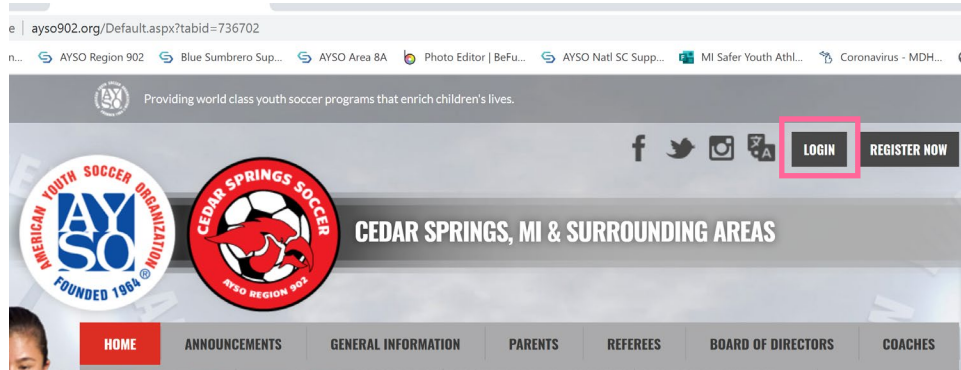
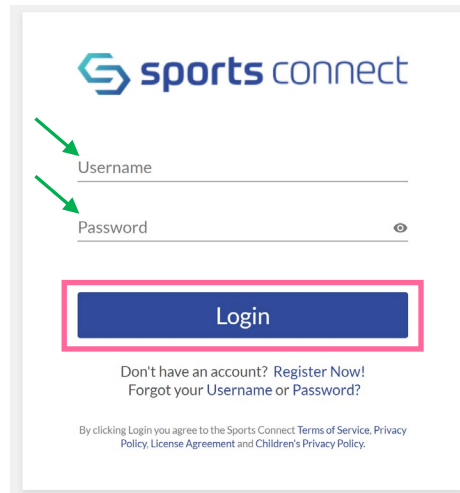


Create Teams in Sports Connect System

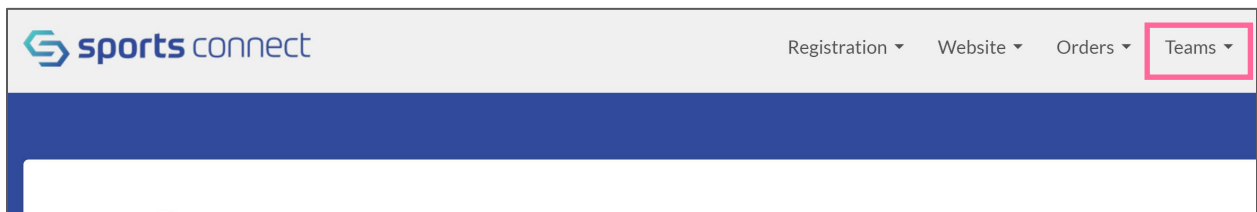
1. Navigate to your region's website and click the "LOGIN" button.



