

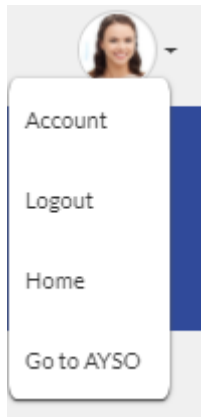
# Accessing and Printing Team Rosters

**NOTE: To print Team Rosters as a Regional Commissioner or Regional staff member, you must be added to the Security tab for your region on the Association Platform and have an approved background check.**

**Also, be sure to disable pop-up blockers in your browser. If the file download does not display across the bottom of the browser window, please check your computer's downloads folder.**

**Teams must be Activated to be able to print Official Rosters.**

1. Log into your Region Portal
2. Hover over your account picture (located in the upper right-hand corner of the screen) and select Go to AYSO.



3. You will automatically be taken to your Region's Dashboard on the Association Platform.

**NOTE: If you have not connected your Region and National Governing Body account, you will need to do that first. View our [user guide](#) for linking your accounts.**

4. Once you have successfully logged into the Association Platform, you will have the option to print Team Rosters.

The dashboard shows the following data:

- Player Counts:** 13 Assigned, 251 Pending, 27 Activated.
- Admin Counts:** 11 Assigned, 137 Pending, 8 Activated.
- Team Counts:** 22 Total Teams, 17 Teams Inactive, 5 Teams Active.
- Compliance Table:**

Compliance Type	Player/Admin	Total	Complete	Incomplete	View
Risk Status	A	154	21	133	🔍
AYSOs Safe Haven	A	154	4	150	🔍
Concussion Awareness	A	154	13	141	🔍
Sudden Cardiac Arrest	A	154	6	148	🔍
AYSO KIDS ZONE PLEDGE	A	157	50	107	🔍
COVID-19 Assumption of Risk, Waiver and Release of Liability Agreement	A	157	51	106	🔍
WAIVER, CONSENT, RELEASE, DISCLAIMER AND ASSUMPTION OF RISK AGREEMENT	A	157	51	106	🔍
CONCUSSION INFORMATION SHEET FOR PARENTS AND ATHLETES	P	291	175	116	🔍
COVID-19 Assumption of Risk, Waiver and Release of Liability Agreement	P	291	219	72	🔍
Disclaimer Assumption of Risk and Waiver	P	291	224	67	🔍
Emergency Treatment Authorization	P	291	224	67	🔍

1. On your Region’s dashboard navigate to the Team Counts Widget, click on Teams Active and View Details to view your active teams, or choose View All Teams to view all teams in your region.

The Team Counts widget displays:

- Play Level: All Play Levels
- Age Group: All Age Groups
- Total Teams: 22
- Teams Inactive: 17
- Teams Active: View Details
- View All Teams

2. Click on the name of the Team in which you wish to print Team Roster.

The Team Lookup form includes filters for Section, Area, Region, Play Type/Level, Gender, Age Group, Activation Status, and Declared Status. The resulting roster is as follows:

DEL	Team ID	Team Name	Lvl	Age	Region Name	AD	PL	Coach
<input type="checkbox"/>	9002-02CB1U-0049	Condors	C	B11U	AYSO Demo Region	2	10	Rachel Radish

3. Selecting Team will take you to the Team Details tab on the Association Platform.

4. Click on the Team Roster tab to view the Roster.

**Condors**

9002-02CB1U-0049

Team Details | **Team Roster** | Tournament

**Administrators**

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>	0	46617-320355		Head Coach	Radish, Rachel	CC	A Green	12/31/2021
<input type="checkbox"/>	0	12158-500136		Assistant Coach	Kale, Kathy	CC	Green	

Team Assignment Codes

2 administrators

**Players**

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA
<input type="checkbox"/>	0	11903-496859		Corn, Cal	3/6/2010	12/22/2020	12/22/2020		P C
<input type="checkbox"/>	0	37916-706490		Corn, Chad	3/6/2010	12/22/2020	12/22/2020		P C
<input type="checkbox"/>	0	98345-693578		Kale, Kevin	3/1/2010	12/14/2020	12/16/2020		P C
<input type="checkbox"/>	0	95591-726750		Kale, Kyle	3/1/2010	12/14/2020	12/16/2020		P C
<input type="checkbox"/>	0	74372-217211		Onion, Oliver	7/1/2010	12/22/2020	12/22/2020		P C
<input type="checkbox"/>	0	12308-658995		Onion, Oscar	7/1/2010	12/22/2020	12/22/2020		P C
<input type="checkbox"/>	0	78646-293963		Onion, Ozone	7/1/2010	12/22/2020	12/22/2020		P C
<input type="checkbox"/>	0	18608-258604		Radish, Randall	4/4/2010	12/14/2020	12/16/2020		P C
<input type="checkbox"/>	0	54049-065401		Radish, Rodney	4/4/2010	12/14/2020	12/16/2020		P C
<input type="checkbox"/>	0	65978-352096		Radish, Romney	4/4/2010	12/14/2020	12/16/2020		P C

Team Assignment Codes

10 players

Email Selected	SMS Selected	Print Assignment Codes	Save Application Changes
Edit Player Team Info	Print Team Roster	Print Team Payments	Print Uniform Report
Print Team Roster/Email	Player Application Forms		

5. Click on the Edit Player Team Info to add player jersey numbers.

Email Selected	SMS Selected	Print Assignment Codes	Save Application Changes
<b>Edit Player Team Info</b>	Print Team Roster	Print Team Payments	Print Uniform Report
Print Team Roster/Email	Player Application Forms		

A new screen will open - enter jersey numbers in Home Jrs# column, click Save Changes.

**Condors**

9002-02CB1U-0049

Team Details | Roster Admin | Roster Player | Ready for Activation? ✖ | **Team Roster** | Travel Roster | Tournament

**Edit Player Jersey Numbers**

Data Saved

Home Jrs#	Away Jrs#	Position	Grad Year	Player ID	Player	DOB
10		▼		11903-49659	Corn, Cal	11/15/2012
7		▼		37916-706490	Corn, Chad	11/15/2012
9		▼		98345-693578	Kale, Kevin	3/15/2012
8		▼		95591-726750	Kale, Kyle	11/25/2013
1		▼		74372-217211	Onion, Oliver	6/12/2013
3		▼		12308-658995	Onion, Oscar	3/3/2013
6		▼		78646-293963	Onion, Ozone	7/22/2013
4		▼		18608-258604	Radish, Randall	9/29/2013
2		▼		54049-065401	Radish, Rodney	1/4/2012
5		▼		65978-352096	Radish, Romney	10/28/2013

10 players

<< Back

**Save Changes**

6. Click the Print Official Team Roster button.

7. Once clicked a new window will open with a PDF of the Team Roster.

8. Print the file.