U5 Coed (4-4) Team: test1

☐ Include list of 0 future games on the schedule

T RECIPIENTS **WRITE/SEND EMAIL** **EMAIL**

Check the players/team mng. who you wish to email to and click 'Email'

Coach: ☒ R... atz

	NAME	BIRTHDAY	GENDER	2011 AGE	2011 REG
☒	D...	5/21/1997	Female	14	N
☒	J...	3/3/1997	Male	14	N

- **League**

1. There are a few options using the dropdown when sending emails to a group of people.

- By Person
 - Either enter the persons email address directly or use the 'Add Person' button and search for their last name
- By Job Assignment
 - Emails to all board members
 - Emails to coaches, assistant coaches, ect...
- By Player Age/Group
 - Create an email if you're planning an age specific camp.
 - Create an email to only female players.

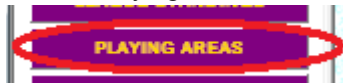
- By Team Assignment
 - Email coaches and parents assigned to teams.
 - Email selected leagues and/or teams within a league.
- By Registration
 - Send Email to parents of all registered players

Fields

- Adding new field

- Creating a field is the first step to assign teams, schedule games and practices

1. Select 'Playing Areas' or 'Fields' from left menu



2. Click on 'Add Area'



3. Only the Area Name is required.

1. The Description field can be used for telling parents about special notices, parking restrictions or if it's a multi-field location to give more details about field.
2. Directions can be written out or using map quest or some other mapping software a link can be added.
3. Setting Area to 'Yes' will allow MAYSL to assign games to this field. Setting to 'No' will only allow your town to schedule games to this field.

AREA NAME:	Florial Street
AREA NUMBER:	
STREET:	
CITY:	Shrewsbury
STATE:	MA
ZIP:	01545
DESCRIPTION:	
DIRECTIONS: Add Dir. Link	
AREA:	☒ YES ☐ NO (other organization's area)
ACTIVE:	☒ YES ☐ NO

4. Click on 'Submit' to save changes

- **Assigning leagues(age groups/teams) to fields**

Sports Manager allows leagues to define which groups can use the fields and at what times. Groups can be defined as a whole age group, multiple age groups or only certain teams.

Rule of Thumb: Towns should have enough field space for half their teams in a league plus 1. If U14 Boys has 4 teams, then they should have 2 time slots at a minimum. If they have 5 teams, then 3 time slots.

1. Each field will need time slot assigned(Availability) for when the field is available to have teams on the field. This can be defined as one time slot or broken down to multiple times. Click the **'Edit Availability'** button to setup time slots.

The screenshot shows a form for field management. It includes fields for 'Status: Active', 'Type: Org', 'Address: Shrewsbury, MA 01545', and 'Directions: [Directions](#)'. Below these are three buttons: 'Edit Availability' (circled in red), 'Add League Open Time' (circled in red), and 'Team Avail.' (circled in red). There is also an 'Area Blackouts: Add Blackout' button.

2. Click the **'Add open time'** button.

The screenshot shows a dialog box titled 'Recurring Open Times' with the text '- No Open Times' below it. A button labeled 'Add Open Time' is circled in red.

3. First define the opening and closing times of the field. In this case the field is Available from 9am till 7pm. No games will be scheduled to start before 9am and they must complete by 7pm. If you have hour long games then no game will be scheduled after 6pm. That way the game can be completed by 7pm.

AREA OPEN TIME STARTS x:xx am/pm:	9:00am
AREA OPEN TIME ENDS x:xx am/pm:	7:00pm
DAYS OF WEEK:	☐ Sunday ☐ Thursday ☐ Monday ☐ Friday ☐ Tuesday ☒ Saturday ☐ Wednesday
LEAGUE TYPE:	☒ All ☐ Intown ☐ Travel
OPEN TIME APPLIES TO:	☒ Whole Year ☐ Time Period

4. Define which day the field is available. Your weekend time slot might be all day, but weekdays the field might only be open from 5pm till 7pm. Each field can have multiple times available.
5. Define who can use the fields. The field could be defined as only an intown field and this will make it so the league cannot assign a game to this field. Using the Travel option will not allow intown games to be scheduled on the field. The last option is 'All', so both intown and league games can be scheduled on the field. The field will be scheduled on a first come first serve bases.
6. Each time slot can be effective to the 'whole year' or just a certain date range. The range can be from one or more days.

7. From the 'Add Blackout' button days that the field is closed can be managed.

Florial Street Availability

Recurring Open Times

Sat 9:00am - 7:00pm All Year

Blackouts

League Availability

- Not Available To Any Leagues

8. There are 3 levels of blackouts that can occur in Sports Manager.
- Field – If a special event is occurring on a certain day then just select the field, date and time. Once added no games or practices will be scheduled for defined time.
 - Coach – Select the coach, enter date and time the coach is unavailable and save.
 - Team – Same process for teams.

LEVEL:

PLAYING AREA:

DATE: mm/dd/yyyy To

TIME: hh:mm am/pm ☒ All Day ☐ Time To

Comments

9. Click the 'Edit League Availability' button to define which leagues(age groups) can be assigned to this field.

☐	Spring Soccer - U5 Coed (4-4)
☐	Spring Soccer - U6 Coed (5-5)
☐	Spring Soccer - U7 Coed (6-6)
☐	Spring Soccer - U8 Coed (7-7)
☒	Spring Soccer - U10 Boys Travel
☒	Spring Soccer - U10 Girls Travel

10. When all the leagues have been define return to the playing areas page.

Florial Street Availability

Recurring Open Times

Sat 9:00am - 7:00pm All Year

11. In this example the field is available from 9:00am till 7:00pm. The whole field pie can now be divided into smaller pieces and define which teams within a league get each piece.

