

CPP Procedures for Registrars/Club Administrators

- Once logged into your club account, go to **CLUB** tab, then to **TEAMS**. You may filter by age, etc. and then click on the team you want to administrate.

Association

Home Website **Club** Referees Registrar Training League Tournament

Management Coaches Team Officials Teams Players Programs Help

View & Manage Team Builder Applications Schedules Import Team Player Search Misconduct Report Documents

Teams Team Info Lock Unlock Players

Page Size 20 Photos No Show Universal Logins No Show Coaches/Managers No

Filter by Upcoming Event

Gender Age Level/Grade Team Name/School Dist. Coach/Manager Name

Register Teams in: (Select a League/Event) Select

Email Selected Teams Print Selected Team Contacts Purge Universal Logins

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Quick Edit	Gdr/Age	Number	Level/Grade	Club / Team Name
<input type="checkbox"/>	Boys U8	U8BAcademy1	Academy	Bixby Soccer Club Highlanders 06 White
<input type="checkbox"/>	Boys U8	U8B12	Recreational	Bixby Soccer Club U8 Boys Craddock

- Once you have the team page loaded, go to **ROSTERS** tab. In the drop down menu for **VIEW BY EVENT**, click "2014-2015 OSA Competitive League", "OSA 2014 Recreational League", or one of the other leagues "Soccer City OPL" or "OSA Rec Select", etc. (It takes a moment to load. You will need to click "generate roster". It will verify you want to build from your current player list or your 2014-2015 Registration.) From here you will add CPP.

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Basic Info Record Contact Hotel Coordinator Players Documents Event Registration **Rosters**

Boys U10 Ambush

View by Event: 2014 OSA Spring Recreational League (2/8/2014)

Registration Submitted 2/14/2014 Accepted Yes View Application Docs Roster Schedule / Game Cards

Roster Creator Import Players from: -select an existing roster- Copy Generate Roster Add Club Pass Player

Current Active Roster 2013-14 OSA Traveling Open Recreational Registration (8/1/2013) Print Roster View or Modify Roster

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Basic Info Record Contact Hotel Coordinator Players Documents Event Registration Rosters

Boys U10 Ambush

View by Event: 2014 OSA Spring Recreational League (2/8/2014) Roster Change History F.Name L.Name

Registration Submitted 3/31/2014 Accepted Yes View Application Docs Roster Schedule / Game Cards

Roster Creator Import Players from: -select an existing roster- Copy Reset Roster Add Club Pass Player

Add Club Pass Player Cancel

Boys U14 L.Name besmer F.Name caleb ID# Search

Level

ID#	Level	L.Name, F.Name Name	Jrsy#	Sex	DOB	Group	Team	
BESMCAL041300	Rec	Besmer, Caleb		Boys	4/13/2000	U14	Moore	Add

Items 1 - 1 of 1

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Added	Type

PLEASE NOTE: As with any search, you must have the correct AGE, and then have typically first and last name or id#. You will have to specify search fields as you will not find an actual U13 player if Gotsoccer is looking in U14 because it defaults for the team age.

3. You have to **ACTIVATE** the CPP player that just showed up below roster.

The screenshot shows a player management interface. At the top, there is a table with columns: Photo, L.Name, F.Name, ID#, Jrsy#, Gender, DOB, Date Added, and Type. The first row shows a player with ID# BLSMCA1300, Jrsy# 45, Gender Boys, DOB 4/13/2000, Date Added 4/16/2014 4:46:00 PM, and Type CP. An orange 'Activate' button is visible next to the player's name.

Below this is a section titled 'Inactive & Club Pass Players' with a table of similar columns. The first row shows a player with ID# BLSMCA1300, Jrsy# 45, Gender Boys, DOB 4/13/2000, Date Added 4/16/2014 4:46:00 PM, and Type CP. An orange 'Activate' button is visible next to the player's name.

