

Registering Teams to Northwest District

In this documentation you will find instructions on how to register for the League as an Integrated Sports Connect Club user, as a non Sports Connect Club user, and how to view registered teams.

There are three situations in which you may fall under:

1. You have an [Integrated - Sports Connect Club portal](#) and you **have** Affiliated to the Northwest district in your Registration.
2. You have an [Integrated - Sports Connect Club portal](#) and you **have not** Affiliated to the Northwest district in your Registration but to Connecticut Junior Soccer Association.
3. You **do not** have an Integrated - Sports Connect Club portal and will need to create your teams in Connecticut Junior Soccer Association and then later Upload your Player Data.

Which situation is my club in?

If your club does not use SportsConnect (AKA BlueSombrero) for club registrations, then you will want to follow the steps for “Non-Sports Connect Club Users”.

If your club uses SportsConnect, then you will want to check how you set up your registration. Go to Registration → Registration Forms, and on the program for your current season travel teams, click the pencil icon, and select Program Settings. If your “Club” and “Program” are both the name of your organization, then you **are not** Affiliated. If the “Club” field shows a club within the Northwest district and the Program shows your club name, then you **are** Affiliated. Note that almost all of the steps are the same whether you are affiliated or not.

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Integrated Sports Connect Club Users

Submitting Teams from the Club to the State

- 1. Create your Teams in Sports Connect Club.
- 2. Add at least 1 person (either Player or Admin) to each team, and submit teams to the state using the "Submit Teams to CJSA" button shown below.

Note: This doesn't always submit all teams so you may need to iterate on this process until the teams are all submitted (switch to another Division and back again to check on the status for each Division). You're done when all the team buttons say "Team Status".

Teams

+ Add New Team

Program

SCNM Fall 2024 Travel Team U9 - U15

Division

Under 09 - Boys

Team Personnel (6)		Players (27)	
Unallocated	Allocated	Unallocated	Allocated
2	4	0	27

Under 09 - Boys

Stack Team App

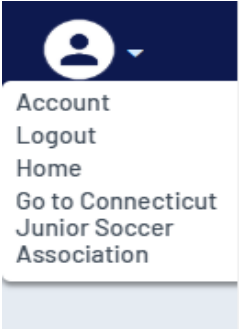
Teams	TP / P	Team Submission		
1 B.09.16.F24.SCNM.Fire (Active) Show Details	3 / 13		Team Status	Resync
2 B.09.16.F24.SCNM.Union (Active) Show Details	3 / 14		Team Status	Resync

Submit Teams to Connecticut Junior Soccer Association

Team Directory

All Roster Actions

- 3. Login to Association Connect via Single Sign On - use the silhouette icon on the upper right and select "Go to Connecticut Junior Soccer Association".



- Once in the dashboard view, scroll down to the Team Counts widget. Click on the Total Number of Teams to view all of your teams.

CJSA Connecticut Junior Soccer Association

Association Event Club **Club Det** Tournament Referee

Dashboard Teams Players / Admins Scheduling Reports Messaging Upload Setup

2024-2025 Soccer Club of New Milford / Soccer Club of New Milford / Northwest

Referee Respect - The two Ray's (strong messaging)
Free Course from Officially Human
CJSA clubs and members have access to Officially Human's **ELEVATE RESPECT®** online course.
Password is CJSA2325!

Player Counts

Players Assigned	Players Pending	Players Activated
0	0	0

[View All Players](#)

Admin Counts

Admins Assigned	Admins Pending	Admins Activated
0	12	25

[View All Admins](#)

Team Counts

Play Level: All Play Levels Age Group: All Age Groups

Total Teams	Teams Inactive	Teams Active
17	2	15

[View All Teams](#)

Compliance

Compliance Type	Player/Admin	Total	Complete	Incomplete	View
<input checked="" type="checkbox"/> Risk Status	Admin	0	0	0	View

Bulletin Board

Please see the instructions below to pay your clubs invoice.

Click **SETUP** in the navigation bar and then **CONFIG**

Click the **V** symbol next to the Content Tab to drop to the Club Details section

In the Invoice section, you will see several options:

Click on the Invoice Date under View to see your latest invoice

Click on the CSV option if you wish to export this data to Excel or CSV

Click on the Order# to complete payment for the amount due.