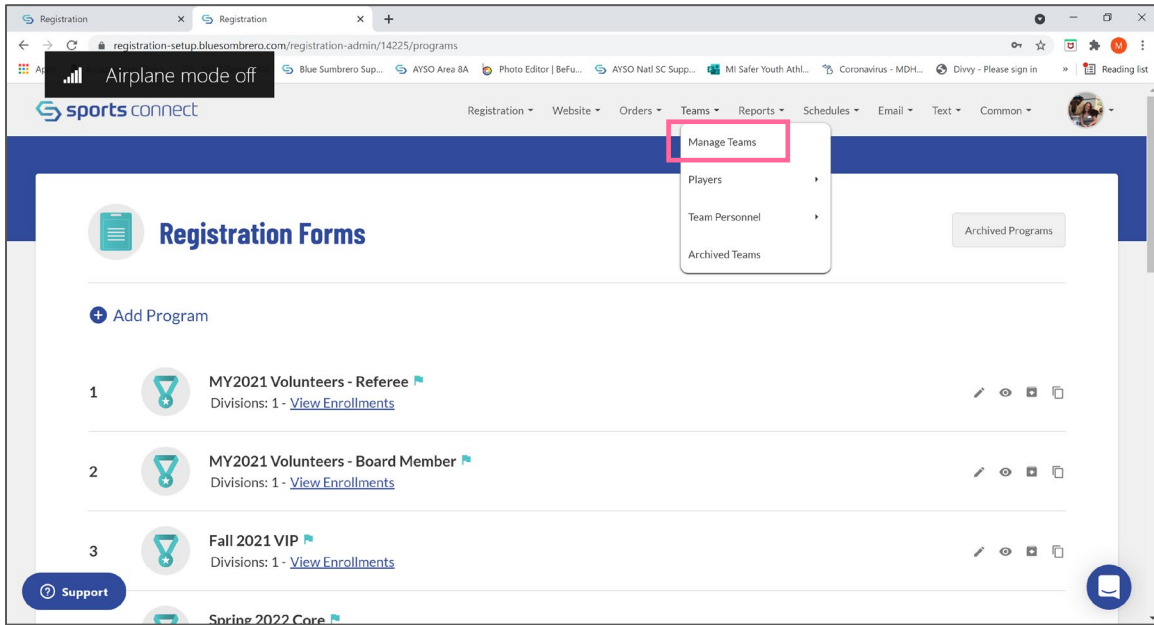
2. Enter your Username and Password and click the "Login" button.



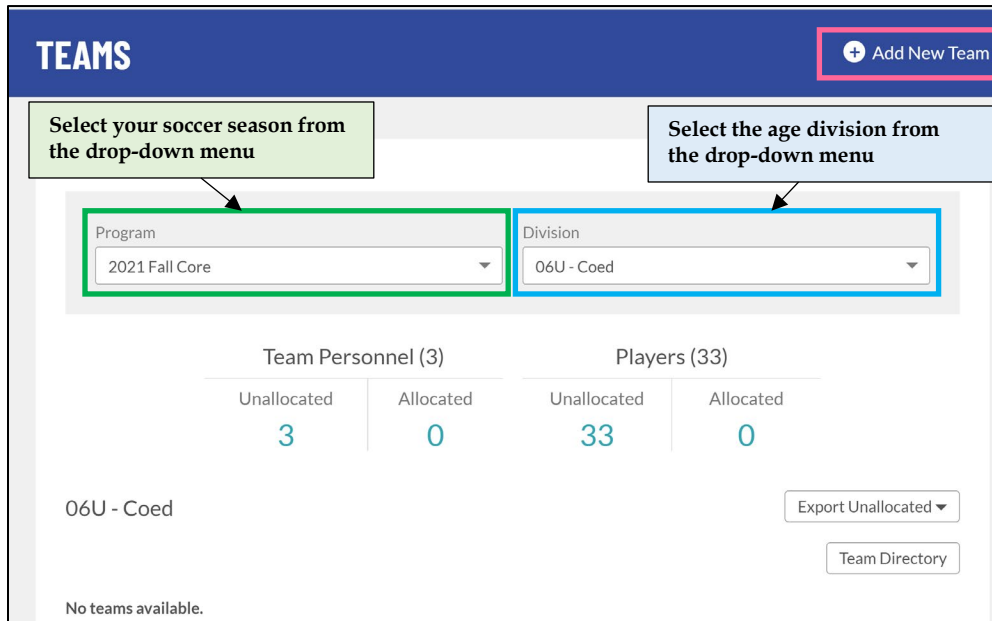
3. At the top of the page are several tabs. Hover over the "Teams" tab for the drop-down menu to appear.



4. Click on "Manage Teams" from the drop-down menu.



5. On the TEAMS screen, select the Program and Division for which you would like to create teams by selecting each from their respective drop-down menus. Click on "Add New Team" near the top of your screen.



6. The “Team Building Options” menu will pop up on your screen. How you traditionally form your teams for the respective season may determine which team building option you select.

Team Building Options ✕

Get Teams from AYSO

Have your teams been migrated to a new season? Use this tool to get existing teams from AYSO, and build your rosters in Sports Connect.

