

# US Youth Soccer Event Management System

## Team Manager and Team Registration Instructions

For assistance at any time, email [support@usyouthsoccer.org](mailto:support@usyouthsoccer.org).

### PLEASE SELECT ONE OF THE OPTIONS BELOW TO GET STARTED:

**FIRST TIME USER:** If the team has not previously created a profile in the system, please click the link below to get started and refer to **page 2** of the instructions.

<http://tournaments.usyouthsoccer.org/members/register.aspx?type=TM>.

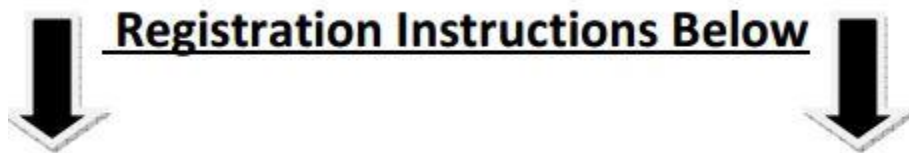
**CHANGED TEAM MANAGERS:** If a team profile has been created in the past but there is a new team manager, YOU DO NOT NEED TO CREATE A NEW TEAM PROFILE. Team profiles can be used each year and for each event, and can be transferred to the new team manager. Visit the link below to proceed and then refer to **page 4** of the instructions.

[http://tournaments.usyouthsoccer.org/teams/team\\_manager\\_change.aspx](http://tournaments.usyouthsoccer.org/teams/team_manager_change.aspx).

**RETURNING TEAM MANAGER:** If you set up the team profile previously, log in at the link below, click **Go To My Teams** and refer to **page 4** of the instructions:

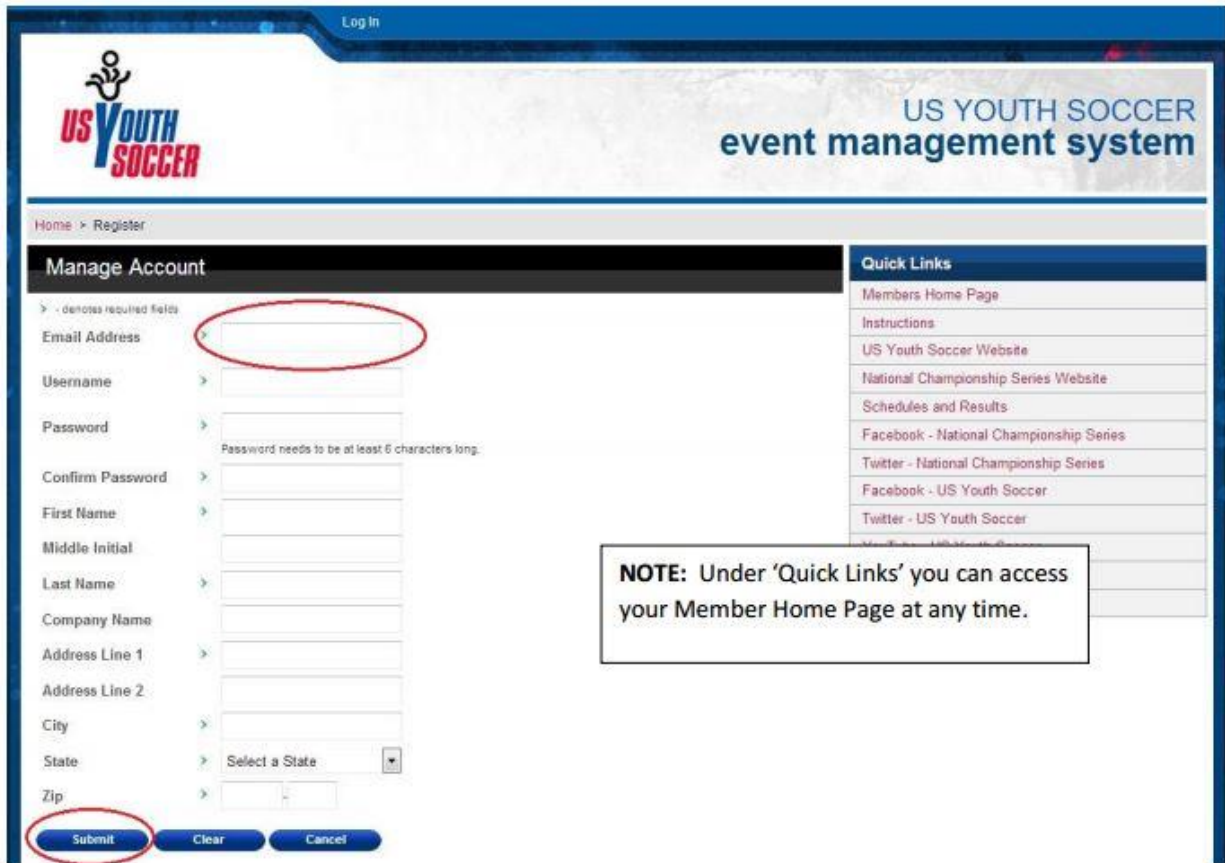
<http://tournaments.usyouthsoccer.org/members/login.aspx>