12. Select the 'Add League Open Time' button.

League Availability:
Spring Soccer - U10 Boys Travel, Game Duration: 1¼ Hrs
No open times
Spring Soccer - U10 Girls Travel, Game Duration: 1¼ Hrs
No open times

13. Select league, start and end times, day of the week for each piece of the pie and 'Submit'.

If a league has back to back time slots then make sure there is enough time allowed for both games

including time between games. **Example:** 60 min games and 15 mins between games * 2 is 1 1/2 hours.

Start time might be 9:00am and an end time of 11:30am. Working with the scheduler fine tuning in this area may be needed. Also, MAYSL defines how many minutes game slot are. For U10 game slots are defined as 75 mins.

LEAGUE	SELECT LEAGUE
LEAGUE OPEN TIME STARTS x:xx am/pm:	
LEAGUE OPEN TIME ENDS x:xx am/pm:	
DAYS OF WEEK:	☐ Sunday ☐ Thursday ☐ Monday ☐ Friday ☐ Tuesday ☐ Saturday ☐ Wednesday
OPEN TIME APPLIES TO:	☒ Whole Year ☐ Time Period
SUBMIT CANCEL	

14. Each league has been given 2 slices of the field pie.

League Availability:
Spring Soccer - U10 Boys Travel, Game Duration: 1¼ Hrs
Sat 9:00am - 11:30am All Year (2.0 Games)
Spring Soccer - U10 Girls Travel, Game Duration: 1¼ Hrs
Sat 11:30am - 2:00pm All Year (2.0 Games)

15. The final step is to define which teams will be allowed to use the time slice. In this example only teams from the BU10 will be able to be selected for the BU10 time slice and the same for the GU10 slice.

League Availability:
Spring Soccer - U10 Boys Travel, Game Duration: 1¼ Hrs *
Sat 9:00am - 11:30am All Year (2.0 Games)
Spring Soccer - U10 Girls Travel, Game Duration: 1¼ Hrs *
Sat 11:30am - 2:00pm All Year (2.0 Games)

16. Click the 'Team Avail' button to select teams that can be assigned to each time slice. In the above example BU10 teams will be assigned to the 9:00am-11:30am slice and GU10 will go in the 11:30am-2:00pm slice.

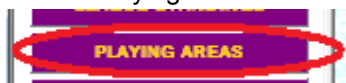
League Availability:	Add League Open Time Team Avail.
<u>Spring Soccer - U10 Boys Travel, Game Duration: 1¼ Hrs</u>	
Home Teams: Gale/Maher/Joos/Carroll/Cuisine, Cole/Ojerholm/Dunkin/Donuts, Lapomardo/Durkin/Scizzors, Shrewsbury - Campos, Duerk/Reardon/Aamco, Shrewsbury - Ouellette, Duffy/TBD/Credit Union, Galvin/Chacharone/Response/Enviro, Lane/Morin/Wagner/BMW, Taylor/Dinoia/Hebert/Candies, Shrewsbury - Khan, Shrewsbury - Riley, Shrewsbury - Tuccinard, Shrewsbury - Walton	
Sat 9:00am - 2:00pm	All Year (4.0 Games) Edit Del
<u>Spring Soccer - U10 Girls Travel, Game Duration: 1¼ Hrs</u>	
Home Teams: GU10-1-Peder, GU10-2-Waeden, GU10-3-Mooney	
Sat 2:00pm - 4:30pm	All Year (2.0 Games) Edit Del

- **Closing fields**

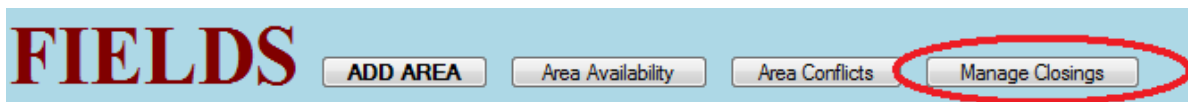
This will mark fields as closed and send an email to all players/parents/coaches/age directors that the game is cancelled. It provides a link on the SportsManager site that shows a summary/status of closed fields. It also provides that summary on the MAYSL league management system. The whole field closing process is automatic once you mark a field as closed in SportsManager. We can add an option to cancel some games but not all games if needed.

- **Games**

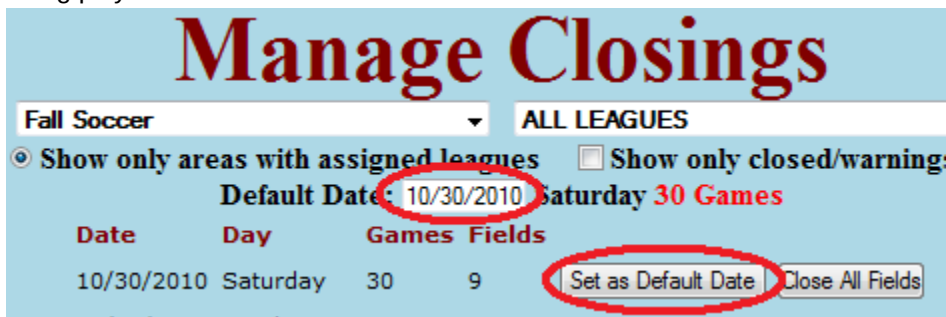
1. Select 'Playing Areas' or 'Fields' from left menu



2. Click on 'Add Area'



3. Select date that games will be cancelled. Use the 'Set as Default Date' to quickly move to a date that has are being played.



