



TEAM MANAGER HANDBOOK

SOUTHERN MINNESOTA SOCCER LEAGUE



TABLE OF CONTENTS

My Account Navigation

- 1.1. Login
- 1.2. Duplicates
- 1.3. Missing players / children from account
- 1.4. Add picture
- 1.5. Personal Info
- 1.6. Teams
 - 1.6.1. Team Info
 - 1.6.2. Apply to Tournament
- 1.7. Tournament & Schedule Applications
 - 1.7.1. View Tourn. App. (Tournament Application)
 - 1.7.2. Schedules/Game Scoring
- 1.8. My Account
 - 1.8.1. Other tabs
 - 1.8.2. Return to My Account

Completing Team Set-Up

- 2.1. Upload Player Photos
- 2.2. Upload Player Birth Certificates
- 2.3. Enter Jersey Numbers

Team Roster Management

- 1.1. Set Active Players
- 1.2. Add Club Pass Players
- 1.3. Sync Roster to the Schedule
- 1.4. Print Game Roster
 - 1.4.1. Tournament Roster—photo roster for non-SMSL games
 - 1.4.2. Game Day Roster—photo roster for SMSL games
- 1.5. Access Digital Player Passes in Mobile App

Scheduling

- 1.6. Access Schedule
- 1.7. Reschedules

SOUTHERN MINNESOTA SOCCER LEAGUE



My Account Navigation

1.1. Login

To access Affinity Sports, go to your club's dedicated link or go [here](#) ([U.S. Soccer Connect](#) ([sportsaffinity.com](#))

Click the **user login** located in the upper left corner of your screen. Enter your username and password. Hint - In most cases the username should be the email your clubs used in your adult registration.

1.2. Duplicates

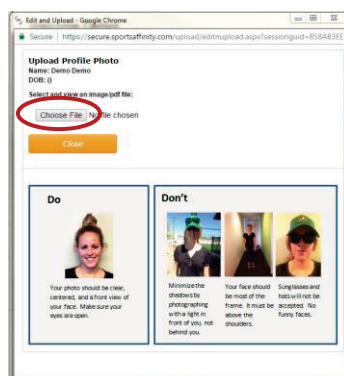
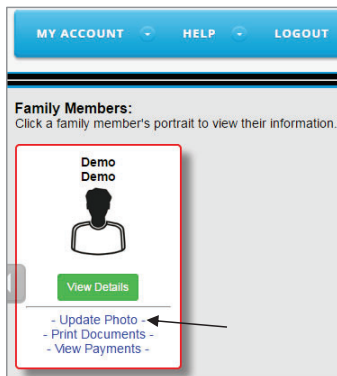
Should you receive a system error that you have a duplicate account(s). Please contact Stack Sports at 1.855.703.2578 to have the accounts merged together.

1.3. Missing players / children from account

If you or any of your parents do not see their children on their account, please contact Stack Sports at 1.855.703.2578 to have the accounts merged together.

1.4. Add picture

Click the **Update Photo** link. A pop-window will appear; click the **Choose File** button.



Select the photo you would like to use from your computer. Crop or reduce the image size if needed, once complete, click **Upload Image**. *See image below.....*

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SOUTHERN MINNESOTA SOCCER LEAGUE



Edit and Upload - Google Chrome
Secure | https://secure.sportsaffinity.com/upload/editnupload.aspx?sessionguid=858AB3EE

Upload Profile Photo
Name: Demo Demo
DOB: ()

Use editing tools to adjust image, then click "Upload Image" to upload

Select image area to crop: Crop
Resize image to: 50 % Resize
Rotate (clockwise): Rotate
Undo to original: Load Other Image
Upload Image

Selected Image:

Family Members:
Click a family member's portrait

Demo Demo

[View Details](#)

- Update Photo -
- Print Documents -
- View Payments -

Your profile photo will then be updated. This process can be repeated for all family members.

1.5. Personal Info

Below your photo, there are a set of tabs; this is where you can update your personal information.

Personal Info Applications Details Certificates Teams Events Referee Schedules

First Name: Demo
Alias (Nickname):
Middle Initial:
Last Name: Demo
Suffix: --Select Suffix--
Relationship: N/A
Gender: --Select--

Address 1: (Required) update
Address 2:
City: (Required) 1
State: (Required) MN Zip Code: (Required) 11111
Home Phone: 611 2221111 Work Phone:
Cell Phone:
Email Address:

[Update](#)

1.6. Teams

The **Teams** tab will show all teams that you are assigned/rostered to. *See image below.....*

SOUTHERN MINNESOTA SOCCER LEAGUE



Personal Info

Applications

Details

Certificates

Teams

Events

Referee Schedules

Teams

Tournament & Schedule Apps.

Team	Team Id	Season	View
Royal Pains	00001-0011G14-0186	Spring 2017	Team Info Apply to Tournament
Sweet Cleats	00001-0011G14-0185	Spring 2017	Team Info Apply to Tournament

1.6.1. Team Info

The **Team Info** link will take you to your team roster.