**Rollover to New Season:** If you have not rolled over your team information for the current season (you received an email from US Youth Soccer), log in and click the blue arrow next to last season's team in the archived section to make any updates and move the team into the current season. **YOU DO NOT NEED TO CREATE A NEW TEAM PROFILE.**



## SET UP A USER ACCOUNT

Fill out the required fields and click **Submit**.



US YOUTH SOCCER event management system

Home > Register

### Manage Account

> - denotes required fields

Email Address

Username

Password   
Password needs to be at least 6 characters long.

Confirm Password

First Name

Middle Initial

Last Name

Company Name

Address Line 1

Address Line 2

City

State

Zip

### Quick Links

- Members Home Page
- Instructions
- US Youth Soccer Website
- National Championship Series Website
- Schedules and Results
- Facebook - National Championship Series
- Twitter - National Championship Series
- Facebook - US Youth Soccer
- Twitter - US Youth Soccer

**NOTE:** Under 'Quick Links' you can access your Member Home Page at any time.

Your user account is now registered.


## CREATE A TEAM PROFILE

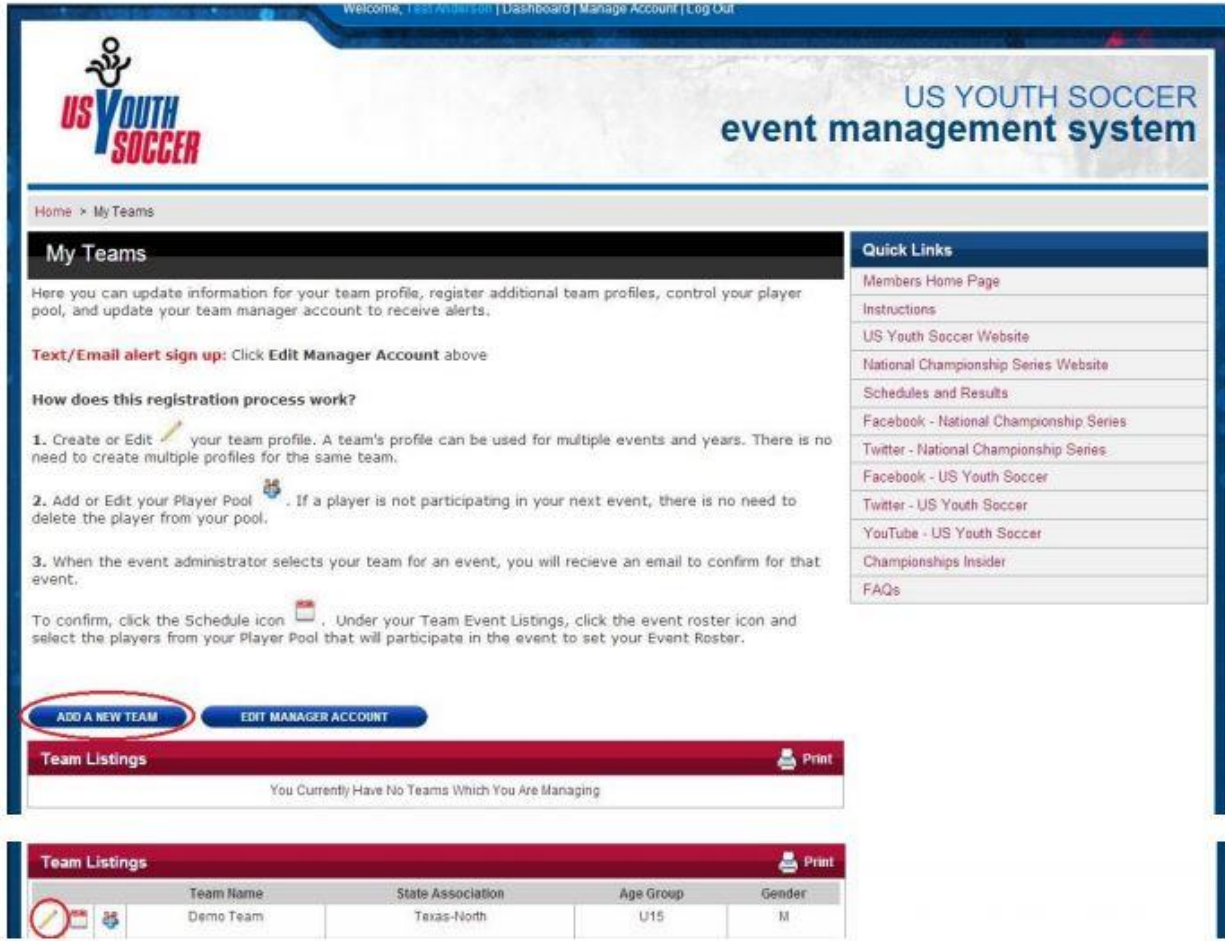
Click **Setup Team Info** to create your team profile.

The screenshot shows the US Youth Soccer event management system interface. At the top, there is a navigation bar with the text "Welcome, [username] | Manage Account | Log Out". The main header features the US Youth Soccer logo on the left and the text "US YOUTH SOCCER event management system" on the right. Below the header, there is a breadcrumb trail: "Home > My Teams". A dark banner contains the text "Thank You For Registering". Below this banner, a message reads: "Thank you for registering your team account! Next, please setup your team information." A blue button labeled "Setup Team Info" is circled in red. To the right of the main content area is a "Quick Links" sidebar with three items: "Members Home Page", "US Youth Soccer Website", and "US Youth Soccer National Championships Website".