4. Clicking 'Close all fields' is a quick way to close all fields with games assigned to them.

	Date	Time	Team 1	Team 2	League	Field
☒	10/30/2010	08:00 AM	Duffy/TBD/Credit Union	Lane/Morin/Wagner BMW	U10 Boys Trvl&Intown	Foundation #2
☒	10/30/2010	08:00 AM	Galvin/Chacharone/ Response Enviro	Gale/Maher/ Joes Casual Cuisine	U10 Boys Trvl&Intown	Foundation #3
☒	10/30/2010	09:00 AM	Sounders	Galaxy	U5 Coed	Glavin Field 1 & 2
☒	10/30/2010	09:00 AM	TorontoFC	Revolution	U5 Coed	Glavin Field 3 & 4
☒	10/30/2010	09:00 AM	United	Crew	U5 Coed	Glavin Field 5 & 6

5. Click on 'View/Select Games' to view each game that will be cancelled. This allows towns to close selected fields or games.
6. Click the 'Save' button to officially close the fields. This will send emails to coaches, parents and any referees assigned to the game. An email will be sent to the opposing coaches.

- **Practices – TODO!**

Team Rollover

- **Rollover team fall to spring**
 - Process for rolling over teams
 - Going from 5 teams in fall to 4 teams in the spring
 - Player team assignment history
1. How Roll over works from Fall to Spring.
 2. First remove player/coaches from existing Spring teams.
 3. Then run Team Rollover from Fall to Spring, by season or by league
 4. The MAYSL roster approval status will also roll over.

Organization Management

- **Board/Management positions**

- There are 4 categories for jobs

- Board Members
 - Season Management
 - League Management
 - Team Management – Coaches, assistant coaches and team parents

- **Add**

1. Click 'Board/Management' button from the top menu.



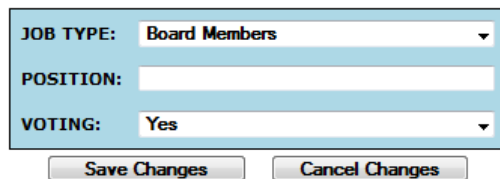
2. Click 'Job Positions'



3. Each job category has an 'Add Job Position' button.



4. Enter Position name and if this position votes at board meetings. Then click 'Save' button.



- **Edit/Delete**

1. Click 'Board/Management' button from the top menu.



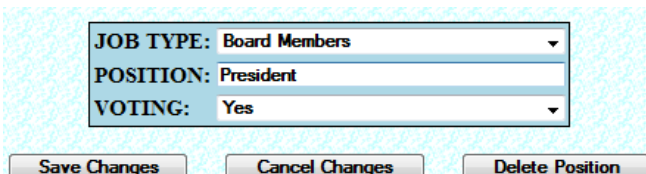
2. Click 'Job Positions'



3. Each job category has an 'Edit Job Position' and 'Delete Job Position' button.



4. Edit Position name and if this position votes at board meetings. Then click 'Save' button. Position can also be deleted on this screen.



- **UnAssign/Add description**

1. Select 'Organization Info' from top menu



2. Select 'UnAssign' from vacant position



3. Click the 'Add' button to add a description of the job.

- **Data import – Non-Sports Manager towns**

- **Define how clubs not using Sports Manager to their town will get their players, coaches and teams into Sports Manager.**

1. Sports Manager has a spreadsheet template for the data import module. If you export from your existing system into the template SportsManager can import: Parents, Players, Teams and Player Team Assignments.
2. The Import will not create coach assignments so those need to be added after the import is complete.
3. The existing players/coaches should be removed with the Bulk Team Removal option (In Teams/Rosters) prior to running the import.
4. SportsManager controls the import insure good data quality. We might be offering some towns the option to do the import themselves.
5. One main import should be run by the MAYSL deadline. SportsManager could accept an additional 1-2 imports to get the adds over the following 3-4 weeks. For adds of a few players it would be easier to do that in the SportsManager roster management module manually.

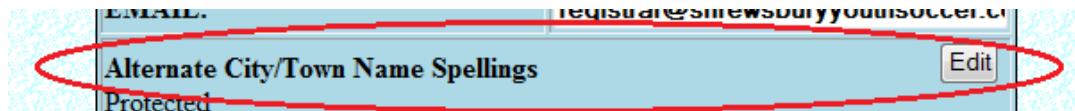
- **Adding valid cities for town players or a 'Protected' town.**

- Some towns can spell their names different and this option gives your organization a way to define all these spellings. Adding all the towns will make it so players are not wrongfully marked as 'out of town'.
- If a player can't have their city listed on the roster they can be placed in a 'protected' town.

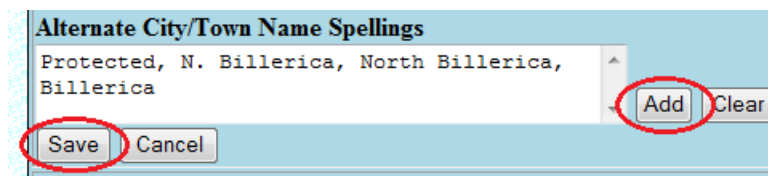
1. Select 'Organization Info' from left menu



2. Scroll down to 'Alternate City/Town...' and press the 'edit' button



3. Use the 'Add' button to add different variations or valid towns. This example shows how the system will accept any of the following spellings. Although a parent could enter 'Protected' this will most likely be down by an admin who would be working with the parent.