Royal Pains

00001-0011G14-0186

Team Details

Team Roster

Travel Roster

Tournament

Website

Administrators

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<div><div><input type="checkbox"/></div><div></div><div><input type="radio"/></div></div>	0	45297-125487		Head Coach	Triton, King	D	Approved	10/24/2018
<div><div><input type="checkbox"/></div><div></div><div><input type="radio"/></div></div>	0	30639-873975		Assistant Coach	Test, Kimberly M	D	Expired	12/31/2016

+ Team Assignment Codes

2 administrators

Players

ALL-> ☐ ☐

AGE/LEGAL

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA	PAID	ACCEPTED	AGE/LEGAL
<div><div><input type="checkbox"/></div><div></div><div><input type="radio"/></div></div>	0	43583-314022		Agoarsdotter, Anna	12/2/2002	7/12/2016	12/14/2016		P	IO	X	✓
<div><div><input type="checkbox"/></div><div></div><div><input type="radio"/></div></div>	0	94224-691235		Agoarsdotter, Elsa	11/2/2002	7/12/2016	12/14/2016		P	I	X	✓
<div><div><input type="checkbox"/></div><div></div><div><input type="radio"/></div></div>	0	23830-365897		Demo, Grace	2/6/2002	7/7/2016	9/15/2016		P	IO	✓	✓

1.6.2. Apply to Tournament

Continuing in your Team Info screen; Click the **Tournament** tab to apply for a tournament/gaming league. Select the tournament from the drop down menu and click the **Register** button. *See image below.....*

SOUTHERN MINNESOTA SOCCER LEAGUE



Royal Pains
00001-0011G14-0186

[Team Details](#) [Team Roster](#) [Travel Roster](#) [Tournament](#) [Website](#)

To register for a tournament, select the tournament you wish to apply for and then click the Register button.

Tournaments Open For Registration

2017 Future Stars Tournament

[Register](#)

Listed below are the tournament applications this team has applied for.
To view / edit the application please click "edit" next to the application wish to edit.

Tournaments Registered To	Order #	Amount Paid	Amount Due	
Demo Tournament	2-3069179	\$0.00	\$260.00	payment edit

1.7. Tournament & Schedule Applications

In your My Account screen, the **Tournament & Schedule Apps.** tab will take you any/all tournament applications.

Teams				
Tournament & Schedule Apps.				
Team (and Team ID)	Tournament / Schedule	Status	Submitted On	View
Royal Pains 00001-0011G14-0186	Demo Tournament	Final		View Tourn. App. Schedules/Game Scoring
Royal Pains 00001-0011G14-0186	Demo Tournament	Final	12-14-2016	View Tourn. App. Schedules/Game Scoring
Royal Pains 00001-0011G14-0186	2017 Minnesota State Cup	New		View Tourn. App. Schedules/Game Scoring

1.7.1. Schedules/Game Scoring

Continuing in the **Tournament & Schedule Apps.** Tab; will also list any available Game Schedules.

Teams				
Tournament & Schedule Apps.				
Team (and Team ID)	Tournament / Schedule	Status	Submitted On	View
Royal Pains 00001-0011G14-0186	Demo Tournament	Final		View Tourn. App. Schedules/Game Scoring
Royal Pains 00001-0011G14-0186	Demo Tournament	Final	12-14-2016	View Tourn. App. Schedules/Game Scoring
Royal Pains 00001-0011G14-0186	2017 Minnesota State Cup	New		View Tourn. App. Schedules/Game Scoring

When you click on the **Schedules/Game Scoring** link, your team's specific schedule will appear.

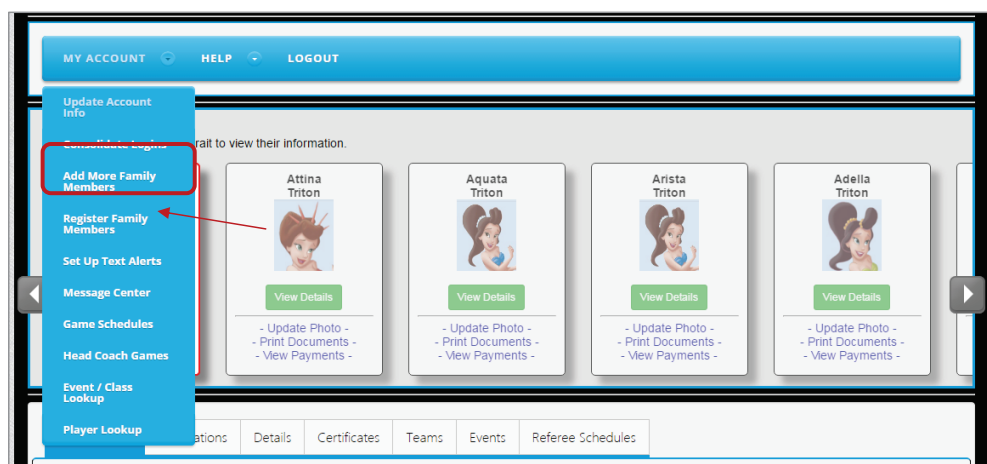
The Print Game Roster button will appear 48 hours before each game. This is also where all scores and statistics are entered.

