



Springfield South County Youth Club

7075 Newington Road, Unit G • Lorton, VA 22079

Phone: (703) 339-3796 • Fax: (703) 339-8751

www.sycva.com

Commissioner/LD Database Guide

The following information is intended for Commissioners, Deputy Commissioners, and League Directors (LD). These volunteers are generally the people in charge of putting teams together, assigning coaches to teams, and sending their coaches access to their teams in the database. In addition, games schedules are also entered into the system by these volunteers.

Options will vary based on what is required for the particular volunteer position.

Before you can use the SYC Database, you must first get logon access from the Database & Customer Relations Administrator (DBCRA). Assistance from the DBCRA in the SYC office is always available to the volunteers. Please contact admin@sycva.com.

Main Menu

All options available to you will be accessed via the Main Menu. Below is a list of the options that a volunteer will typically see in the Main Menu when logging into the SYC database. Detailed descriptions and instructions are also included.

Access Data

This is a view only screen where you can view all player registrants or team official (coaches, etc.) registrants for your sport restricted based upon what responsibilities you may have. Filters are on the left-hand side of the screen.

- **Filters:** The filter for “DATA TYPE” is where you select either “Players” or “Team Officials”. There are a variety of filters that you can use on this screen. The filter you will use most often is the “STATUS” filter. The two below is what you will most likely use:
 - **Waitlist:** To see your waitlisted players, select “Waiting List” under the “STATUS” filter. **Please email the DBCRA when you need players released from your waitlist.**
 - **Unassigned:** To see which players still need to be placed on a team.

Download Data

This will download all the information for each person into a spreadsheet. Please use this option judiciously as you are a custodian of your players and players’ families’ information.



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- Select Season
- Select Sport
- Select Program
- Select Age Group
- Select Data
 - Player, Team Official, Mini-Download
 - Mini-Download will download limited number of fields including parent contact information for players.

Team Management

This is where you form teams. You and your coaches will also be able to view team rosters, email teams, and view teams' medical rosters.

Once in here, you will select the filters on the left.

- Select Season
- Select Sport
- Select Program
- Select Age Group

From this screen, you'll see these options:

- **Add a Team**

Select "ADD A TEAM" in the center of page to create a new team.

Coaches and players are added through the drop downs. When adding players to a team, you can use the "**Player Sort**" button to display pertinent player information. This is helpful information to be used when forming teams, such as school, address, and previous team for the player. **These are sortable columns.**

In addition to coaches and players, you can also enter practice days/times/locations, comments, and team names for the team as well.



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IMPORTANT: Once you have finished forming the team, click “Save Changes” at the bottom of the page.

Once the team is finalized, you will need to e-mail the roster to the coach. Check the box next to the coach’s name, under “Check box for roster view/email,” and click “Save Changes”. **You must save first**, and then you can click the envelope icon that will pop up next to the coach name. This will send an email to the coach giving the coach a login id and password to access his team in the database.

Practice schedules can be put in by you or coaches in team management.

- **View Team**

- Select the radio button next to the team you want to view. Click “View Team”, and you’ll see the team name, assigned coach, assistant coaches, and players. If practice information has been added to the roster in team management, you will also be able to see the assigned days/times/locations for this team’s practices.
- You will be able add or remove players, coaches, assistants, practice information, etc. here as needed.
- You can also email the team here. The email will go to both primary and secondary emails that the family has entered with their registrations. Secondary emails are not displayed in the team roster.

- **View Rosters**

You can view/print rosters for all of your teams here.

- **Roster Type:**



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- **Regular Roster** - Lists coaches, players, addresses, limited contact information, etc. in a formatted display.
- **Medical Release Roster** – Lists important emergency medical information, including allergy information. This is all medical information that was collected during registration and is available for coaches to print to have at games/practices.

If there is missing information, please have parents/guardians go to the “Update Family Account” under contact us on the home page. This will automatically update rosters in the database.

- **Main Menu**
 - Return to Main Menu.

Team Assignment Updates

This doesn't work until you have teams formed. Once you form teams, you can use this feature to move players around from team to team more easily without having to open multiple teams to “delete and/or add” players.

Game Schedule

This is where all game schedules are posted. When you open this report, click on “Add Blank Game Slots” to get started. Make sure you “Submit Changes” when you are done.

When you are ready to have your game schedule posted, please contact the DBCRA so that we can take the schedule live and post a link to the website. Once the schedule is taken live, any changes made to the game schedule throughout the season will show up automatically in real time.

- **Enter game scores** into the game schedule and standings will be calculated automatically according to the formula submitted by your league. Standings will also post to the website once they are live.

Equipment Report



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This is where you enter any equipment that has been issued to a player. All registered players will show up automatically in this report.

Uniform Report

This report will reflect any uniform items that are purchased and sizes for ordering purposes during registration for a member.

Send Mass Email

You can send e-mails to registrants in your sport. Be sure to select the message format as "Email Message". There is also a text function, if you wanted to send a quick message such as "Fields Closed" or game updates. If you need more coaches, this is a good way to email all of your players' families to make a request.

Guidelines for emailing your sports families:

- Use discretion when emailing your sports families.
- Keep you emails short and to the point.
- SYC advertises for other organizations/companies only when there is a benefit to our SYC members to do so.
- You may not advertise personal business to SYC families.

To send an email:

- Go to the "Send Mass Email" option from the Main Menu.
- Select Message Format: "Email Message"
- Select the Recipients for your email.
- Enter the Subject of your email in the Subject Box.
- Enter the text of your email in the Message Box.
- Click the "Send Message" button.

Note: Before sending your email, you can preview your email by clicking on the icon with the document and magnifying glass.