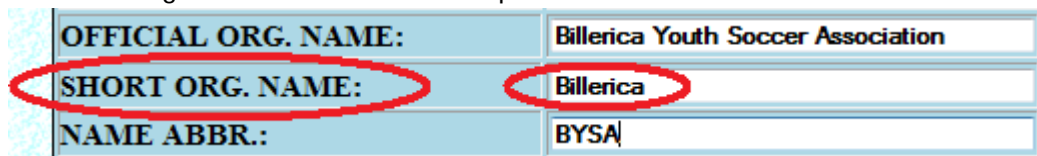
- **Define town name that will be printed on passcard**

- MAYSL protocol is for each town to use a one word description of the town. Example: Billerica Youth Soccer Association will just be Billerica

1. Select 'Organization Info' from left menu



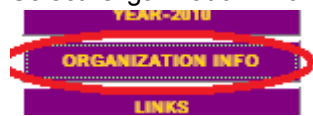
2. The Short Org. Name will be used on the passcards



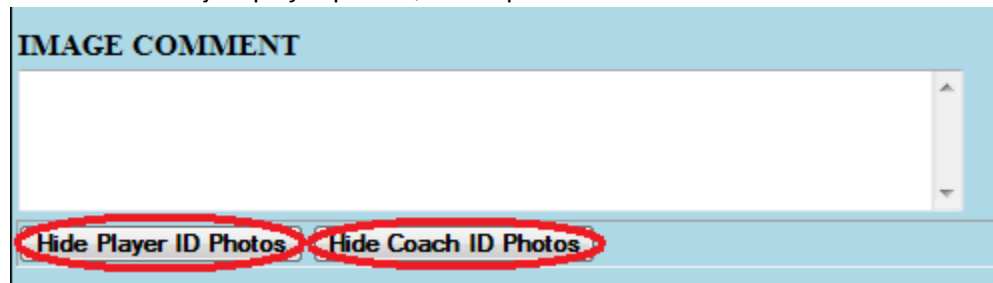
- **Hide uploaded photos**

- Sports Manager allows the town to hide players and coaches photos from anyone logging into the system. When a parent or registrar logs in they will only see an avatar picture and a message will display saying if a picture is on file. A parent can replace an existing photo, but they will still not be able to see the actual picture.

1. Select 'Organization Info' from left menu



2. Towns can hide just player photos, coach photos or both.



3. Click on the buttons again to show photos.



- **MA Youth Soccer download**

- MA Youth Soccer requires towns to affiliate all recreational and in-town players, coaches, assistant coaches, managers, administrators and board members as well as other volunteers who assist the program, etc. as well as those involved with travel and premier teams.

1. Select 'Reports/Modules' from left menu



2. Click #25 'MA Youth Soccer Download'
3. The first time an affiliation file is created all the different jobs will need to be given a code. Use the codes listed define each job.

<u>League Codes</u>	<u>Job Codes</u>
R = Recreational	C = Coach
T = Travel	A = Administrator or BOD
P = Premier	V = Volunteer
	R = Referee (not USSF)

League Codes

Dropped Players	
U5 Coed	R
U6 Coed	R
U7 Coed	R
U8 Coed	R
U10 Boys Travel	T
U10 Girls Travel	T
U10 Boys Trvl&Intown	R
U10 Girls Trvl&Intown	R
U12 Boys Travel	T
U12 Girls Travel	T

Job Position Codes

President	A
Vice President	A
Registrar	A
MU5 AGC	A
MU6 AGC	A
MU7 AGC	A
MU8 AGC	A
GU10 AGC	A
MU10 AGC	A
GU12 AGC	A
BU12 AGC	A

4. Make sure to save codes when done.



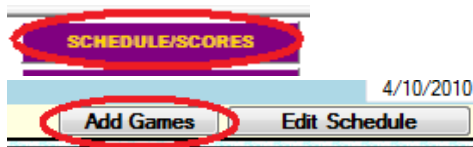
5. Click the 'Export this data to Excel' and save file to local hard drive.
6. MA Youth Soccer import the file and only affilite new enteries, so you can send a complete file each time.

Note: See the MA Youth Soccer website for instructions on how to transfer the affiliation file. MA Youth Soccer also uses data in the affiliation file to check CORI's. Any volunteer over the age of 18 will need to include their DOB in the file.

Schedules

- Adding Games

1. Select 'Schedule/Scores' from left menu. Click on 'Add Game' from top menu



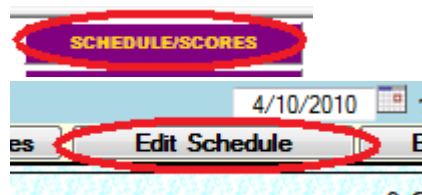
2. Enter the fields on the form.

Season	Spring Soccer	League:	U5 Coed (4-4)
Date mm/dd/yyyy		Location	ALL AREAS
Time	Hour Minute AM	Duration(mins):	60
☒ Season Game ☐ Playoff Game ☐ Scrimmage Game ☐ Practice ☐ Open Time Slot ☐ Reserved ☐ Concession Stand ☐ Misc Event			
Home Team	Select Home Team	Away Team	Select Away Team
Game Status	Regular	Description	
Save Cancel Exit			

- Edit Games (Field, Times)

- Typical edit

1. Select 'Schedule/Scores' from left menu. Click on 'Edit Game' from top menu



2. By clicking the 'E' button next to a game the two teams will be loaded into the left panel. Once the game is loaded the date, field, time, duration, etc. can be updated. Press the 'Save' button to complete update.

Season: Fall Soccer
League: U5 Coed
Date mm/dd/yyyy
9/11/2010
Glavin Field 1 & 2
Time: 9:00 AM Duration(mins): 60
☒ Season Game ☐ Playoff Game
☐ Scrimmage Game ☐ Practice
☐ Open Time Slot ☐ Reserved
☐ Concession Stand ☐ Misc Event
Description
Rapids vs. Revolution
Game Status: Regular
Save Cancel Delete