SOUTHERN MINNESOTA SOCCER LEAGUE



1.8. My Account

Your **My Account** screen will show all family members associated with your account. To change your email address, username or password, click the **Update Account Info** link from the My Account menu.



A pop-up window will appear; enter the information you would like to change, and click **Save**.

Change Username, Email, or Password

Change Email Address
Current Email Address:
underthesea@ocean.com
Enter your new email address below:
Confirm new email address:
Save

Change Username
Current Username:
kingtriton
Enter your new username below:
Confirm new username:
Save

Change Password
Current Password:

Enter your new password below:
Confirm new password:
Save

SOUTHERN MINNESOTA SOCCER LEAGUE



1.8.1. Other tabs

Your **My Account** screen will also show an **Applications**, **Details**, **Certificates**, and **Events** Tabs.

The Applications Tab shows any/all applications you have completed and if applicable, is also where you can view/print your receipt and any forms or legal agreements.

Personal Info

Applications

Details

Certificates

Teams

Events

Referee Schedules

Admin

Referee

Season	Organization	Risk Status	Expire Date	Team Options	Print
Spring 2017	Demo	Approved	10/24/2018	N/A	No documents to print.
Fall 2016	TOPSoccer East - 01	Approved	10/24/2018	Join a Team	No documents to print.
Fall 2016	Background Check	Approved	10/24/2018	N/A	<div>Receipt & Forms</div> <div>Legal Agreement</div>

1.8.2. Return to My Account

If at anytime you need to return to your My Account screen, click on the **My Account** button, located in the top right hand corner of every screen.

SOUTHERN MINNESOTA SOCCER LEAGUE



Completing Team Set-Up

2.1. Upload Player Photos

To upload player photos, you will need to access your team roster, through the **Teams** tab.

Royal Pains
00001-0011G14-0186

Team Details | **Team Roster** | **Travel Roster** | **Tournament** | **Website**

Administrators

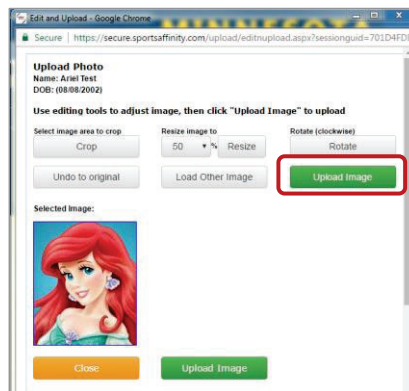
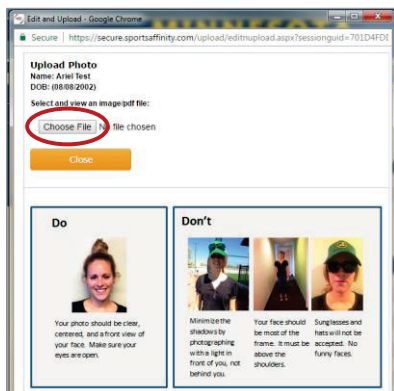
Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>	0	45297-125487		Head Coach	Triton, King	D	Approved	10/24/2018
<input type="checkbox"/>	0	30639-873975		Assistant Coach	Test, Kimberly M	D	Expired	12/31/2016

Team Assignment Codes
2 administrators

Players

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA	PAID	ACCEPTED	AGE/LEGAL
<input type="checkbox"/>	0	43583-314022		Agoarsdotter, Anna	12/2/2002	7/12/2016	12/14/2016		P	IO	X	✓
<input type="checkbox"/>	0	94224-691235		Agoarsdotter, Elsa	11/2/2002	7/12/2016	12/14/2016		P	I	X	✓
<input type="checkbox"/>	0	23830-365897		Demo, Grace	2/6/2002	7/7/2016	9/15/2016		P	IO	✓	✓
<input type="checkbox"/>	0	65844-827134		SmithTest, Natalie	4/12/2001	6/29/2016	12/14/2016		P	WO	X	✓
<input type="checkbox"/>	0	12602-280373		Test, Ariel	8/8/2002	7/12/2016	9/15/2016		P	IO	X	✓
<input type="checkbox"/>	0	11073-895239		Test, Belle	7/7/2002	7/12/2016	9/15/2016		P	IO	X	✓
<input type="checkbox"/>	0	12859-573800		Test, Cinderella	1/1/2003	7/12/2016	9/15/2016		P	IO	X	✓
<input type="checkbox"/>	0	93168-549669		Test, Ginger	2/2/2002	7/12/2016	9/15/2016		P	IO	✓	✓

Click the players empty photo icon, a pop-up window will appear; click the **Choose File** button.