**STEP ONE: CREATE OR EDIT YOUR TEAM PROFILE**

*It is important to follow these steps even if you have previously created your team profile.*

From this page, you will be able to manage all of your teams. Click **Add a New Team** to create a new team profile, or click the pencil icon  to edit an existing profile.



Welcome, Test Administrator | Dashboard | Manage Account | Log Out

**US YOUTH SOCCER** event management system



Home > My Teams


### My Teams

Here you can update information for your team profile, register additional team profiles, control your player pool, and update your team manager account to receive alerts.

**Text/Email alert sign up:** Click **Edit Manager Account** above

#### How does this registration process work?




1. Create or Edit  your team profile. A team's profile can be used for multiple events and years. There is no need to create multiple profiles for the same team.
2. Add or Edit your Player Pool . If a player is not participating in your next event, there is no need to delete the player from your pool.
3. When the event administrator selects your team for an event, you will receive an email to confirm for that event.

To confirm, click the Schedule icon . Under your Team Event Listings, click the event roster icon and select the players from your Player Pool that will participate in the event to set your Event Roster.

**ADD A NEW TEAM** **EDIT MANAGER ACCOUNT**

### Team Listings

You Currently Have No Teams Which You Are Managing

Team Name	State Association	Age Group	Gender
   Demo Team	Texas-North	U15	M

**Quick Links**

- Members Home Page
- Instructions
- US Youth Soccer Website
- National Championship Series Website
- Schedules and Results
- Facebook - National Championship Series
- Twitter - National Championship Series
- Facebook - US Youth Soccer
- Twitter - US Youth Soccer
- YouTube - US Youth Soccer
- Championships Insider
- FAQs

## Team Registration

In the following four sections you will input your team, coaching staff, media and team background information. For any fields that are not required, you can come back and edit/save your information at any time.