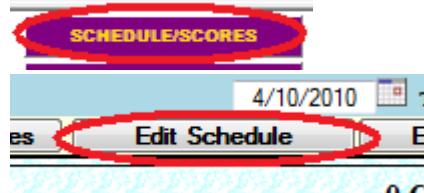
Date	Time	Location	League	Home team	Away team	Type
9/11/2010	9:00 AM	Glavin Field 1 & 2	U5 Coed	SYS-Rapids	SYS-Revolution	Season E
9/11/2010	9:00 AM	Glavin Field 3 & 4	U5 Coed	SYS-Sounders	SYS-TorontoFC	Season E
9/11/2010	9:00 AM	Glavin Field 5 & 6	U5 Coed	SYS-United	SYS-Wizards	Season E
9/11/2010	11:00 AM	Glavin Field 1 & 2	U5 Coed	SYS-Crew	SYS-Dynamo	Season E
9/11/2010	11:00 AM	Glavin Field 3 & 4	U5 Coed	SYS-Earthquakes	SYS-Galaxy	Season E
9/18/2010	9:00 AM	Glavin Field 1 & 2	U5 Coed	SYS-TorontoFC	SYS-Wizards	Season E
9/18/2010	9:00 AM	Glavin Field 3 & 4	U5 Coed	SYS-Earthquakes	SYS-Crew	Season E
9/18/2010	9:00 AM	Glavin Field 5 & 6	U5 Coed	SYS-Rapids	SYS-Sounders	Season E
9/18/2010	9:00 AM	Glavin Field 7 & 8	U5 Coed	SYS-Revolution	SYS-United	Season E
9/18/2010	11:00 AM	Glavin Field 1 & 2	U5 Coed	SYS-Dynamo	SYS-Galaxy	Season E
9/25/2010	9:00 AM	Glavin Field 1 & 2	U5 Coed	SYS-Wizards	SYS-Revolution	Season E
9/25/2010	9:00 AM	Glavin Field 3 & 4	U5 Coed	SYS-United	SYS-Sounders	Season E
9/25/2010	9:00 AM	Glavin Field 5 & 6	U5 Coed	SYS-Galaxy	SYS-Crew	Season E
9/25/2010	9:00 AM	Glavin Field 7 & 8	U5 Coed	SYS-Rapids	SYS-TorontoFC	Season E
9/25/2010	11:00 AM	Glavin Field 1 & 2	U5 Coed	SYS-Dynamo	SYS-Earthquakes	Season E
10/2/2010	9:00 AM	Glavin Field 1 & 2	U5 Coed	SYS-Sounders	SYS-Earthquakes	Season E
10/2/2010	9:00 AM	Glavin Field 3 & 4	U5 Coed	SYS-Galaxy	SYS-Wizards	Season E

Manage Blackouts

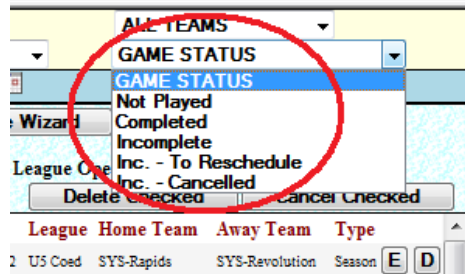
Support Personnel ?

○ Rescheduling cancelled games.

1. Select 'Schedule/Scores' from left menu. Click on 'Edit Game' from top menu

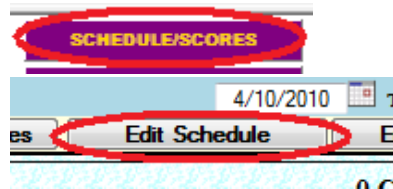


2. If fields are closed then all the games assigned to that field will go into an incomplete status. To get a quick list of these games change the 'Game Status' filter to 'Inc. – To Reschedule'

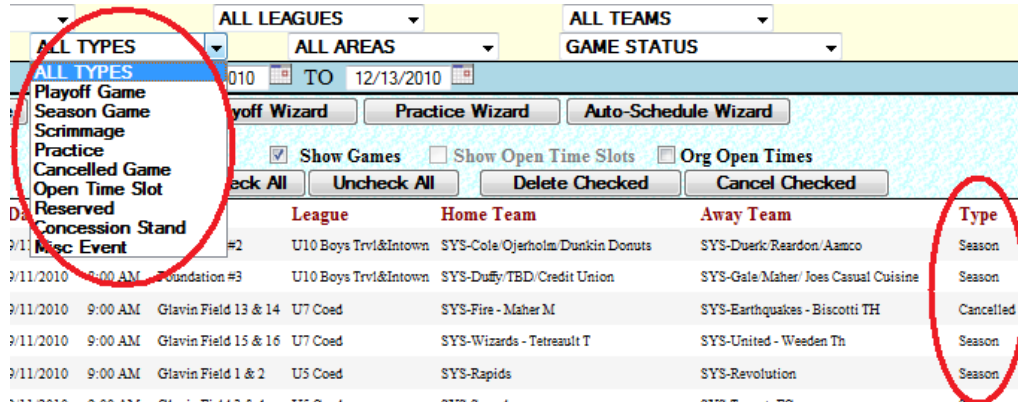


○ Rescheduling rained out games.

1. Select 'Schedule/Scores' from left menu. Click on 'Edit Game' from top menu



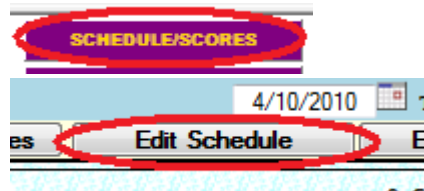
2. If fields are closed then all the games assigned to that field will go into an incomplete status. To get a quick list of these games change the 'Game Status' filter to 'Inc. – To Reschedule'



3. Once the list is showing the games you want to change you can edit them the same way as a typical edit.

○ Delete game.