- In Team Lookup, you will see a list of all teams submitted from your Sports Connect Club portal. Make sure all the teams you submitted are listed here - if they are not you may need to go back to your Club login and re-submit the teams not listed. Note: **Be sure that the dropdown at the top shows the current season selected** (if not, switch the dropdown and then click the Search button).

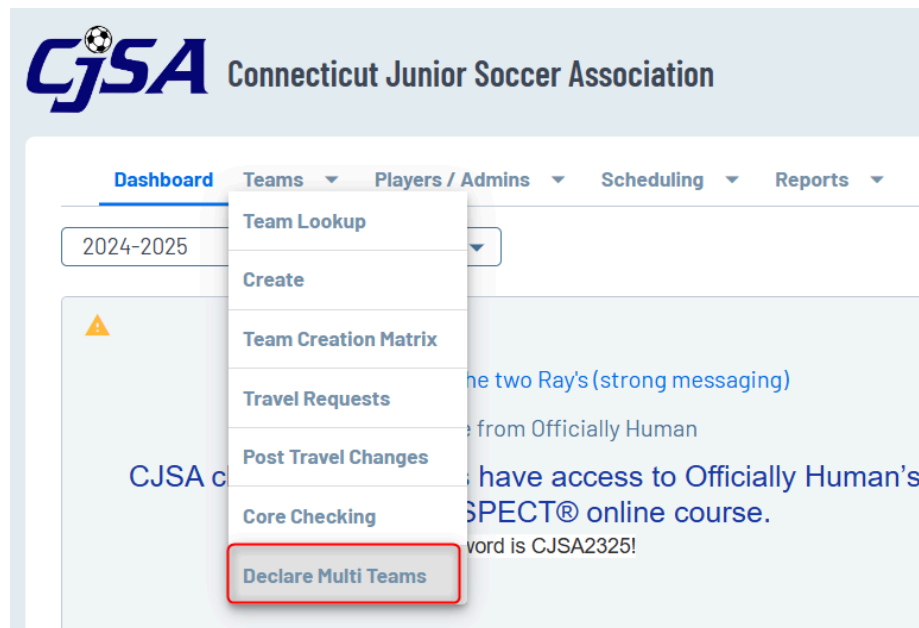
Applying/Registering Teams to the League

Once your teams are in the State Association product (see above), they may be registered to the league (CJSA) for the desired season.

You may register teams to the league individually or as a batch. Note that there is a \$5 surcharge (on top of team fees) for each application. **Registering all teams in one batch is highly recommended since each batch is only one application so you will only be charged one \$5 surcharge for all teams.**

Registering Multiple Teams to the League

1. To submit multiple teams to the league, choose Teams -> Declare Multi Teams



2. Choose the desired season for "Tournament and League". For "Registration League", if your travel program **is affiliated** to CJSA, then choose the NWD. If it is **not affiliated** then choose the name of your club. Then click Start Application.

A screenshot of the 'DECLARE MULTI TEAMS' form. The form has a header with the title 'DECLARE MULTI TEAMS' and a dropdown for the season '2024-2025'. Below the header is a section titled 'Declare Multiple Teams to a Tournament or League'. It includes a note: 'In order to show a league or tournament here, the tournament's configuration must be set to "Allow league registrar to apply many teams together in batch" under the applications tab. | be answered team by team after submitting the applications.' There are three tabs: '1. Tournament and League', '2. Teams', and '3. Submit'. The '1. Tournament and League' tab is active. It contains a form with two dropdown menus: 'Tournament and League*' with 'Spring 25 NWD' selected, and 'Registration League*' with 'Soccer Club of New Milford' selected. Below these is a '*Required' label and a 'Start Application' button.

3. Select your Club name in the dropdown box then click Search. Only teams that meet the qualifications to play in the respective tournament/ league will appear in the search results.
4. Check the boxes for each team you wish to apply. You can select all teams by clicking the checkbox in the red header row. Once selections have been made, click Apply Teams.
5. The Verify and Submit screen will display all the teams you have selected on the previous page. If a team was selected in error, click the Remove link across from the team name to eliminate them

from this list. Once the list of teams has been verified, click Submit Applications.

