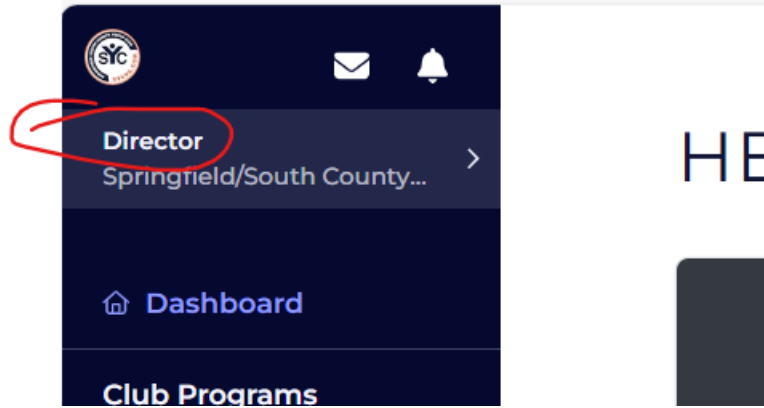


## Rostering Players to Teams

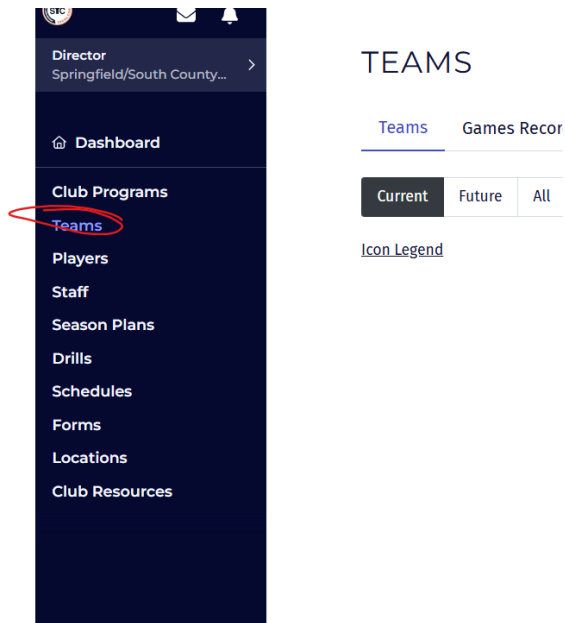
Players must be rostered to the team before coaches can see their players on their team.

Login: <https://playmetrics.com/login>

Be sure you are under your director role by looking at the top left corner of the page:



Click "Teams" on left panel



Click "Team Assignments"

# Rostering Players to Teams

## TEAMS

[Teams](#) [Games Record](#) [Tryouts](#) [Team Assignments](#) [Guest Assignments](#)

[Current](#) [Future](#) [All](#)

[Icon Legend](#)

Click on your age group.

Click “Notify Players” on top right:

Team Assignments  
Rec Soccer | U16 Boys

[Notify Players](#) [Edit Assignments](#) EXIT

[Teams](#) [Players](#) [Rosters](#)

Team rosters are locked to prevent roster changes outside of this team assignment

Selected Teams  [Filter](#)

ASSIGNMENTS	ASSIGNED	NOTIFIED	ROSTERED	UNASSIGNED
	77	0	0	1

Select all the players you are notifying. Generally, you’ll be notifying them all, if you’re teams are ready. To select all, click the checkbox in the title row. Click “Notify Players”.

Team Assignments  
Manage Notifications

[Assigned](#) [Unassigned](#) [Notify Players](#) Filter Player:

[All](#) [Selected \(77\)](#)

77 Players

<input checked="" type="checkbox"/>	Player	Team	Player Contact
<input type="checkbox"/>			

- Powerlifting
- Rugby
- Soccer
- Softball
- Softball (Travel)

Edit your email template to what you would like. For example, you can use this as your template. Fill in with your league’s age group and email for highlighted section..

**Subject Line:** Fall 2024 Rec Soccer: \$\$PlayerName\$\$ has been assigned to SYC \$\$TeamName\$\$ Team.

**Body of Email:**

Hello Fall 2024 Rec Soccer Family!

## Rostering Players to Teams

\$\$PlayerName\$\$ has been assigned to the Springfield/South County Youth Club \$\$TeamName\$\$ team.

You should expect to hear from your coach soon. Please download the PlayMetrics app where you can see your team assignment and stay in the loop with information for the season.

Questions? **Contact your U16 Boys League Director: xxx.**

Have a fun season!

SYC

Select that the message is from the club:

**EDIT TEMPLATE** Cancel Save Changes

**Sender:**

Primary Director  Coach  Club

**Subject:** [Template Guide](#) [Reset Message](#)

Congratulations! \$\$PlayerName\$\$ has been selected to the Springfield/South County

**Body:**

Normal **B** *I* U **≡** **≡** **≡** **≡** **A** **A** **🔗** **T<sub>x</sub>**

\$\$TeamName\$\$ team.

You should expect to hear from your coach soon. Please download the PlayMetrics app where you can see your team assignment and stay in the loop with information for the season.

Click "Save Changes".

Click "Notify Players".