1. Select 'Schedule/Scores' from left menu. Click on 'Edit Game' from top menu

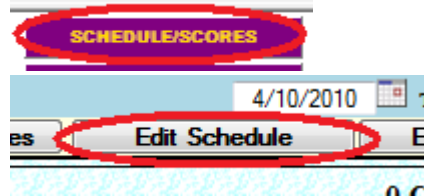


2. Use filters to narrow game list. Select the 'D' button to delete a game



- **Rescheduling different types of games. (playoff, practices, Cancelled games)**

1. Select 'Schedule/Scores' from left menu. Click on 'Edit Game' from top menu

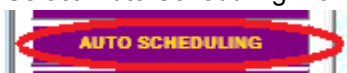


2. There are a few different types of games that can be set with in a schedule.

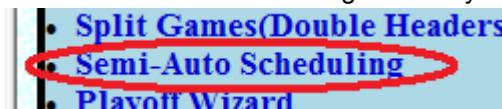
Date	Time	Location	League	Home Team	Away Team	Type
9/11/2010	8:00 AM	Foundation #2	U10 Boys Trvl&Intown	SYS-Cole Ojerholm/Dunkin Donuts	SYS-Duerk/Reardon/Amco	Season
9/11/2010	8:00 AM	Foundation #3	U10 Boys Trvl&Intown	SYS-Duffy/TBD/Credit Union	SYS-Gale/Maher/ Joes Casual Cuisine	Season
9/11/2010	9:00 AM	Glavin Field 13 & 14	U7 Coed	SYS-Fire - Maher M	SYS-Earthquakes - Biscotti TH	Cancelled
9/11/2010	9:00 AM	Glavin Field 15 & 16	U7 Coed	SYS-Wizards - Tetresult T	SYS-United - Weeden Th	Season
9/11/2010	9:00 AM	Glavin Field 1 & 2	U5 Coed	SYS-Rapids	SYS-Revolution	Season
9/11/2010	9:00 AM	Glavin Field 3 & 4	U5 Coed	SYS-Sounders	SYS-TorontoFC	Season

○ Changing schedule using Semi-Auto Scheduling

1. Select 'Auto Scheduling' from left menu



2. Select 'Semi-Auto Scheduling' to modify existing schedules.



3. Select League from dropdown list. Clicking the 'Display Viewing Options' and un-checking 'Show Confirmations' will speed up the process when moving games.

SEMI-AUTO SCHEDULING

10 Season: **Fall Soccer** League: **010 Boys Trvl&Intown (8 Teams)**

The schedule for this league is being displayed to the public.
Click 'Hide From Public' to hide it from the public

Days Of Week: ☒ Saturday

Page Options: ☐ Show Confirmations

0 Total Time Slots

0 Total Team Pairings

- + 9/11/2010-Sat - 0 Time Slots
- + 9/18/2010-Sat - 0 Time Slots
- + 9/25/2010-Sat - 0 Time Slots
- + 10/2/2010-Sat - 0 Time Slots
- + 10/16/2010-Sat - 0 Time Slots
- + 10/23/2010-Sat - 0 Time Slots
- + 10/30/2010-Sat - 0 Time Slots
- + 11/6/2010-Sat - 0 Time Slots

4. Expand the date to get a list of games. Click on time slot and then click new time slot to switch with. In this example the two 8:00am games have been switched.

9/11/2010-Sat - 0 Time Slots <table><tr><td>8:00 AM - Foundation #2: Cole/Ojerholm/Dunkin Donuts vs. Duerk/Reardon/Aamco</td></tr><tr><td>8:00 AM - Foundation #3: Duffy/TBD/Credit Union vs. Gale/Maher/ Joes Casual Cuisine</td></tr><tr><td>9:15 AM - Foundation #2: Galvin/Chacharone/ Response Enviro vs. Lane/Morin/Wagner BMW</td></tr><tr><td>9:15 AM - Foundation #3: Lapomardo/ Durkin/Scizzors vs. Taylor/Dinoia/Hebert Candies</td></tr></table> 9/18/2010-Sat - 0 Time Slots 9/25/2010-Sat - 0 Time Slots	8:00 AM - Foundation #2: Cole/Ojerholm/Dunkin Donuts vs. Duerk/Reardon/Aamco	8:00 AM - Foundation #3: Duffy/TBD/Credit Union vs. Gale/Maher/ Joes Casual Cuisine	9:15 AM - Foundation #2: Galvin/Chacharone/ Response Enviro vs. Lane/Morin/Wagner BMW	9:15 AM - Foundation #3: Lapomardo/ Durkin/Scizzors vs. Taylor/Dinoia/Hebert Candies	9/11/2010-Sat - 0 Time Slots <table><tr><td>8:00 AM - Foundation #3: Duffy/TBD/Credit Union vs. Gale/Maher/ Joes Casual Cuisine</td></tr><tr><td>8:00 AM - Foundation #2: Cole/Ojerholm/Dunkin Donuts vs. Duerk/Reardon/Aamco</td></tr><tr><td>9:15 AM - Foundation #2: Galvin/Chacharone/ Response Enviro vs. Lane/Morin/Wagner BMW</td></tr><tr><td>9:15 AM - Foundation #3: Lapomardo/ Durkin/Scizzors vs. Taylor/Dinoia/Hebert Candies</td></tr></table> 9/18/2010-Sat - 0 Time Slots 9/25/2010-Sat - 0 Time Slots	8:00 AM - Foundation #3: Duffy/TBD/Credit Union vs. Gale/Maher/ Joes Casual Cuisine	8:00 AM - Foundation #2: Cole/Ojerholm/Dunkin Donuts vs. Duerk/Reardon/Aamco	9:15 AM - Foundation #2: Galvin/Chacharone/ Response Enviro vs. Lane/Morin/Wagner BMW	9:15 AM - Foundation #3: Lapomardo/ Durkin/Scizzors vs. Taylor/Dinoia/Hebert Candies
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9:15 AM - Foundation #3: Lapomardo/ Durkin/Scizzors vs. Taylor/Dinoia/Hebert Candies									

5. Click 'Save Schedule' to make official

- **Searching schedule**

1. Select 'Schedule/Scores' from left menu



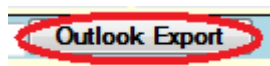
2. At this point there are a few options to filter schedule.