1. Tournament and League

2. Teams

3. Submit

Teams

This page is used to search and select teams to apply to the selected league or tournament. Only qualified teams will appear in the search results.
If a fee is due online you will be asked to pay for all teams with one order. Don't submit more teams than you are ready to pay for in one batch

Tournament
Spring 25 NWD

Registration League
Soccer Club of New Milford

Select a Club
Soccer Club of New Milford

Select Play Levels
All Play Levels

Select Gender
All Genders

Select Age Group
Select Age Group

Filter By Status
No Status Filter

Select Team Name/Team ID

Search

Apply Teams

<input type="checkbox"/>	Team ID	Team Name	Age	Gender	Club Name	Players	Admins	Status
<input type="checkbox"/>	NW0K-01CG15-0011	G.10.15.F24.SCNM.Breakers	Under 10	Girls	Soccer Club of New Milford	14	4	Not Applied
<input type="checkbox"/>	NW0K-01CG14-0013	G.11.14.F24.SCNM.Tornados	Under 11	Girls	Soccer Club of New Milford	15	2	Not Applied
<input type="checkbox"/>	NW0K-01CG13-0014	G.12.13.F24.SCNM.Goats	Under 12	Girls	Soccer Club of New Milford	16	2	Not Applied
<input type="checkbox"/>	NW0K-01CG12-0015	G.13.12.F24.SCNM.Lightning	Under 13	Girls	Soccer Club of New Milford	19	3	Not Applied
<input type="checkbox"/>	NW0K-01CG10-0016	G.15.10.F24.SCNM.Sirens	Under 15	Girls	Soccer Club of New Milford	22	2	Not Applied
<input type="checkbox"/>	NW0K-01CB16-0001	B.09.16.F24.SCNM.Fire	Under 09	Boys	Soccer Club of New Milford	18	3	Not Applied
<input type="checkbox"/>	NW0K-01CB16-0002	B.09.16.F24.SCNM.Union	Under 09	Boys	Soccer Club of New Milford	19	3	Not Applied

6. The team status will now show as "In Progress". **To complete the registration you will need to submit payment information by clicking the "Go" link in the Payment column.**

NOTE: If you leave this screen and need to access the payment screen later, do the following:
Under Teams -> Team Lookup choose any of the teams you have submitted but have not completed the payment process for. Then click the Tournament tab and click the "payment" link at the bottom right next to the registration - see below.

7. On the payment screen you have a few options for paying. If you have ACH debit set up with Stack Sports, choose the "ECheck" option. If you **do not** have ACH debit set up, choose the "Check" option and enter the check # (if known) - this indicates that you will be sending in the payment at a later time. *Note: If you choose a credit card, there will be a % surcharge added to your amount due!*

Payment Method*

Choose One

Choose One

Discover

Mastercard

Visa

ECheck

Check

ontinu

Note: After you submit your payment, you may see one or two screens that have an **incorrect amount due or amount paid**. This is a known issue that Stack is aware of. For now, you can ignore the incorrect amounts and continue on.

- For each team submitted, now go and select the division you are requesting for that team. To do this, go to Teams -> Team Lookup. Select each team in turn, then go to the Tournament tab and click the "edit" link next to the season you just registered for.

B.09.16.F24.SCNM.Fire
NWOK-01CB16-0001

Team DetailsRoster AdminRoster PlayerActive w/o violation Team RosterTravel RosterTournament

To register for a tournament, select the tournament you wish to apply for and then click the "Register" button.

Tournaments Open For Registration

Select a Tournament

Register

Listed below are the tournament applications this team has applied for.
To view/edit the application please click "edit icon" next to the application wish to edit.

Tournaments Registered To	Flight	Order #	Amount Paid	Amount Due	
Fall 2024 Northwest District League	U9 Boys League 3	2-7552542	\$1,875.00	\$0.00	

- Choose the desired division from the "Preferred Flight" dropdown and click the Save button.