SOUTHERN MINNESOTA SOCCER LEAGUE



Select the photo you would like to use from your computer. Crop or reduce the image size if needed, once complete, click **Upload Image**. Please note: Once a player's photo has been uploaded, only your Club Registrar can delete/change the photo.

2.2. Upload Player Birth Certificates

If your club instructs you, or you need birth certificates for a tournament, you may upload Birth Certificate images. To upload a player's birth certificate, you will need to access your team roster, through the **Teams** tab.

Royal Pains
00001-0011G14-0186

[Team Details](#) [Team Roster](#) [Travel Roster](#) [Tournament](#) [Website](#)

Administrators

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>	0	45297-125487		Head Coach	Triton, King	D	Approved	10/24/2018
<input type="checkbox"/>	0	30639-873975		Assistant Coach	Test, Kimberly M	D	Expired	12/31/2016

Team Assignment Codes
2 administrators

Players

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA	PAID	ACCEPTED	AGE/LEGAL
<input type="checkbox"/>	(B)	43583-314022		Agoarsdotter, Anna	12/2/2002	7/12/2016	12/14/2016		P	IO	X	✓
<input type="checkbox"/>	(B)	94224-691235		Agoarsdotter, Elsa	11/2/2002	7/12/2016	12/14/2016		P	I	X	✓
<input type="checkbox"/>	(B)	23830-365897		Demo, Grace	2/6/2002	7/7/2016	9/15/2016		P	IO	✓	✓
<input type="checkbox"/>	(B)	65844-827134		SmithTest, Natalie	4/12/2001	6/29/2016	12/14/2016		P	WO	X	✓
<input type="checkbox"/>	(B)	12602-280373		Test, Ariel	8/8/2002	7/12/2016	9/15/2016		P	IO	X	✓
<input type="checkbox"/>	(B)	11073-895239		Test, Belle	7/7/2002	7/12/2016	9/15/2016		P	IO	X	✓
<input type="checkbox"/>	(B)	12899-573800		Test, Cinderella	1/1/2003	7/12/2016	9/15/2016		P	IO	X	✓
<input type="checkbox"/>	(B)	93168-349669		Test, Ginger	2/2/2002	7/12/2016	9/15/2016		P	IO	✓	✓
<input type="checkbox"/>	(B)	61015-553166		Test, Grace	2/2/2002	7/19/2016	12/14/2016		P	IO	✓	✓

Team Assignment Codes

Players without a (B) icon, do not have a birth certificate on file. To upload a player's birth certificate, click on the player's name or Player ID Number.

SOUTHERN MINNESOTA SOCCER LEAGUE



The player's profile will appear. Click on the **Click to upload BC** icon.

Player Information | Preferences | Applications | Parents | Disciplinary | Events

Legal First Name* Middle / Initial Legal Last Name* Suffix
 Cinderella Test
 Alias / NickName Height ft. in. Weight lbs.
 School Name Grade Player Rank Graduation Year
 Birth Month* Day* Year* Gender* Age Group:
 January 1 2003 Girls Under 13
 Calendar Age: 14 Seasonal Age: 12
 Number of Prior Seasons Played:
 Uniform Size: SHIRT
 Uniform Size: SHORTS
 Uniform Size: SOCKS
 Team: Royal Pains
 Team Number: 00001-0011G14-0186

A pop-up window will appear; click the **Choose File** button.

Upload Birth Certificate
 Name: Cinderella Test
 DOB: (01/01/2003)
 Select and view an image/pdf file:
 Choose File No file chosen
 Close

Do

The birth certificate should be centered and clear with all text legible.

Don't
 Make sure photos are not blurry, over exposed, or cut off.

If photo or PDF is scanned, the text should be legible and not blurry.

Please be sure the exposure is reading text in mind. An over exposed doc isn't legible.

The doc should be centered so all vital info is in frame and viewable.

Select the image of the birth certificate from your computer. Crop or reduce the image size if needed, once complete, click **Upload Image**. *See image below.....*

SOUTHERN MINNESOTA SOCCER LEAGUE



Edit Player

<< Previous Player

7 of 8

Next Player >>

Cinderella Test

Demo Club

Demo

Play level:

Age group: Under 13

12899-573800

Player Information

Preferences

Applications

Parents

Disciplinary

Events

Legal First Name*

Cinderella

Middle / Initial

Legal Last Name*

Test

Suffix

Alias / NickName

Height

Weight

School Name

Grade

Player Rank

Graduation Year

Birth Month*

January

Day*

1

Year*

2003

Gender*

Girls

Age Group:

Under 13

Calendar Age: 14

Seasonal Age: 12

Team

Team Number

Royal Pains

00001-0011G14-0186

Number of Prior Seasons Played:

Uniform Size: SHIRT

Uniform Size: SHORTS

Uniform Size: SOCKS

Once complete, you can click the Team Name to return to the Team Roster, or select **Previous Player/Next Player** to upload additional birth certificates for additional players.

2.3. Enter Jersey Numbers

To enter jersey numbers for players, you will need to access your team roster, through the **Teams** tab. Click the **Edit Player Team Info** button, located at the bottom of the roster.