Get Teams

Auto Assign Teams

Enter your criteria and have the system automatically generate your rosters. You may bulk edit your teams after they have been generated.

Auto Assign Teams

Add Previous Teams

Automatically add all registered players' and volunteers' previous teams. The users will automatically be added to their old teams.

+ Previous Teams

Manually Create Teams

Enter individual teams and build out rosters one at a time.

Manual Team Creation

Import Teams

Create your teams in excel and import them into the system.

Add Previous Teams: Use this option to automatically have teams created for the chosen Program and Division. Teams will be created based on the previous team for each Player and/or Team Personnel for that Division. Use this when keeping the same teams for returning Players and/or Team Personnel and you simply need to supplement teams with newly registered players.

Manually Create Teams: Allows you to specify the # of teams for the chosen Program & Division. Players and Team Personnel are manually added to each team. Use this when creating all new teams or rebalancing teams, such as when 1st forming teams in your youngest age divisions.

If using Manually Create Teams, click the “Manual Team Creation” button.

7. The “Manual Team Creation” window will pop up. Input the number of teams you want to create for the selected age division in the “Number of Teams:” box. After entering the number of teams, click the “Make Teams” button.

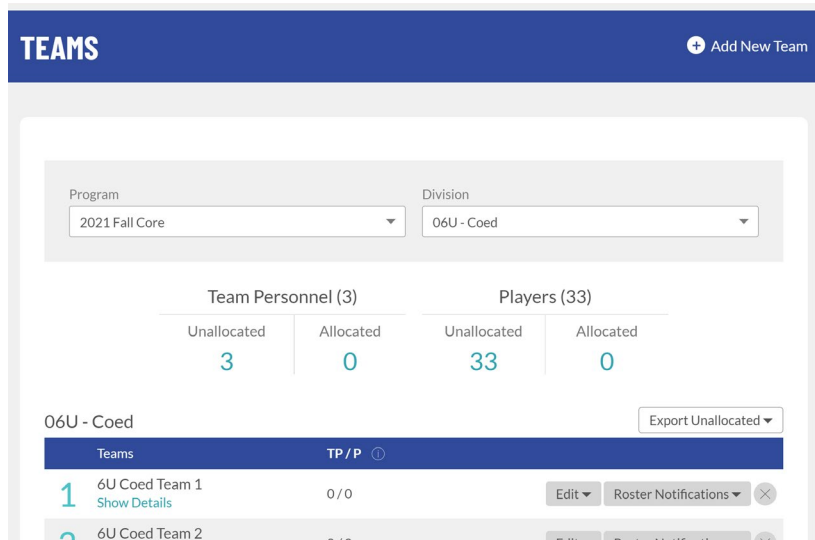
The screenshot shows a window titled "Manual Team Creation" with a close button (X) in the top right corner. Below the title is a paragraph of instructions: "Manual Team Creation allows you to create rosters from the ground up. Enter the number of teams you would like to build and click Make Teams. From there you can add volunteers and players to your rosters then post your rosters to the site." Below this text is a label "Number of Teams:" followed by a text input field containing the number "6". A green box highlights the input field, and an arrow points from a callout box to it. The callout box contains the text: "Enter # of teams for the selected age division". At the bottom of the window, there are two buttons: "Make Teams" (highlighted with a pink box) and "Cancel".

8. Enter identifying names for each of the teams created that clearly identify the division for the team and the team number. After all teams have been named, click the “Save Teams” button to save your teams.