TEAM APP LOOKUP Spring 25 NWD

B.10.15.S25.Thomaston.Soccer - U10 Boys
NW08-01CB15-0009 | 2024-2025 Status: Not Activated - Reqs Met

Team InfoContactsTeam ResultsPlayer RosterDisciplinaryCommentsReview

Team Information

Soccer AffiliationUSYSAState (Association) NameCountryUnited States of AmericaGaming (Playing) LeagueClub NameThomaston Soccer ClubClub Home CityClub Home StateTeam Name* (up to 25 characters)B.10.15.S25.Thomaston.SoccerTeam IDNW08-01CB15-0009Home Jersey ColorsAway Jersey ColorsTeam WebsiteTeam Gender*BoysPlaying Age Group*U10 BoysPreferred Flight*U10 Boys League 2

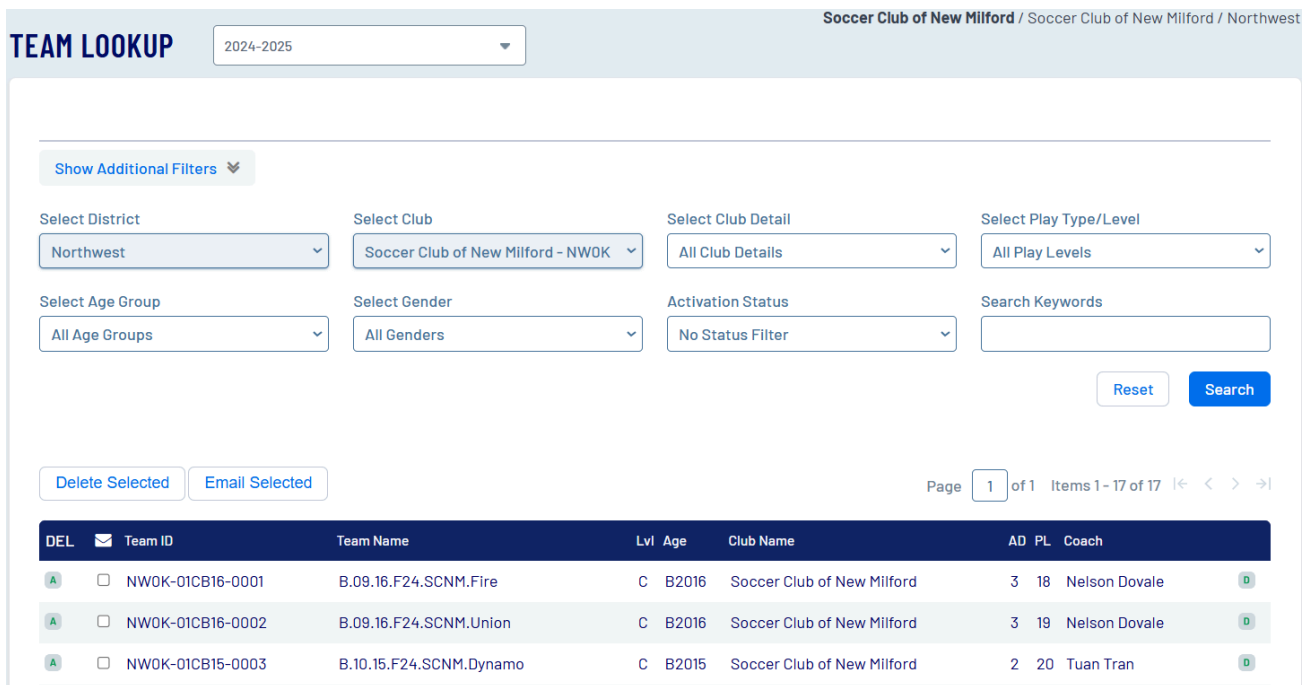
* are required fields
** one of the two fields must be completed