- a. Narrow down the search to an individual team by selecting season, league and then the team within the league.
- b. If you want just the schedule for a weekend then enter the exact date.
- c. Press 'View Schedule' All schedules that match the search criteria will display below. The

Date/Time	Duration	League	Home	Away	Location
Sat 9/11/2010 2:00 PM	1 Hr	U10 Girls Trvl&Intown	Intown - Courtemanche - 1	Intown - Samia - 4	Foundation #3
Game Summary: On a beautiful late Summer Saturday afternoon, the Blue Jays defeated the Hornets 4-1. You would have never known that each team had only practiced once before Saturday the ... (click for more)					
Sat 9/18/2010 2:00 PM	1 Hr	U10 Girls Trvl&Intown	Intown - Southard - 6	Intown - Courtemanche - 0	Foundation #3

3. One new feature is to search for schedules by entering the parents Email, Telephone number or team name. Click on the 'Search by Email...' button and enter your information in the box. A new feature that will be available soon is the 'Outlook Export'. The feature will allow you to import the schedule into a calendar program like Microsofts Outlook.

Date/Time	Duration	League	Home	Away	Location	Type
Sat 9/11/2010 11:00 AM	1 Hr	U5 Coed	Crew	Dynamo	Glavin Field 1 & 2	Season Game - #539755



4. A list of games will display. Clicking '?' square will show more information about each game.

	Date/Time	Duration	League	Home	Away	Location	Type
	Sat 9/11/2010 11:00 AM	1 Hr	U5 Coed	Crew	Dynamo	Glavin Field 1 & 2	Season Game - #539755
	Ref Info: Glavin Field 1 & 2 Info:						
	Sat 9/18/2010 9:00 AM	1 Hr	U5 Coed	Earthquakes	Crew	Glavin Field 3 & 4	Season Game - #539761
	Sat 9/25/2010 9:00 AM	1 Hr	U5 Coed	Galaxy	Crew	Glavin Field 5 & 6	Season Game - #539767

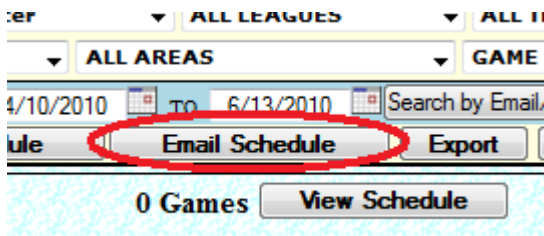
- **Emailing Updated Schedule**

After making updates send out emails to everyone

1. Select 'Schedule/Scores' from left menu



2. Click the 'Email Schedule' button.



3. The default value is to 'Email all future games' to all leagues. Use the filters to narrow the number of emails sent.
4. If you just made some updates to a few games click the 'Email games Modified...' radio button. Enter how many days back you want the system to check for updated games. Emails will be sent to all coaches, parents and any referees that are assigned to those games.
5. Click the 'Send Emails' button. If the button is greyed out then no updated games were found for the filters entered.

EMAIL SCHEDULE

Email Parents and Team Management a schedule of upcoming games/practices
Parents of players on teams receive a schedule of their children's upcoming games/practices
Team Management receives a schedule of their team's upcoming games/practices
Referees receives a schedule of the games they are scheduled for

0 Scheduled Games/Practices Remaining

Select Year	2010
Select Season	Fall Soccer
Select League	ALL LEAGUES
Select Team	ALL TEAMS

☐ Email All Future Games

☒ Email Games Modified In Last 3 Days

☐ Email All Parents/Team Management/Referees

Scoring

- **Setting leagues to scorable**

1. Select 'League/Groups' from left menu



2. Select a league.



3. Scroll down the form until the scorable games section

4. Scorable – will send an email to the coach asking him to enter the score.
5. Marked Completed – will send an email asking the status of the game. Completed or not completed and a summary if the game was not completed.
6. Not Scorable/Marked Complete – No email will be sent. This option might be used for intown teams where games are not scored and a different reschedule method is used.

- **Emails sent after scorable games**

1. Within 24 hours of a scorable an email will be sent to the coach.



2. Clicking on the 'Score This Game' will take the coach into Sports Manager where they can enter the score

3. On this screen the game can be marked as Complete or Not-Completed. If for any reason the game was not completed, most likely rain, make sure to mark the game as Not Completed and enter the reason in the game summary.
4. Click the Save Score/Summary to finalize score

- **Emails sent after non-scorable games**

1. Within 24 hours of a scorable an email will be sent to the coach.



2. Clicking on the 'Confirm This Game' will take the coach into Sports Manager where they can enter the status of the game

The screenshot shows a web form for confirming a game. The header reads: **Fall Soccer - Travel U14 Boys game - 11/6/2010 3:00 PM at [redacted] Fields U14-2**.

Below the header are two links: **BU14-3 Roster** and **BU14-4 Roster**.

The main section displays the matchup: **BU14-3A BU14-3** **VS.** **BU14-4A BU14-4**.

There are two radio buttons for game status:

- ☒ Game Was Completed
- ☐ Game Was Not Completed(Cancelled)

Below this is a section titled **Game Summary (optional)** with a large text area for entering details.

At the bottom is a button labeled **Save Score/Summary**.

3. On this screen the game can be marked as Complete or Not-Completed. If for any reason the game was not completed, most likely rain, make sure to mark the game as Not Completed and enter the reason in the game summary.
4. Click the Save Score/Summary to finalize confirmation

Registration Reports - Sports Manager has many helpful reports, here are a few highlights.

1. Select 'Registration' from left menu



2. Click #10 'Players on teams but not registered'. Some teams stay together from fall to spring. This report will help determine that all players on a team have registered for the new season.

10) Players On Teams But Not Registered

1. Select 'Registration' from left menu



2. Click #12 'Players registered last year but not this year'. Make sure the word has gotten out to all your past players.