Page 11

SOUTHERN MINNESOTA SOCCER LEAGUE



Royal Pains
00001-0011G14-0186

[Team Details](#) [Team Roster](#) [Travel Roster](#) [Tournament](#) [Website](#)

Administrators

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>	0	45297-125487		Head Coach	Triton, King	D	Approved	10/24/2018
<input type="checkbox"/>	0	30639-873975		Assistant Coach	Test, Kimberly M	D	Expired	12/31/2016

Team Assignment Codes
2 administrators

Players

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA	PAID	ACCEPTED	AGE/LEGAL
<input type="checkbox"/>	0	43583-314022		Agoarsdotter, Anna	12/2/2002	7/12/2016	12/14/2016		P	IO	X	✓
<input type="checkbox"/>	0	94224-691235		Agoarsdotter, Elsa	11/2/2002	7/12/2016	12/14/2016		P	I	X	✓
<input type="checkbox"/>	0	23830-365897		Demo, Grace	2/6/2002	7/7/2016	9/15/2016		P	IO	✓	✓
<input type="checkbox"/>	0	65844-827134		SmithTest, Natalie	4/12/2001	6/29/2016	12/14/2016		P	WO	X	✓
<input type="checkbox"/>	0	12602-280373		Test, Ariel	8/8/2002	7/12/2016	9/15/2016		P	IO	X	✓
<input type="checkbox"/>	0	11073-895239		Test, Belle	7/7/2002	7/12/2016	9/15/2016		P	IO	X	✓
<input type="checkbox"/>	0	12899-573800		Test, Cinderella	1/1/2003	7/12/2016	9/15/2016		P	IO	X	✓
<input type="checkbox"/>	0	93168-349669		Test, Ginger	2/2/2002	7/12/2016	9/15/2016		P	IO	✓	✓
<input type="checkbox"/>	0	61015-553166		Test, Grace	2/2/2002	7/19/2016	12/14/2016		P	IO	✓	✓

Team Assignment Codes
9 players

Enter all applicable information and click **Save Changes** when complete.

Royal Pains
00001-0011G14-0186

[Team Details](#) [Team Roster](#) [Travel Roster](#) [Tournament](#) [Website](#)

Edit Player Jersey Numbers

Home Jrs#	Away Jrs#	Position	Grad Year	Player ID	Player	DOB
				43583-314022	Agoarsdotter, Anna	12/2/2002
				94224-691235	Agoarsdotter, Elsa	11/2/2002
				23830-365897	Demo, Grace	2/6/2002
				65844-827134	SmithTest, Natalie	4/12/2001
				12602-280373	Test, Ariel	8/8/2002
				11073-895239	Test, Belle	7/7/2002
				12899-573800	Test, Cinderella	1/1/2003
				93168-349669	Test, Ginger	2/2/2002
				61015-553166	Test, Grace	2/2/2002

9 players

Team Roster Management

SOUTHERN MINNESOTA SOCCER LEAGUE



3.1. Set Active Players

To select active players, you will need to access your team roster, through the **Teams** tab and select the **Tournament** Tab. Click the **edit** link.

Teams / Find, Edit, Delete a Team Lookup Team << Previous Team 6 of 7 Next Team >>

Royal Pains
00001-0011G14-0186

[Team Details](#) [Roster Admin](#) [Roster Player](#) [Active w/ violation](#) [Team Roster](#) [Travel Roster](#) **[Tournament](#)** [Website](#)

To register for a tournament, select the tournament you wish to apply for and then click the Register button.

Tournaments Open For Registration

Select A Tournament

Listed below are the tournament applications this team has applied for.
To view / edit the application please click "edit" next to the application wish to edit.

Tournaments Registered To	Order #	Amount Paid	Amount Due	
Demo League	2-3069179	\$0.00	\$260.00	payment edit

Click the **Player Roster** Tab at the top. If a player will not be playing in a particular game, you may click the box with the check mark under the **Active** column. By deselecting this box your player will not appear on the Game Day Roster.

Click the **Set Active Players** button when complete.

SOUTHERN MINNESOTA SOCCER LEAGUE



Royal Pains - Girls U14
00001-0011G14-0186

Send Mail
<< Back to Team

Team Info Contacts **Player Roster** Disciplinary Review

Player Roster
TOUR_APPL_PLAYER_LIST1 - Content will be posted here

PLAYER ROSTER STATS

registered	loaned	transferred	active	inactive	total
6	0	0	5	1	6

6 players defined of the 23 allowed

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	Developmental	SMS
		Test, Ariel	12602-280373	8/8/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
07		Test, Belle	11073-895239	7/7/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
7		Test, Cinderella	12899-573800	1/1/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Ginger	93168-349669	2/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jasmine	63844-611180	9/9/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jill	56078-947253	2/5/2003	Girl	Registered			<input type="checkbox"/>	Edit	Assign	

Sync Roster Tournament Roster Print Page Set Active Players Add Club Pass Player Edit Player Team Info Continue >>

3.2. Add Play-up Players

Click the Add Club Pass Player to add additional guest players.