Save

Registering Single Teams to the League

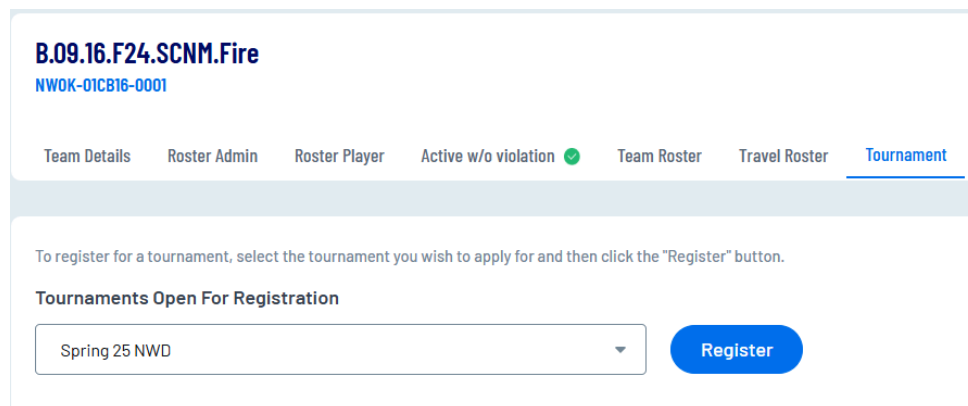
Follow the above process if you have multiple teams to register. If you just need to register a single team, you can follow this somewhat simpler process.

1. In Team Lookup, you will see a list of all teams submitted from your Sports Connect Club portal. **Be sure that the dropdown at the top shows the current season selected** (if not, switch the dropdown and then click the Search button). Click on the Team Name you want to register.



DEL	Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach	
	NW0K-01CB16-0001	B.09.16.F24.SCNM.Fire	C	B2016	Soccer Club of New Milford	3	18	Nelson Dovale	
	NW0K-01CB16-0002	B.09.16.F24.SCNM.Union	C	B2016	Soccer Club of New Milford	3	19	Nelson Dovale	
	NW0K-01CB15-0003	B.10.15.F24.SCNM.Dynamo	C	B2015	Soccer Club of New Milford	2	20	Tuan Tran	

2. Once the team pulls up, click on the Tournament tab and select the league and season name from the drop-down menu. Click Register.



B.09.16.F24.SCNM.Fire
NW0K-01CB16-0001

Team Details Roster Admin Roster Player Active w/o violation Team Roster Travel Roster **Tournament**

To register for a tournament, select the tournament you wish to apply for and then click the "Register" button.

Tournaments Open For Registration

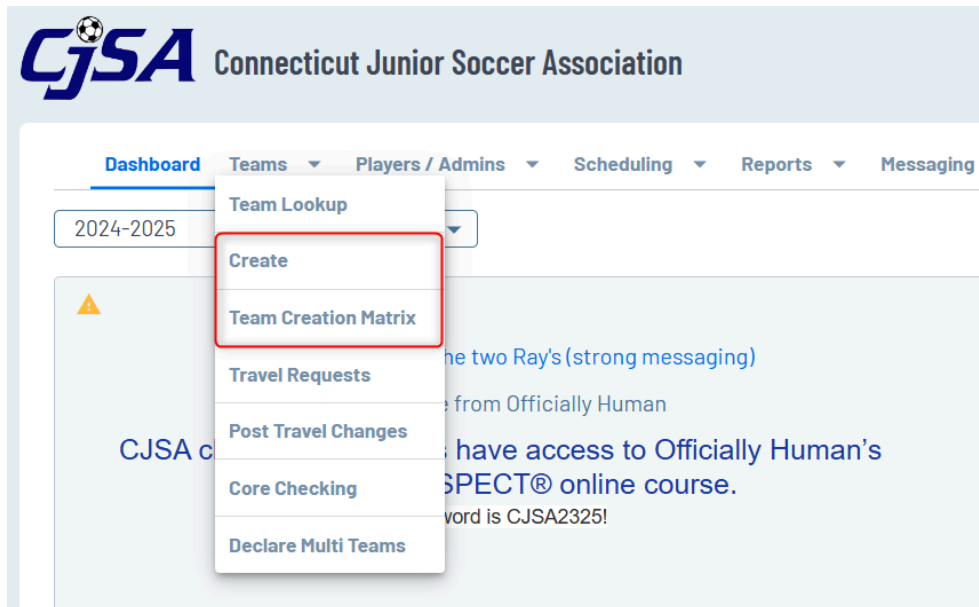
Spring 25 NWD

Register

3. Choose the desired division from the "Preferred Flight" dropdown and click Save (see above).
4. Once on the Review tab click Submit Application.
5. **Note that you must complete payment before the team is actually registered to the league!** See above section for how to do that.