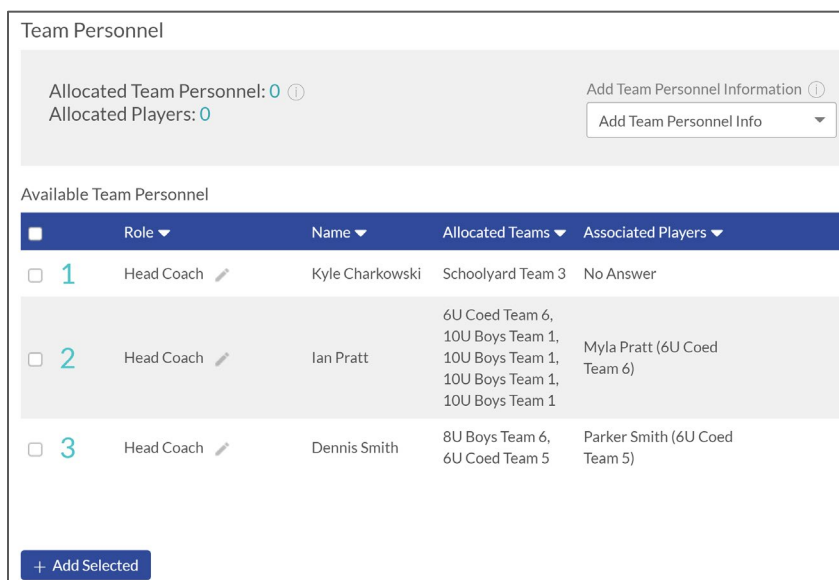
The screenshot shows the same "Manual Team Creation" window. The "Number of Teams:" input field now contains "6". Below it, there are six text input fields, each containing a name for a team: "6U Coed Team 1", "6U Coed Team 2", "6U Coed Team 3", "6U Coed Team 4", "6U Coed Team 5", and "6U Coed Team 6". A callout box with a blue background and black text points to these fields. The callout text reads: "Enter a name for each of the teams you created. Make sure the name clearly identifies the team. For example, if creating a team for 6U Coed, include 6U Coed in the name and the team number." At the bottom of the window, there are two buttons: "Save Teams" (highlighted with a pink box) and "Cancel".

9. From the “TEAMS” screen, you can now start to add Team Personnel and Players to each team. You can also see the number of Unallocated Team Personnel and Players.

To begin adding people to a team, on the line for the 1st team, click on the “Edit” button to bring down the drop-down menu, which will display: Team Details, Team Personnel, & Players. Click on “Team Personnel” to begin.



10. The 1st option is to Add Team Personnel. All available Team Personnel will be displayed. You can add additional team personnel information to display beside each person by picking from the drop-down list under “Add Team Personnel Information”, if needed. To select 1 or more Team Personnel, click the box beside the number of the person, i.e. Coach, Assistant Coach, for that team. When done, click the “+ Add Selected” button.



11. Below the section to add Team Personnel (under “Available Team Personnel”), is the section in which you can remove Team Personnel from the team (if you selected the wrong individual or the person is not eligible to coach.) To deselect a person, click the box to the left of that person. Click the “- Remove Selected” button. This will add the person back to the “Available Team Personnel” section above. However, if you are satisfied with the individual(s) selected for the Team Personnel, click the “Save and Continue” button at the bottom of the screen without removing anyone already selected.

<input type="checkbox"/>	Role	Name	Associated Players
<input type="checkbox"/>	1 Head Coach	Ian Pratt	Myla Pratt (6U Coed Team 6)

12. You are now at step 3 of the team building process and can add players to the team. The first section lists the “Unallocated Players”. Click the box to the left of the players you want to add to the team. Click the “+ Add Selected” button when done.

Players Display Allocated Team Personnel

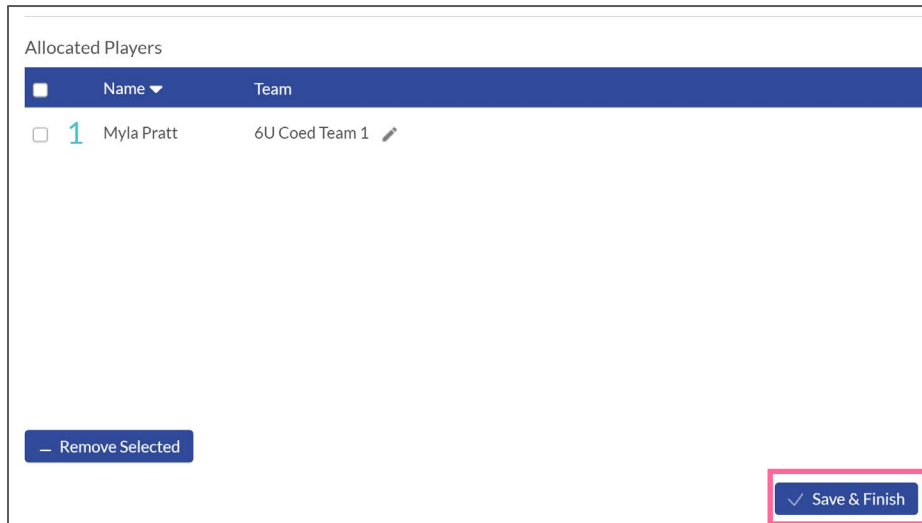
Allocated Team Personnel: 1 ⓘ
Allocated Players: 0