12) Players Registered Last Year But Not This Year

1. Select 'Reports/Modules' from left menu

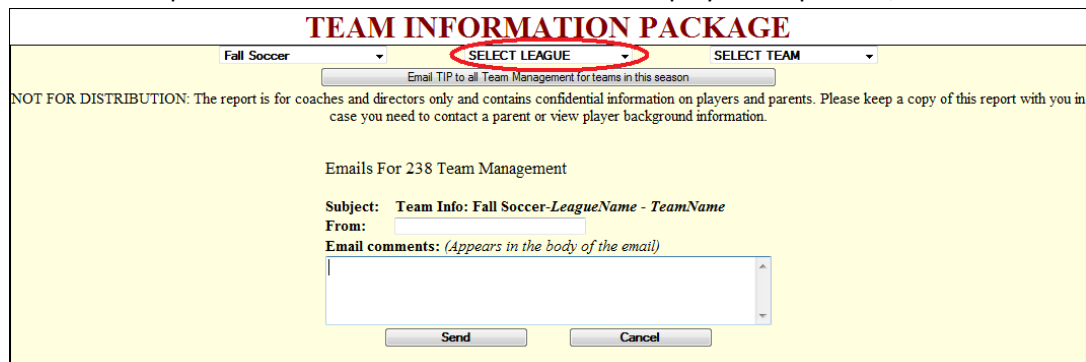


2. Click #11 'Team information package'. Send coaches all the information they need for their teams.

11) Team Information Package

3. Select league or send to everyone. Click 'Email TIP' button to see how many team managers will be sent information. Enter a 'From' email address and quick comment.

NOTE: This report contains confidential information on players on parents, so use with caution.



1. Select 'Reports/Modules' from left menu



2. Click #17 'Players on multiple teams in same season'. Make sure once all your teams are put together a player hasn't been put on two different teams.

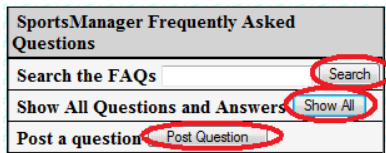
17) Players On Multiple Teams In Same Season

Online Help

- Sports Manager has 3 sections in the FAQ section that can be viewed by administrators.

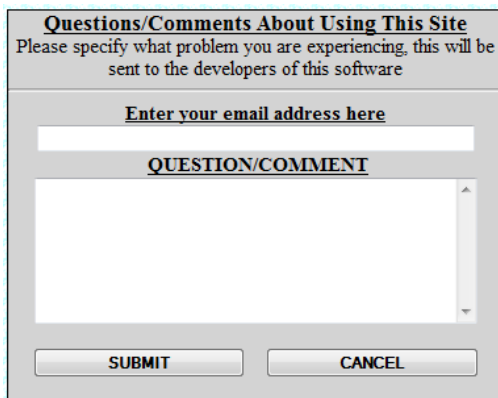


- Search FAQ's



- Search the FAQs – Enter a search word or words in the text box and press the 'Search' button.
- The 'Show All' will display a complete list of FAQs
- 'Post Question' will, if approved, will add a new question to the FAQs section

- Send a question or comment to Sports Manager



- Enter your email address and question/comment. The 'Submit' button will send the question to our developers and an answer will be send directly back to the email address entered.

- List of useful documents

DOCUMENTS

- [Getting started](#)
- [SportsManager Password Access Levels](#)
- [How to run a season](#)
- [Tips and Techniques](#)
- [SportsManager overview](#)
- [SportsManager confidentiality](#)
- [SportsManager on-line registration summary](#)
- [League Scheduling](#)
- [Recent SportsManager features as of June 16, 2006](#)
- [New SportsManager Features as of April 27, 2005](#)

FAQs Top 5 – See ‘Help’ on the Sports Manager site for more info

- Instructions for coaches, league managers and season managers on how to access the Roster Management features to view the team roster, email the team and add/drop players.
 - This is a sample email that would explain how the coaches, league managers or season managers access Roster Management, view their team, email and score games. They can also add/drop players you have enabled this option in the Organization Info area. This option will be "off" by default. You should step through and test these instructions by logging out and trying your own team before y...
- How do I assign players to teams?
 - Players can be assigned to teams in one of three places, the Draft report, the individual player edit area and in the Roster Management area. Here is a summary of the info required for each of the three approaches: **Draft Report:** Only need to select the team from the pull down list since the League/Age Group and player name are already known. **Player Edit Page:** Need t..
- What are the different Access Levels?
 - **SportsManager Access Levels**
Admin
Organization Official
User
**** Admin – Has Full Access ****
- How to run a season using SportsManager.
 - Here is brief outline on the steps for running a season using the SportsManager features: 1. Registration - Check your season open/close dates from the previous year to make sure they are correct for the new year. Seasons are "Year less" in SportsManager so they don't need to be re-created each year. Just make sure all the dates are correct and review the Leagues/age groups to make sur...
- How do I auto-schedule?
 - How To Auto Schedule **Step 1 - Make Sure Your Season/League Is Set Up Correctly** You must first have at least one season with at least one league and teams in it. That league must have a regular season to auto schedule. To set the regular season dates of a league go to the Leagues/Groups Page and click on the league you want to edit. Also from this page set the Season Length o...

Website Support: Two Options

- **System Support and Help**

- Help Button: Frequently Asked Questions and Answers
- Help Button: Help Documents
- Call: 800-277-7657 X-221
- Email: Support@sportsManager.us

- **Data Security and Confidential Information**

- Sports Manager Solutions does not store credit card or SSN information.
- Sports Manager Solutions hardware is redundant to prevent data loss
- Sports Manager Solutions back up daily off site for in case of Fire/Flood
- Sports Manager Solutions back up internally hourly, daily, weekly, monthly
- Sports Manager Solutions does not give out or sell your information
- Sports Manager Solutions does not advertise on your site