

Printing Team Line-Up



AYSO Region **114**

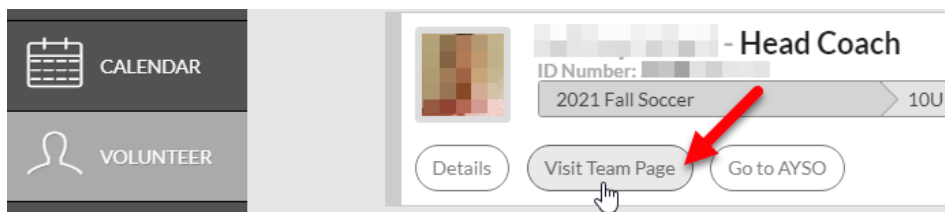
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The steps below are only accessible to team administrators (Head Coaches, Assistant Coaches, and Team Parents) whose Volunteer Application has been assigned to a team.

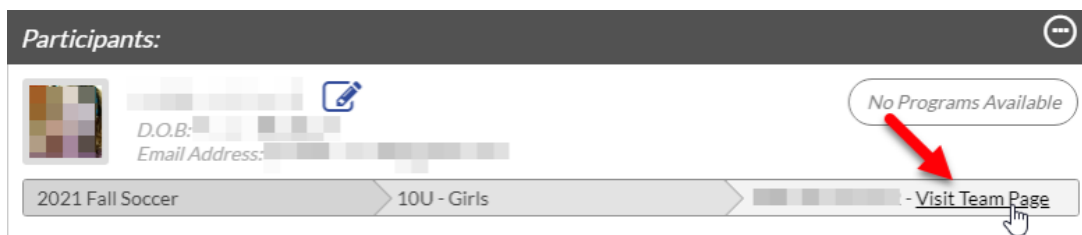
Printing Team Line-Up (in Jersey Order)

Please print your team-line up on cardstock.

1. First, visit your Team Page. To access this page, use any of the following:
 - a. Log into the ayso114.org account under which you submitted a volunteer application. Click Volunteer menu and then click **Visit Team Page**.



- b. Log into the ayso114.org account under which your player is registered. Under your participant's name, click **Visit Team Page**.



- c. Find your team in the [AYSO 114 Team Directory](#) to visit your team page.

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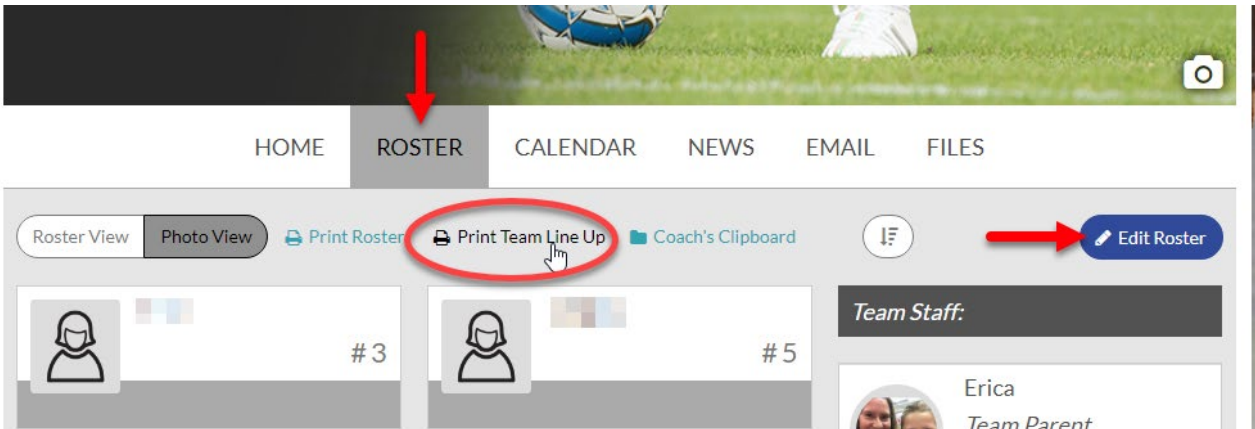
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2. In your Team Page, click **Roster** menu. If you have already edited your team roster and configured the print order, click **Print Team Line Up** and skip to step 6.



3. To supply jersey #s and configure your line-up card to print in jersey order, click **Edit Roster**.
4. Enter the player's Jersey # in the "No." field, and also the Order field (not well labeled, it is next to player's date of birth near). See screenshot.

A screenshot of the 'Team Roster' form. A red banner at the top says 'Enter player's jersey # in both fields'. The form has tabs for 'Name', 'Details', 'Phone', 'Address', 'Order', and 'Date Of Birth'. The 'No.' field contains the number '3' with a red arrow pointing to it. The 'Order' field also contains the number '3' with a red arrow pointing to it. There are checkboxes for 'First' and 'Last' name, and a 'Position' dropdown menu with options (P), (C), and (O).

5. At bottom of Team Roster, click **Update** to save your changes, then click **Print Team Line Up**.

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6. If everything is in the proper jersey # order, click the **Printer icon**  to print your Team Line Up.

NOTE: Please print on cardstock!

7. If you want to make changes or manually supply the jersey #s, change the selected format to **Excel** and click **Export**.

Export to Excel and edit/fix, or if everything looks good, click Print

The screenshot shows the "PRINT TEAM LINE UP" interface. At the top, there is a navigation bar with a "Back" button and a dropdown menu currently set to "Excel 97-2003", which is circled in red. To the right of the dropdown are icons for "Export" (a green circular arrow), a refresh icon, a printer icon, and a document icon. Two red arrows point from the text above to the "Export" and "Printer" icons. Below the navigation bar, there are two side-by-side "Team Line Up Report" sections for "Region 114". Each report includes fields for "10U - Girls", "Team Name", "Team Colors", "Team Coach", and "Ass. Coach". Below these fields is a table with columns for "JERSEY#", "PLAYER NAME*", "GOALS", and "Qtrs. Played" (subdivided into 1, 2, 3, and 4). The player names and jersey numbers in the reports are blurred.

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