Add Player Information ⓘ
Add Player Info

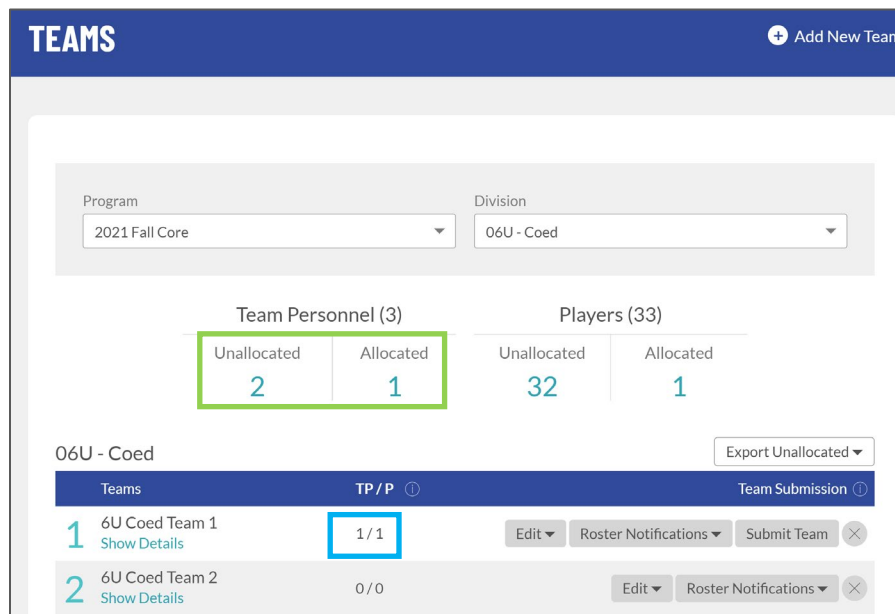
Unallocated Players

<input type="checkbox"/>	Name
<input type="checkbox"/>	1 Quinn Beckwith
<input type="checkbox"/>	2 David Bender
<input type="checkbox"/>	3 Jamie Birks
<input type="checkbox"/>	4 Broderick Charkowski
<input type="checkbox"/>	5 Kinsley Claybaugh
<input type="checkbox"/>	6 Blakeli Cornelius

13. The next portion of the screen displays the “Allocated Players” for the team. If a player needs to be removed from the team, for example if they cancelled their registration, you can check the box to the left of that player and click the “- Remove Selected” box. This will remove the player from the team. If you do not need to remove any players or are done altering the team, click the “Save & Finish” button at the bottom of the screen.



14. Your 1st team is now built. You should now be back at the “TEAMS” screen. Here, you can see that Team 1 lists 1 Allocated Team Personnel and 1 Allocated Player. In addition, the Unallocated/Allocated total numbers for Team Personnel and Players near the top of the screen is also updated.



15. After you are satisfied with your team, you need to submit your team to the new Sports Affinity platform. To do this, click the “Submit Team” button on the line of the team you are ready to submit. A message usually pops up, asking if you are sure you want to submit your team. Select the option to submit your team. This should pass the team into Sports Affinity, where you will later “Activate” the team.

06U - Coed		Export Unallocated ▼	
Teams	TP/P ⓘ	Team Submission ⓘ	
1 6U Coed Team 1 Show Details	1 / 1	Edit ▼	Roster Notifications ▼
		Submit Team	✕