Non-Sports Connect Club Users

1. Create teams in Association <https://cjsa.sportsaffinity.com/>
2. This can be accomplished by logging into your Sports Connect Association account that's used to submit player and adult registrations to the state. If you don't have your username and password please either contact support **800-808-7195** or the State Office.
3. Click on Teams in the Navigation.
 - i. Click Create to create one team at a time
 - ii. Click Team Creation Matrix to create multiple teams at once



Teams / Create a New Team

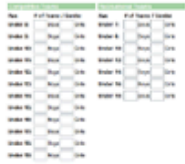
Use the forms to create a new Team within a Club in this league of registration.

Create Multiple Teams

To add Multiple Teams, use the **Team Creation Matrix** to generate multiple teams for different age groups and genders.

* are required fields

Click on the image below to access the team creation matrix.



[Team Creation Matrix](#)

Select Region*
Demo Region

Select Club*
Demo Club - 0D01

Select Program*
Demo Club

Select Season*
2024 Fall

Team Level* **Gender*** **Age Group***
Select Boys 2010

Team Name
Demo Club - B2010 Blue

Team ID (4 numbers are editable)*
0D01-01SB10-0089

Jersey Home Colors **Jersey Away Colors**

Shorts Home Colors **Shorts Away Colors**

Socks Home Colors **Socks Away Colors**

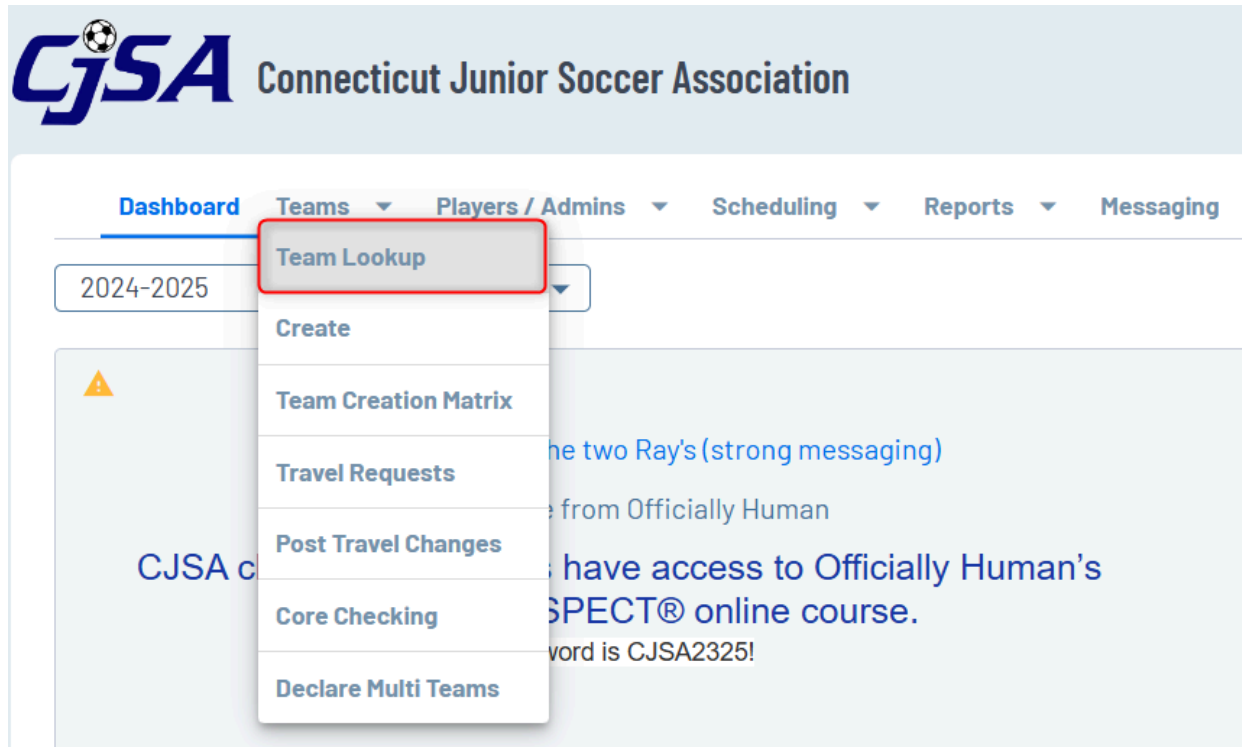
Team Sponsor

4. Once all teams have been created, follow the Registering Multiple Teams to the League section above.

View Teams that are Registered

Team Lookup

1. Click on Teams in the navigation bar, select Team Lookup.



2. Search for your teams.
3. Once teams have been submitted to the League you will see a green D with a circle for team Declared into a League, as shown below.

