

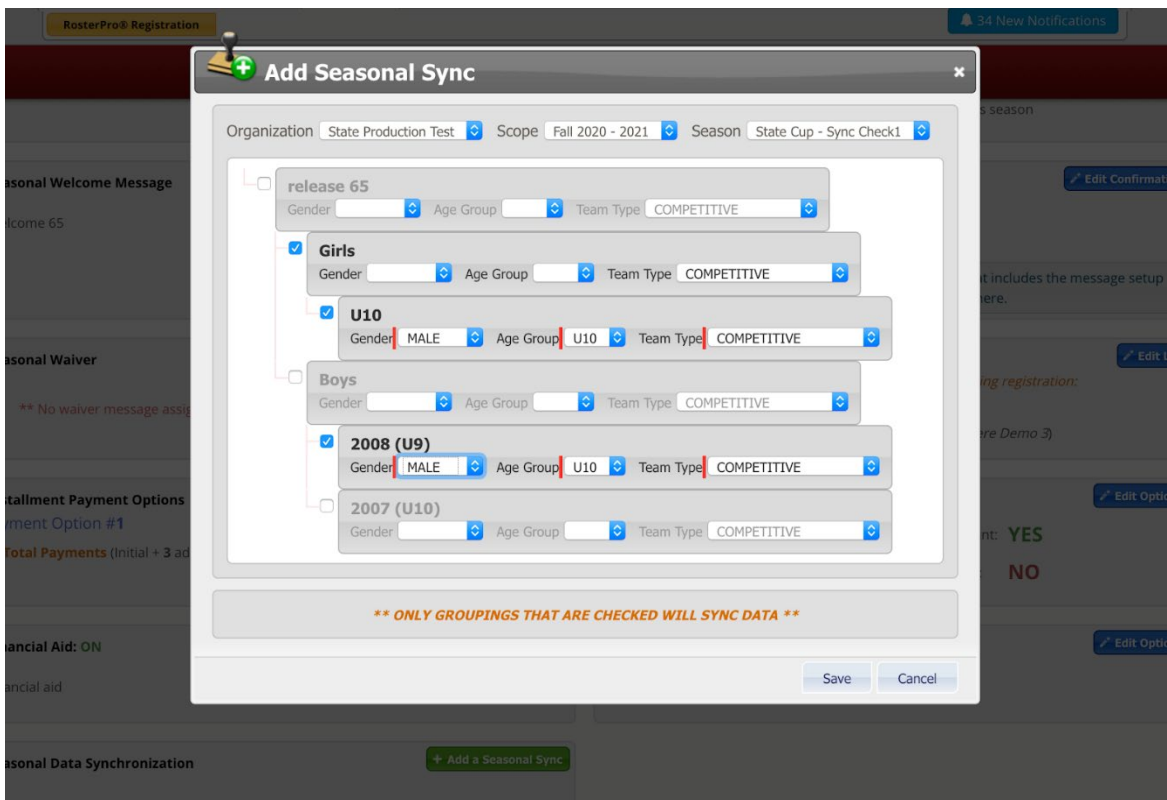


Syncing Club Teams to State Association

[Watch the Video Tutorial](#)

1. **Create teams:** Dashboard -> RosterPro -> Program Setup -> Click orange “Manage Season” button -> Season Structure Tab

1. Click on the Division/Grouping in the structure and click the green “Add Team” button to create a new team
 2. Enter the name of the team and save (Note: the team’s Universal ID will be created when the team is saved. Additionally, the External Team ID is optional and is not needed for Clubs using the Demosphere system).
2. **Sync season to State-Affiliated League:** Click the Season Settings Tab
 - a. Click the Green Add a Seasonal Sync button and **select the Organization, Scope, and Competition/Season** with which your teams are affiliated.
 - b. This view displays the Club’s season structure with the ability to map the Gender, Age Group, and Team Type attributes directly to your State or Governing Body’s system.
 - c. If ALL teams participate in the same league/competition, check all groupings in the structure to sync them to the desired league/competition.
 - d. Complete the mapping for Gender, Age Group, and Team Type for each level in your season structure with these options:
 - i. To define the Gender, Age Group, or Team Type for all levels of your structure at once, you can set these attributes at the top level if desired.



ii. To define the Gender, Age Group, or Team Type for all levels of a grouping at once, you can set these attributes at the 2nd level.

iii. To define the Gender, Age Group, or Team Type for individual groups/division levels, you can set these attributes on the 3rd or 4th.

