

NEW UPDATE

12/22/2016

Registrar's "Notify Button" Classic League

(New Way to Notify Boys Classic League Admin of Changes to your Team Roster)

Changes to your Official Roster starts with you making changes on your Primary Player List.

- Notified Home Association Registrar of Roster Changes so a Updated Official Roster signed by registrar can be generated
- Upload Updated Official Spring Roster Sign by Registrar in "Fall/Spring CCSAI Classic League".Event (Document Tab)
- Once Official Roster is Uploaded look for the "Roster Tab" on the Same Page Click on "Roster Tab" Activate the "Notify Registrar Button"
- **New (12/22/16)** Once "Notify Button" is activated a "Yield Sign ⚠" and a "Message Box" will appear. Type the changes made to Official Roster to inform Boys Classic League Admin of updates being made to Team Roster.
- Boys Classic League Admin will cancel the "Yield Sign ⚠" when updates have been made to your Classic League Event Roster which you will be able to view. Admin has capability sending you a return message.

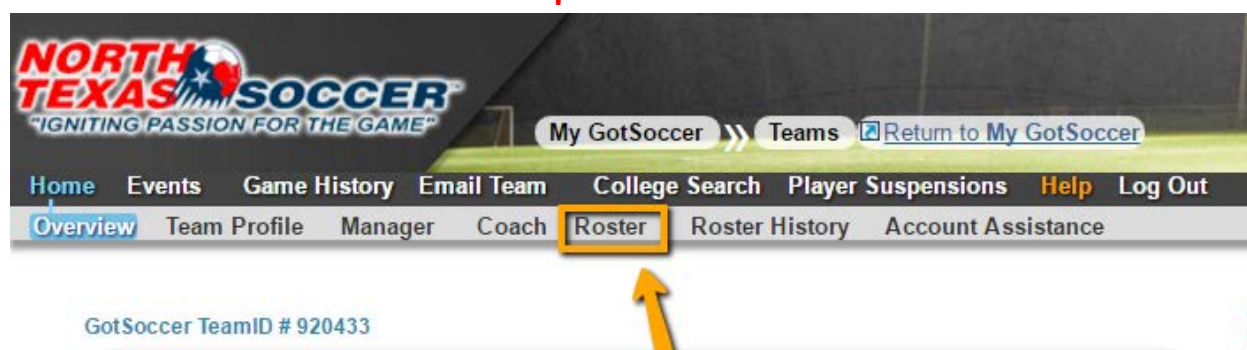
ALL PAPERWORK AND ROSTER CHANGES NEED TO BE COMPLETED BEFORE "NOTIFY BUTTON" IS ACTIVATED.

DO NOT USE "NOTIFY BUTTON" TO NOTIFY LEAGUE OF ADDING CLUB PASS PLAYER, USE ONLY ELECTRONIC FORM.

See illustrations below

1. Login to Team GotSoccer Account
2. Click on Roster
3. Make Updates/Changes on your Primary List
4. Notified Home Association Registrar of Roster Changes so a Updated Official Roster signed by registrar can be generated

Step 1



5. Go to View by Event/Registration
6. Choose Event you are Updating

Step 2

Team Player List and Rosters

View by Event/Registration: Primary Player List

Select an event or registration from the list above to view your official roster and enable the Registrar notification function.

Full Team Player List

	Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB	State	Updated	Last Reg.	Login
1				0626428110	3	Boys	10/11/2002 (v)	TXN	8/7/2016	N/A	Ok

7. Click on “Notify Button “

Step 3

Team Player List and Rosters

View by Event/Registration: FALL/SPRING CCSAI CLASSIC LEAGUE

Registration Submitted 7/11/2016 Accepted Yes ID#s Default Cards Print Notify Registrar No Notify

	Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Added	Card	Type
1				0626428110	3	Boys	10/11/2002 (v)	8/10/2016 3:29:36 PM	Print	Deactivate P

8. **New (12/22/16)** Once “Notify Button” is activated a “Yield Sign” and a “Message Box” will appear. Type the changes made to Official Roster to inform Boys Classic League Admin of updates being made to Team Roster. Admin has the capability sending you a return message.

Step 4

Team Player List and Rosters

View by Event/Registration: Fall/Spring CCSAI Classic League (Current Season)

Registration Submitted 7/11/2016 Accepted Yes ID#s Default Cards Print Notify Registrar Yes

Message: Type message for "Admin" here

	Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Added	Card	Status
1		Ballona-Galaviz	Brian	0626428110	3	Boys	10/11/2002 (v)	7/18/2016 4:48:18 PM	Print	Deactivate P