

WDDOA – Registrar General Checklist

This checklist follows the steps outlined in 2.1. of the Roster Readiness Manual



By the time you get to the checklist below, your teams will have already been entered into the “WDDOA 2018-2019 Team/Player Registration (roster/cards)” event. The steps below will help you ensure you have checked each of your teams to the highest possible standard which will help all of us get through the official rosters as efficiently and precisely as possible.

ROSTERS AND PLAYER CARDS - WDDOA ROSTER GENERATION:

The STYSA Registration Period designates the time by which player movement off or between teams must be documented with Transfer/Release paperwork. Your committed existing players should be placed on rosters by August 1st. However, since we will only be printing player cards and rosters for your National League and Frontier Conference teams, you will have until August 15th to get your final players added for us to capture your rosters and start processing your teams. NL and Frontier team printing will take priority based on start of League play (August).

Check your teams: in order to effectively do this, use filters to your advantage. You will first be checking a number of things all at once, then proceed to each individual team.

Login ➤ Club tab ➤ Teams ➤ Filter by Upcoming Event “WDDOA 2018-2019 Team/Player Registration (rosters/cards)” ➤ Apply Filters

- Team ID numbers:** now that STYSA Team ID codes were changed to reflect the Birth Year as opposed to the Age Group, Team ID #s do not have to be regenerated every year. Since WDDOA has to input team ID numbers one by one, the only way we would like you to interpret the underline statement above is: **please do NOT regenerate your Team IDs anymore**. In addition to us having to touch every single team, please remember that your club number may be duplicated in another association (CAYSA may have a 04-12, and AAYSA may have a 16-12, meaning WDDOA has two 42-12), which means we will also have to manipulate the last 4 digits of the team numbers. So *please please please*, do not touch the WDDOA Teams ID numbers.
- Team Division Level:** Prime teams will be Division 1, Alpha teams will be Super 2, Challenger teams will be either Division 1 or Super per club choice. Please note division level chosen may restrict the ability to play Spring Cups as no Division 1 teams are allowed to play Directors Cup in U13 through U19.
- Team Age Group:** As you will be checking your teams prior to August 1st, each team should be one age group under what they will be for Fall 2018: Under 10 for Fall 2018 Under 11, Under 15 for Fall 2018 Under 16. While you’re at it, now that the Birth Year age group change has been in effect for two full seasonal years, go ahead and update your team names to the older age group if you had kept a combined age group in the team name: your 05/04 team should be updated to 04, your 00/01 should be updated to 00.
- Roster Maximum:** make sure you do not have any teams with too many players (make sure you have enough players on each team as well...)

You have checked all the information you could verify all at once, it is now time to move on to checking each team individually.

WDDOA – Registrar Individual Team Checklist



This checklist follows the steps outlined in 2.1. of the Roster Readiness Manual

Now you can move on to checking each individual team. Instead of clicking on the team name, click on “» View” in the Apps column (the last one of the right)

Click on **Roster»** in the row for “WDDOA 2018-2019 Team/Player Registration (roster/cards)”

For your convenience, here’s a space so you may keep a record of your work for each team:

TEAM NAME: _____

TEAM AGE GROUP: U _____ BOYS / GIRLS

LEVEL OF PLAY: NATIONAL LEAGUE / NL FRONTIER / SCL / PRIME / CHALLENGER / ALPHA / ALPHA Non-Travel

DATE: ____/____/2018

- Roster Accuracy:** Make sure you have the right players on the team! Remember, once we generate the rosters, you will need to submit a Transfer-Release form in order to move a player! There is **no way around this!**
- Verify Players Age:** make sure none of the players on a particular team are too old for the team you are working on. This step is much easier now that the age groups are Birth Year specific! Check that there are no 07s on your 08 teams (incoming U11s). Fall 18 Age Groups: U11/08 ; U12/07; U13/06 ; U14/05 ; U15/04 ; U16/03 ; U17/02 ; U18/01 ; U19/00
- Valid Pictures:** Make sure a valid picture is uploaded for every player: Registrar tab; Players in dark menu bar; Enter a team name and filter; Update any invalid picture.

VALID Pictures	INVALID Pictures
	

- Verify Adults:** Click on the “Basic Info” tab and check Coach, Assistants, Team Managers and click on the “Contact” tab to check the main contact for each team. If you think you had added adults that do not show in the “Basic Info” view it may mean their KidSafe isn’t current and needs to be updated!

COMPLETED ON: ____/____/2018

Once the team has been checked and is ready, go back to the “Rosters” tab, make sure the “WDDOA 2018-2019 Team/Player Registration (roster/cards)” is selected at the top, click on **Notify** next to “Notify Registrar”. A message box will appear in which you will add: “Team verified on <Date>, Ready to Process”. Then click on **Add**

WDDOA NOTIFIED ON: ____/____/2018 **COMPLETED BY:** _____