Royal Pains - Girls U14
00001-0011G14-0186

Send Mail
<< Back to Team

Team Info Contacts **Player Roster** Disciplinary Review

Player Roster
TOUR_APPL_PLAYER_LIST1 - Content will be posted here

PLAYER ROSTER STATS

registered	loaned	transferred	active	inactive	total
6	0	0	5	1	6

6 players defined of the 23 allowed

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	Developmental	SMS
		Test, Ariel	12602-280373	8/8/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
07		Test, Belle	11073-895239	7/7/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
7		Test, Cinderella	12899-573800	1/1/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Ginger	93168-349669	2/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jasmine	63844-611180	9/9/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jill	56078-947253	2/5/2003	Girl	Registered			<input type="checkbox"/>	Edit	Assign	

Sync Roster Tournament Roster Print Page Set Active Players **Add Club Pass Player** Edit Player Team Info Continue >>

3.3. Sync Roster to the Schedule

SOUTHERN MINNESOTA SOCCER LEAGUE



If any changes are made to your team roster, click the **Sync Roster** button to update game day and tournament rosters/schedules.

Royal Pains - Girls U14
00001-0011G14-0186

Send Mail
<< Back to Team

Team Info

Contacts

Player Roster

Disciplinary

Review

Player Roster

TOUR_APPL_PLAYER_LIST1 - Content will be posted here

PLAYER ROSTER STATS

registered loaned transferred active inactive total

6 0 0 0 5 1 6

6 players defined of the 23 allowed

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	Developmental	SMS
		Test, Ariel	12602-280373	8/8/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
07		Test, Belle	11073-895239	7/7/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
7		Test, Cinderella	12899-573800	1/1/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Ginger	93168-349669	2/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jasmine	63844-611180	9/9/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jill	56078-947253	2/5/2003	Girl	Registered			<input type="checkbox"/>	Edit	Assign	

Sync Roster

Tournament Roster

Print Page

Set Active Players

Add Club Pass Player

Edit Player Team Info

Continue >>

3.4. Print Roster

3.4.1. Tournament Roster—photo roster for non-SMSL games

3.4.2. Game Day Roster—photo roster for SMSL games

3.5. Access Digital Player Passes in Mobile App

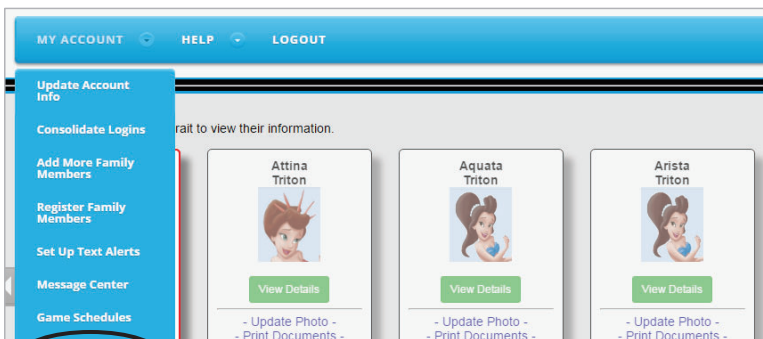
SOUTHERN MINNESOTA SOCCER LEAGUE



Scheduling

4.1. Access Schedule

To access your game schedule, you will need to login to your **My Account** screen. Select Game Schedules through the **My Account** drop down menu.



Select desired League Schedule or Tournament from the drop down box; Click the **Search** button.

Tournament/Gaming schedule

To update a schedule, only input the field to be changed, other fields will keep unchanged. After Schedule locked date, any schedule changes must go through Rescheduling process. By clicking Reschedule Game button. For tournament admins to score a game, just click on GameNum of the played game. If you make a schedule change, please check the email check box and email button. The schedule change email template will notify your opponent, referee assignor, and assigned referees of this change to the schedule.

Select Tournament/Gaming: Demo League

☒ Only Show Fields Having Field Availability Data setup for this tournament.

Select Team: Strikers (SD05-012B10-0102)

Flight: Girls Under 10 Round: All Venue: All Field: All

Date of scheduled game: Game: All Games GameNum: Search

Games (7) Browse field usage Save Email SMS

GameNum	Rank	Relative Field	Game	Time Field	Home Team (League)	Away Team (League)	Flight
Saturday, June 06, 2015							
746618	1	2	A1 vs A2	Self Schedule - 3	Strikers SD05-012B10-0102 (Demo Test)	Sharp Shooters SD05-014G10-0137 (Demo Test)	Girls Under 10 Bracket
Print Roster			last modified at: Jun 5 2015 12:03PM by Kiledjian, Kimberly				
Reschedule Game							
Re-Assign Game: <input type="checkbox"/> Email / SMS							
Date: copy to Dates below		Starting Time(hh:mm): copy to Times below		AM PM		Field: copy to Fields below	

SOUTHERN MINNESOTA SOCCER LEAGUE



4.2. Reschedules

Following the steps above to access your game schedule; click the **Reschedule Game** button to submit a request during the open rescheduling period.

