



Creating your Official USYS United Cup Game Roster

2020-2021 How to Guide in Demosphere

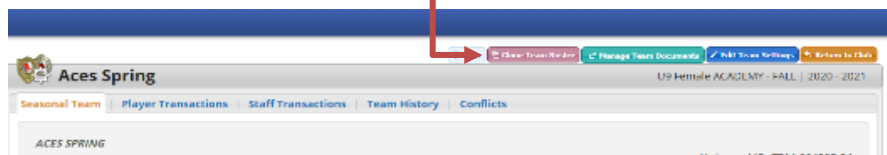
Club administrators and registrars will have the only access point to print these rosters. Coaches should directly contact their club admin and registrar for assistance.

All participating players must have a picture uploaded into their profile.

All participating coaches must have a picture uploaded into their profile, current phone number uploaded into their profiles, and APPROVED Risk Management Status. Coach roster limit is 4 coaches.

To create and edit your USYS United Cup rosters:

1. Please login into the State Admin portal, <https://iowasoccer.demosphere-secure.com/admin>, and click on your club name.
2. Click on the Seasonal Teams tab.
3. Click on the team name that will be participating in the event.
4. Click on 'Clone Team Roster' button.



5. Persistent Team Info remains the same. Under Team Information, choose "EVENT" under 'Type'. Ensure the team age and gender are correct. Type USYS United Cup in "COMPETITION NAME" under 'Custom Club Team Data'. Select "NO" for 'Link new seasonal team to this one'. Click Clone Roster

6. Once the roster re-appears (you can always locate the team again under Seasonal Teams, just make sure you are clicking on the Event team type roster), you'll add coaches or players by using the green 'Add' buttons. You'll delete coaches or players not participating by using the red trash

can icon to the right. **ADD uniform numbers here using the 'Edit Players' button for each player.**

The screenshot shows the Demosphere interface for 'Aces Spring'. At the top, there are navigation buttons: 'Help', 'Clone Team Roster', 'Manage Team Documents', 'Edit Team Settings', and 'Return to Club'. Below this, there are tabs for 'Seasonal Team', 'Player Transactions', 'Staff Transactions', 'Team History', and 'Conflicts'. The main content area is divided into two sections: 'Team Staff' and 'Team Roster'. The 'Team Staff' section has a table with columns for Name, UIID, Role, Status, Photo, and Phone. The 'Team Roster' section has a table with columns for Name, UIID, Gender, Birthdate, Birth Cert, POS, Photo, Uniform Number, Added, and Status. Arrows point to the following buttons: 'Add Coach' (green), 'Remove Coach' (red), 'Add Player' (green), 'Edit uniform numbers' (blue), and 'Remove Player' (red).

7. When you are ready to print, click on the 'Manage Team Documents' button.

This is a close-up of the top navigation bar of the Demosphere interface. The 'Manage Team Documents' button is highlighted with a red arrow.

8. In the drop-down menu under Team Rosters, please select USYS United Cup Official Team Roster. Click Export.

The screenshot shows a dialog box titled 'Export PDF Forms for Seasonal Team Lions'. It contains a note: 'Note: This Team is in violation of the Limit Access to Team Forms workflow.' Below the note is a dropdown menu labeled 'Select a PDF Form Document to Export:'. The dropdown menu is open, showing a list of options: 'Team Rosters', 'Official Roster', 'Event Roster', 'Iowa State Cup Official Team Roster', 'Iowa Presidents Cup Official Team Roster', 'USYS United Cup', 'ID Cards', 'Player Passes', 'Coach Pass', 'Other Forms', and 'Contact Roster'. A red arrow points to the 'Team Rosters' option, and another red arrow points to the 'Export' button.

9. The pdf version of your roster will be sent to your email to download and save.

At this point, please email this PDF roster to chemann@iowasoccer.org and your team coach and/or manager/coordinator.

For reference, below are the top headers for each of the USYS United Cup Game Roster.

USYS United Cup Official Team Roster
 Iowa Soccer Association Test Club A
 6200 Aurora Ave, Suite 607E Lions
 Urbandale, Iowa 50322 U9
 FEMALE



Questions or issues with forming team rosters in Demosphere?
 Contact Candice Fabry at cfabry@iowasoccer.org.