### Team Registration

Please fill out the below information - required fields are marked with a >

Team Information	Coaching Staff Information	Media Information	Team Background
<p><b>Team Name</b> &gt; <input type="text"/></p> <p>- Exclude Age Group and Gender when entering team name - Hometown, State, and Region required for Club teams only.</p> <p><b>Hometown</b> &gt; <input type="text"/></p> <p><b>State Association</b> &gt; <input type="text" value="Select an Association"/></p> <p><b>Region</b> &gt; <input type="text" value="Select a Region"/></p>			
<p><b>Event Type</b> [?]</p>	<p><input type="checkbox"/> Colonial League</p> <p><input type="checkbox"/> National Championship</p> <p><input type="checkbox"/> National League</p>	<p><input type="checkbox"/> Northeast League</p> <p><input type="checkbox"/> ODP Championships</p> <p><input type="checkbox"/> ODP Interregional</p>	<p><input type="checkbox"/> Premier League (Region I)</p> <p><input type="checkbox"/> Presidents Cup National</p> <p><input type="checkbox"/> Presidents Cup Regional</p>
			<p><input type="checkbox"/> Regional Championship</p> <p><input type="checkbox"/> State Championship</p> <p><input type="checkbox"/> Tournament</p>

**NOTE:** After you select your State Association, the region will automatically populate. Add your basic info and **check the event type**.  
  
You can also add your team photo and club logo – used on the team web page and more.

Click **Continue**.

Enter coaching staff information. The names in these four sections will determine the bench passes for your team. This information will also be used for communications and shipping.

**NOTE:** At least ONE coach/manager attending the event MUST accept emails/text messages.

### Team Registration

Please fill out the below information - required fields are marked with a >

- Team Information
- Coaching Staff Information**
- Media Information
- Team Background

**\*Names in the four sections below will determine the bench passes for your team**

#### Coach Information

Name	>	<input type="text"/>	Address	<input type="text"/>
Email	>	<input type="text"/>	City	<input type="text"/>
Receive Email Updates?		<input type="radio"/> Yes <input checked="" type="radio"/> No	State	Select a State <input type="text"/>
Cell Phone	>	<input type="text"/>	Zip	<input type="text"/>
Cell Provider		Select a Provider <input type="text"/>	Alt. Cell Phone #	<input type="text"/>
Receive Text Alerts?		<input type="radio"/> Yes <input checked="" type="radio"/> No	Cell Provider	Select a Provider <input type="text"/>

**Disclaimer: Standard Text Message Rates Apply**

---

#### Assistant Coach/Other Information (optional)

Name	<input type="text"/>
Cell Phone #	<input type="text"/>
Cell Provider	Select a Provider <input type="text"/>
Receive Text Alerts?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Email	<input type="text"/>
Receive Email Updates?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**NOTE:** Text and email alerts are related to events your team is participating in.

---

#### Trainer/Other Information (optional)

#### Quick Links

- Members Home I
- Instructions
- US Youth Socce
- National Champi
- Schedules and R
- Facebook - Natio
- Twitter - National
- Facebook - US Y
- Twitter - US Yout
- YouTube - US Yc
- Championships I
- FAQs

See next page.

6

Approve or deny the release of your roster and team webpage. This will allow your roster information to be available to approved National Team, professional and collegiate coaches. The web page includes the team logo, photo and roster with jersey numbers and college commitments.

Cell Provider: Select a Provider

Receive Text Alerts? Yes No

Email: [text input]

Receive Email Updates? Yes No

---

**Manager/Other Information (optional)**

Name: [text input]

Cell Phone #: [text input]

Cell Provider: Select a Provider

Receive Text Alerts? Yes No

Email: [text input]

Receive Email Updates? Yes No

I approve my rosters for release to college coaches and for media use. > --Select One--

I approve my roster for release for our online team web page. > --Select One--

Continue Cancel

Click **Continue**.