New Application
Information
FAQ
My Account

Tournament/Gaming schedule

To update a schedule, only input the field to be changed, other fields will keep unchanged. After Schedule locked date, any schedule changes must go through Rescheduling process By clicking Reschedule Game button. For tournament admins to score a game, just click on GameNum of the played game. **If you make a schedule change, please check the email check box and email button. The schedule change email template will notify your opponent, referee assignor, and assigned referees of this change to the schedule.**

Select Tournament/Gaming: Demo League

☒ Only Show Fields Having Field Availability Data setup for this tournament.

Select Team: Strikers (SD05-012B10-0102)

Flight: Girls Under 10 Round: All Venues: All Field: All

Date of scheduled game: - Game: All Games GameNum: Search

Games (7)
Browse field usage
Save
Email
SMS

GameNum	Rank	Relative Field	Game	Time Field	Home Team (League)	Away Team (League)	Flight
Saturday, June 06, 2015							
746618	1	2	A1 vs A2	Self Schedule - 3	Strikers SD05-012B10-0102 (Demo Test)	Sharp Shooters SD05-014G10-0137 (Demo Test)	Girls Under 10 Bracket last modified at: Jun 5 2015 12:03PM by Kiledjian, Kimberly
Print Roster							
		Reschedule Game					

Re-Assign Game:

☐ Email / SMS

Date: Starting Time(hh:mm): AM Field:

copy to Dates below copy to Times below copy to Fields below

A pop-up window will appear; Enter the Date, Time, Venue, Field No., and Reason = Self-Schedule. Click the **Send Request** button.

Game Reschedule

Current Game Information

Game #:	746618	Type:	Bracket
Flight:	Girls Under 10	Desc:	A1 vs A2
Home:	Strikers	Away:	Sharp Shooters

Original Schedule

Date:	6/6/2015	Time:	07:00 AM
Venue:	Self Schedule	Field No:	3

New Requested Reschedule

Date:	8/8/2015	Time:	09:00 AM
Venue:	Archbold	Field No:	1
Reason:	Other		

Comments:

ss

Send Request
Close

SOUTHERN MINNESOTA SOCCER LEAGUE



Once submitted, you will see "Reschedule in Progress" in red.

Tournament/Gaming schedule

To update a schedule, only input the field to be changed, other fields will keep unchanged. After Schedule locked date, any schedule changes must go through Rescheduling process. By clicking Reschedule Game button. For tournament admins to score a game, just click on GameNum of the played game. If you make a schedule change, please check the email check box and email button. The schedule change email template will notify your opponent, referee assignor, and assigned referees of this change to the schedule.

Select Tournament/Gaming: Demo League ☐ Only Show Fields Having Field Availability Data setup for this tournament.

Select Team: Sharp Shooters (SD05-014G10-0137)

Flight: Girls Under 10 Rounds: All Venue: All Field: All

Date of scheduled game: - Game: All Games GameNum:

Games (6)

GameNum	Rank	Relative Field	Game	Time	Home Team (League)	Away Team (League)	Flight
Saturday, June 06, 2015							
746618	1	2	A1 vs A2	Self Schedule - 3	Strikers SD05-012B10-0102 (Demo Test)	Sharp Shooters SD05-014G10-0137 (Demo Test)	Girls Under 10 Bracket: Last modified at: Jun 5 2015 12:03PM by Kiledjian, Kimberly
<input type="button" value="Print Roster"/>				<input type="button" value="View Rescheduling"/>			
Re-Assign Game: <input type="checkbox"/> Email / SMS <input type="checkbox"/> Date: Starting Time(hh:mm): AM <input type="button" value="copy to Dates below"/> Field: <input type="button" value="copy to Times below"/> <input type="button" value="copy to Fields below"/>							
Saturday, June 13, 2015							

The opposing team will receive an auto-generated email requesting confirmation of the reschedule proposal.

My Account

My Info **Family Members**

Registration Applications

Registration is complete and waiting for club to accept and to a team.

Name	Club	Application Status	Payment	Risk Status	Expires Date	Application Date	Form
Sandy Tested	Demo Test	Pending	Not Accepted	U13	5/26/2015		<input type="button" value="Print Risk Management Certification"/>
2014-15 Principal Season							
Sandy Tested	Demo Test	Pending	Not Accepted	U13	11/17/2014		<input type="button" value="Print Risk Management Certification"/>
2014-15 Principal Season							
Sandy Tested	Demo Test	Pending	Not Accepted	U13	11/17/2014		<input type="button" value="Print Risk Management Certification"/>
Teams <input type="button" value="Current"/> <input type="button" value="Post"/>							
Team	Team ID	Season	<input type="button" value="Edit Tournament"/>				
Sharp Shooters	SD05-014G10-0137	2014-15 Principal Season					
Tournament Applications / Game Scheduling <input type="button" value="Current"/> <input type="button" value="Post"/>							
Team	Tournament	Status	<input type="button" value="Edit Schedule / Game Scheduling"/>				
Sharp Shooters	Demo League (training purpose only)	Submitted on 5/5/2015					

An admin from the opposing team will log in and select the **Tournament/Game Scheduling** tab (listed under Teams Tab). Click **Edit** next to their team.