Further down is a 'Full Team Player List' section with a table of similar columns. The first row shows a player with ID# ALKHAR31700, Jrsy# 45, Gender Boys, DOB 3/17/2000, State OK, Updated 7/27/2013, Last Reg. 7/19/2013, and Login OK.

At the bottom, there is a 'Boys U10 Ambush' section with a 'View by Event:' dropdown menu set to '2014 OSA Spring Recreational League (2/8/2014)'. Below this is a 'Roster Creator' section with a 'Roster Generation Result' box containing the text 'Validating Besmer, Caleb... CP player activated.' To the right is a 'Roster Change History' table with columns F.Name, L.Name, and L.Name. The first row shows Caleb Besmer, ACTIVATE, 4/1.

4. A player will show up as **CP** on the **LEAGUE** roster in the club's team registration page. *They will also show up on game cards as an orange CP.* (This will not affect your official registration documents or main player list. This is for **league play only.**)

The screenshot shows a team registration page for 'Boys U14 BIXBY HIGHLANDERS '00 14801C'. The page has several tabs: Team Staff & ID Cards, Team Details, Roster & ID Cards, Support Requests, Player History, Roster History, Payment, and Documents. The 'Roster & ID Cards' tab is active.

At the top, there is a 'Select a League/Event' dropdown menu set to 'Mazzoni's Italian Eatery President's Cup 2014 (5/9/2014) (Registered)'. Below this is a 'Team Details - This Event' section with a 'Selected Roster' dropdown menu set to 'Not Selected. Use Player List or State Roster'. The 'Group' is set to 'Boys' and 'U14'. The 'Club/Team' is 'Bixby Soccer Club Highlanders '00'. The 'Association' is 'OSAA'. The 'Playing League' is 'OSAA'. The 'Team Level (or Event)' is 'Competitive'.

Below this is a 'Document Generation' section with a table of documents. The first row shows 'Player ID Cards' for 'GCSA 2013/2014 Registration (8/1/2013)' with a 'Details' link. The second row shows 'Official Roster' for 'GCSA 2013/2014 Registration (8/1/2013)' with a 'Details' link. The third row shows 'Official Roster' for 'GCSA 2013/2014 Registration (8/1/2013)' with a 'Details' link. The fourth row shows 'Official Roster' for 'GCSA 2013/2014 Registration (8/1/2013)' with a 'Details' link.

Below this is a 'Team Coaches' section with a table of coaches. The first row shows a coach with ID# COACH, Certification COACH, and RM Status Approved.

Below this is a 'Generate Roster' section with a 'Release records can be removed using the red "X" icon to the left of each name. Matching player alerts may be caused by orphaned roster data that was frozen before their team was removed from the event. To avoid this, reset the roster before removing a team. You can safely ignore any matching player alerts you determine are not relevant.' Below this is a 'Search for Secondary Players' section with a 'Search for Club Pass Players' button. Below this is a 'Matching Player Report: Available' section with a 'Show Matching Player Report' button.

At the bottom, there is an 'Official Roster' section with a table of players. The first row shows a player with ID# ALKHAR31700, Jrsy# 45, Gender Boys, DOB 3/17/2000, Date Added 4/16/2014 10:46:37 AM, Full Plain, and Type CP. The second row shows a player with ID# BEMGRA12099, Jrsy# 12, Gender Boys, DOB 12/30/1999, Date Added 4/16/2014 10:46:37 AM, Full Plain, and Type P. The third row shows a player with ID# BEMCAL041300, Jrsy# 45, Gender Boys, DOB 4/13/2000, Date Added 4/16/2014 4:46:00 PM, Full Plain, and Type CP.

- REMEMBER, if do not need a CPP player, he/she has to be **DEACTIVATED**. You have to **ACTIVATE** any primary players that were deactivated to use CPP. CPP is used game to game. DO NOT put a player on as CPP and add for the entire season.
- CPP is NOT done under registration but by league or events, and it is NOT for guest player in tournaments.
- CPP is for development. There are requirements and player limits, so always adhere to the CPP Policy.