

Reading SportsManager - **ROSTER Management**

As a Reading United Soccer Club Coach/Assistant/Team Manager, you have access to Reading SportsManager and its **ROSTER MANAGEMENT** tools for your team. SportsManager is the platform used by the Middlesex Youth Soccer League, so Reading's SportsManager is closely linked to the League for schedules, scores, rosters, ID cards, etc.

To Login to the ROSTER MNG area follow this path:

- Go to Reading/SportsManager - <https://www.sportsmanager.us/readingyouthsoccer.htm>
 - Click on the button marked **<ROSTER MNG>** in the LEFT column of buttons. (You may also use the <LOGIN> button in the top menu and click the "Coach/Director" tab on the universal login page).
 - Enter your **email address** (one that is on file in the SportsManager system)
 - Request a **password** if you do not already have one or have forgotten it.
 - Enter **password** and complete the login process.
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If not sent directly to your team in the ROSTER MANAGEMENT area, click the "Change Team" button and find your team using the drop-downs. Click the **MANAGE ROSTER** button in the top row.

In this area you can:

- **VIEW, Download & PRINT ROSTER** (Print your Middlesex APPROVED Roster here)
 - **EMAIL ROSTER** (Email your roster to selected individuals in various formats)
 - **EMAIL/TEXT Team** (Send blast Emails/Texts to entire team or individuals on the team)
 - **VIEW GAME Schedule/Scores** (Easy access to YOUR team's game schedule)
 - **EMAIL Schedule** (A schedule can be sent to ALL or individuals in any team email)
 - **Enter/Edit Jersey Numbers** (to show on printed rosters - click the blue "Jersey #" link)
 - **Replace/Crop Photos** - *Please Do not edit current photos unless it's your child
 - **CHANGE PASSWORD** (strongly recommended if you received one from SMGR)
 - **MANAGE TEAM** (If you are coaching more than one team, you can access your other team(s) from this area by clicking "CHANGE TEAM")
 - **Initiate CLUB PASSES** (see Middlesex Rules before using this function)
 - **Initiate a CANCEL REQUEST** for rescheduling a game (see MYSL Rules before attempting to cancel or reschedule a game. There are specific guidelines that must be met.)
 - **ADD/EDIT Practices**. ****DO NOT ADD PRACTICES** to this schedule!
 - **VIEW TEAM INFO REPORT** (Some details may be out-dated as RUSC no longer uses SportsManager as its primary registration platform. Keep this information confidential.)
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If you have any problems logging into the Roster Management area or with any of the functions, please contact me, and I will try to assist.

David Blanchard, Registrar@rusc.org
RUSC Registrar & SportsManager Administrator