SOUTHERN MINNESOTA SOCCER LEAGUE



The opposing team will click on "View Rescheduling"

New Application
Information
FAQ
My Account

Tournament/Gaming schedule

To update a schedule, only input the field to be changed, other fields will keep unchanged. After Schedule locked date, any schedule changes must go through Rescheduling process By clicking Reschedule Game button. For tournament admins to score a game , just click on GameNum of the played game. **If you make a schedule change, please check the email check box and email button. The schedule change email template will notify your opponent, referee assignor, and assigned referees of this change to the schedule.**

Select Tournament/Gaming: Demo League

☐ Only Show Fields Having Field Availability Data setup for this tournament.

Select Team: Sharp Shooters (SD05-014G10-0137)

Flight: Girls Under 10 Round: All Venue: All Field: All

Date of scheduled game: Game: All Games GameNum: Search

Games (6)
Browse field usage
Save
Email
SMS

GameNum	Rank	Relative Field	Game	Time Field	Home Team (League)	Away Team (League)	Flight
Saturday, June 06, 2015							
746618	1	2	A1 vs A2	Self Schedule - 3	Strikers SD05-012B10-0102 (Demo Test)	Sharp Shooters SD05-014G10-0137 (Demo Test)	Girls Under 10 Bracket <i>Last modified at: Jun 5 2015 12:03PM by Kiledjian, Kimberly</i>
<div> Print Roster </div> <div> Reschedule in progress. </div> <div> View Rescheduling </div>							
Re-Assign Game: <input type="checkbox"/> Email / SMS Date: Starting Time(hh:mm): AM Field: <div> copy to Dates below copy to Times below copy to Fields below </div>							
Saturday, June 13, 2015							

The Opposing Team will have 2 options: **Accept Request** – locking in the date, time, and field or **Send Alternate Request** – offering up an alternative date, or time, or field.

Game Reschedule

Current Game Information			
Game #:	746618	Type:	Bracket
Flight:	Girls Under 10	Desc:	A1 vs A2
Home:	Strikers	Away:	Sharp Shooters
Original Schedule			
Date:	6/6/2015	Time:	07:00 AM
Venue:	Self Schedule	Field No:	3
Requested Schedule Change by Nicolli Tested, For Strikers(6/5/2015 12:18 PM)			
Date:	8/8/2015	Time:	09:00 AM
Venue:	Archbold	Field No:	1
Reason:	Other		
Comments:	ss		

Accept Request
Send Alternate Request
Close

SOUTHERN MINNESOTA SOCCER LEAGUE



If an alternate date, time, or field are suggested the original team will receive an email requiring the original team to log in and confirm. To confirm click the **Accept Request** button.

Game Reschedule			
Current Game Information			
Game #:	746618	Type:	Bracket
Flight:	Girls Under 10	Desc:	A1 vs A2
Home:	Strikers	Away:	Sharp Shooters
Original Schedule			
Date:	6/6/2015	Time:	07:00 AM
Venue:	Self Schedule	Field No:	3
Requested Schedule Change by Nicoli Tested, For Strikers(6/5/2015 12:18 PM)			
Date:	8/8/2015	Time:	09:00 AM
Venue:	Archbold	Field No:	1
Reason:	Other		
Comments:	ss		
Alternate Requested Reschedule			
Date:	6/6/2015	Time:	07:00 AM
Venue:	Self Schedule	Field No:	1
Reason:	Self Schedule		
Comments:			
Send Request		Cancel	

Once the game has been "Self-Scheduled" and all members have agreed you will see a confirmation as seen in RED in the screen shot below.

Game Reschedule			
You have accepted the Reschedule Request. The schedule of this game has been changed.			
Current Game Information			
Game #:	746618	Type:	Bracket
Flight:	Girls Under 10	Desc:	A1 vs A2
Home:	Strikers	Away:	Sharp Shooters
Original Schedule			
Date:	6/6/2015	Time:	07:00 AM
Venue:	Self Schedule	Field No:	3
Requested Schedule Change by Nicoli Tested, For Strikers(6/5/2015 12:18 PM)			
Date:	8/8/2015	Time:	09:00 AM
Venue:	Archbold	Field No:	1
Reason:	Other		
Comments:	ss		
Reschedule Request Accepted by Naomi Tested, For Sharp Shooters(6/5/2015 12:19 PM)			
Date:	8/8/2015	Time:	09:00 AM
Venue:	Archbold	Field No:	1

Questions? Please Call 1.855.703.2578