Provide any local media contact information for US Youth Soccer to promote the events your team is participating in.

Team Registration		Quick
Please fill out the below information - required fields are marked with a >		Membe
Team Information	Coaching Staff Information	Instruct
Media Information		US You
Team Background		Nationa
Spokesperson Name	<input type="text"/>	Schedu
Cell Phone	<input type="text"/>	Facebo
Closest Metro Area(s)	<input type="text"/>	Twitter
City where practice is held	<input type="text"/>	Facebo
Major Metro Newspaper		Twitter
Sports Contact Name	<input type="text"/>	YouTub
Email	<input type="text"/>	Champi
Phone	<input type="text"/>	FAQs
Other Daily/Community Newspaper		
Contact	<input type="text"/>	
Email	<input type="text"/>	
Phone	<input type="text"/>	

**NOTE:** This is very helpful for local, regional and national media to be included in outbound news releases from US Youth Soccer and credentialed media.

[Continue](#) [Cancel](#)

Click **Continue**.



Complete any relevant information on the history of your club, team and players. This information will be used to help promote your team and event.

**Team Registration**

Please fill out the below information - required fields are marked with a \*

Team Information | Coaching Staff Information | Media Information | **Team Background**

**Club Bio**  
Club started in 1978.

**Possible Story Ideas**  
set of twins (Joe Angle and Jon Angle), national team player  
Jeff Smith (ult. FIFA World cup player)

**State ODP Players**  
Randy Jones    Jeff Smith    [Add More Players](#)

**Regional ODP Players**  
Randy Jones    Jeff Smith    [Add More Players](#)

**National Team Players / Age Group**  
Randy Jones    Jeff Smith    [Add More Players](#)

**Team Resume**  
4x state champ, 4x reg champ, 3x nat champ  
XTZ Tournament Champ in 2009

**Quick Links**  
[Members Home Page](#)  
[US Youth Soccer Website](#)  
[US Youth Soccer National Championships Website](#)

**NOTE:** Background info helps the media with story ideas and your team Web page.

For ODP and National Team players, we are looking for current players. Please put their first and last name in one box as shown.

See next page.

Enter your initials to verify that everything is accurate.

The form is divided into three main sections. The top section, 'Years as Regional Champ', has a list of years from 2000 to 2012. The middle section, 'Years as National Champ', also has a list of years from 2000 to 2012. Between these two lists are two blue buttons: '>>' and '<<'. At the bottom left, there is a 'Submission Initials' field with a red circle around it, containing the text '[?] >'. At the bottom right, there are two blue buttons: 'Save & Finish' (circled in red) and 'Cancel'.

Click **Save & Finish**. Your team profile has now been created. You will now add players to your **Player Pool**.



You will now **apply for your upcoming event** (Note: This step is only required for teams participating in **National and Regional NCS events or National and Regional Presidents Cup events.**)

Click on the calendar icon to advance to the **My Team Events** page.

Team Listings <span style="float: right;">Print</span>				
	Team Name	State Association	Age Group	Gender
  	EMStest1	South Carolina	U17	M
  	EMStest2	South Carolina	U16	M
  	EMStest3	South Carolina	U16	M

Find and click the **Upcoming Events** button which will show you a list of all available upcoming events.

### My Team Events


This is a listing of all your team's upcoming events. Please be sure to set your Event Roster , fill out any event information , and then Confirm for any events you will be attending.

[BACK TO MY TEAMS](#) [UPCOMING EVENTS](#)

Click on **Apply for Event** for the upcoming event that applies to your team. This will send an e-mail to your State Association letting them know to add your team to the event (Once the button is clicked it will change to "Applied").

### My Upcoming Team Events

Use this page to view and edit your upcoming events.

[BACK TO MY TEAM EVENTS](#) --All States-- 

Event Dates	Event Name	Location	
Nov 01, 2015 - Nov 30, 2015	2016 Tournament Test		<a href="#">Apply for Event</a>