TEAM LOOKUP 2024-2025

Show Additional Filters

Select District: Northwest
Select Club: Soccer Club of New Milford - NWOK
Select Club Detail: All Club Details
Select Play Type/Level: All Play Levels
Select Age Group: All Age Groups
Select Gender: All Genders
Activation Status: No Status Filter
Search Keywords:

Reset Search

Delete Selected Email Selected

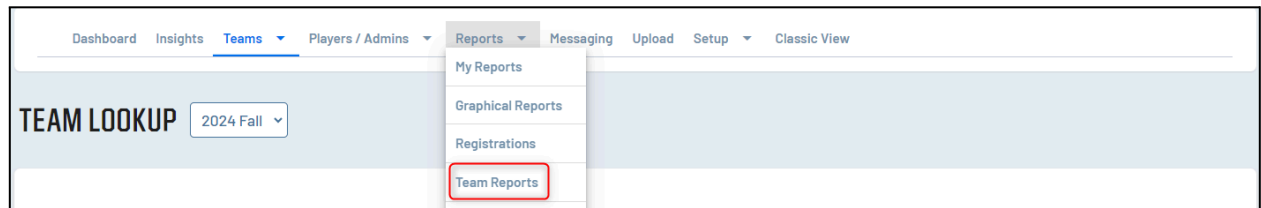
Page 1 of 1 Items 1 - 17 of 17

DEL		Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach	
A	<input type="checkbox"/>	NWOK-01CB16-0001	B.09.16.F24.SCNM.Fire	C	B2016	Soccer Club of New Milford	3	18	Nelson Dovale	D
A	<input type="checkbox"/>	NWOK-01CB16-0002	B.09.16.F24.SCNM.Union	C	B2016	Soccer Club of New Milford	3	19	Nelson Dovale	D
A	<input type="checkbox"/>	NWOK-01CB15-0003	B.10.15.F24.SCNM.Dynamo	C	B2015	Soccer Club of New Milford	2	20	Tuan Tran	D

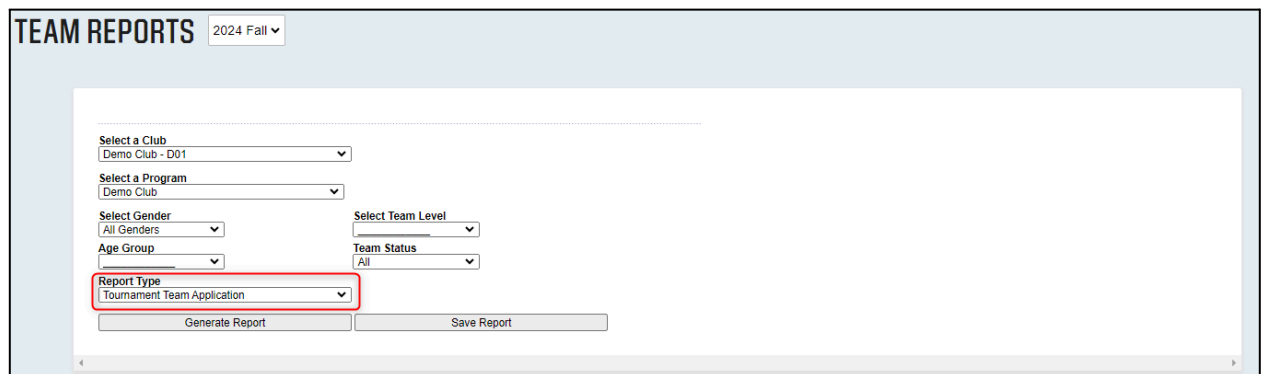
Tournament Team Report

You can run a report to make sure all teams have been registered.

1. Click on Team Reports



2. Select Report Type: Tournament Team Application



3. Click Generate Report

4. You can export the report and sort as needed