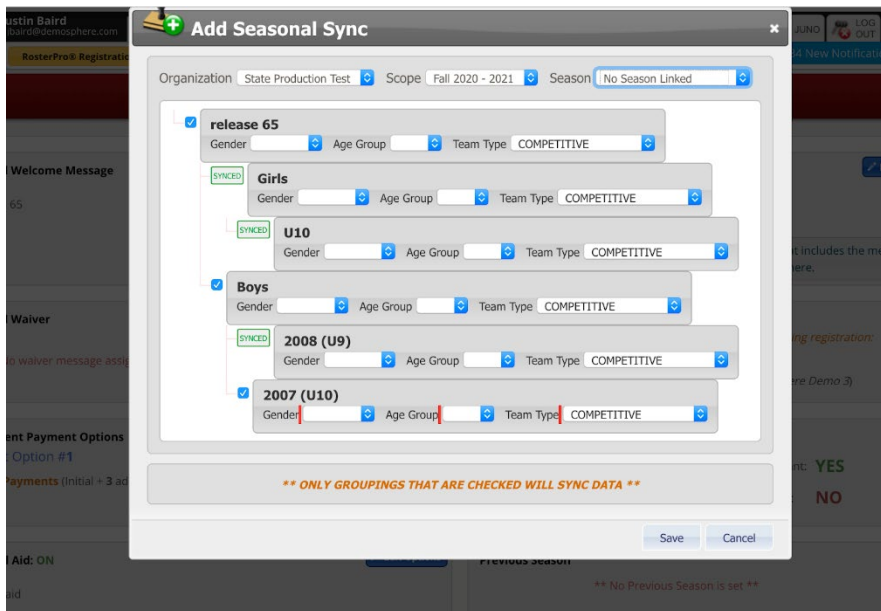
a. e. **NOTE 1:** *if you have teams that participate in more than one league/competition, you can create more than one seasonal sync to sync teams to different leagues/competitions.*

f. **NOTE 2:** *if you need to sync teams WITHIN a grouping to DIFFERENT leagues, you should first create a NEW grouping in the structure and drag the teams from the old grouping to the new grouping to separate the teams into different groupings before you sync.*

g. **NOTE 3:** *if you have teams that participate **across** State Associations, you can create more than one seasonal sync and send teams to leagues/competitions across multiple State Associations.*

IMPORTANT: *Keep in mind that many Governing Bodies require specific forms/documents/waivers for registration, so you'll want to ensure the program(s) contain the proper forms for signature **BEFORE** you open the program for registration. These completed forms will sync directly to the Governing Body that is requiring the form(s).*

h. Click "save" and all teams and rosters that have been selected will sync directly into the selected Competition/Season in the appropriate division.



- i. **NOTE 1:** The sync is a “real-time” sync, meaning, once the sync has been established, any edits/additions to teams/rosters will update automatically.
- ii. **NOTE 2:** Clubs can and should create teams and sync ASAP so League Admins can begin working on the schedules. Even if players are still registering and teams are still being finalized, established teams can and should be created and synced to assist with getting League schedules underway.
- iii. **NOTE 3:** If you don't see your competition/league listed in the sync dropdown, please reach out to your League Admin and/or State Association.
- iv. **NOTE 4:** In order for teams to be scheduled for games, they MUST be created and synced from the Club Registration system.
- v. **NOTE 5:** The Season Structure view will display a message if any level in your season structure is missing the necessary mapping. This message can be cleared by completing the mapping process on your Season Settings view.



i. If you have made a mistake in the syncing process and need to undo or remove a synced program or grouping, please contact Demosphere support at support@demopshere.com for assistance.