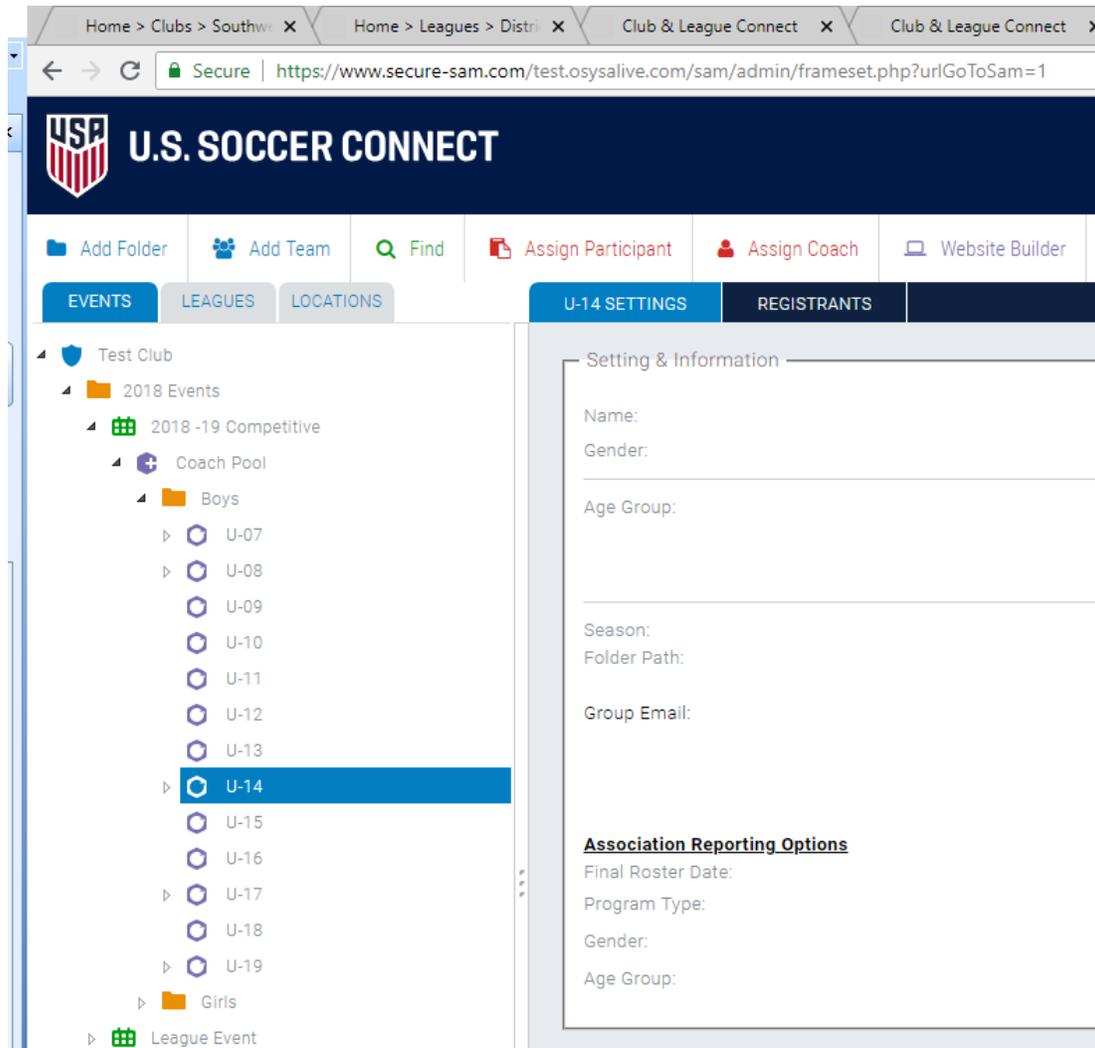
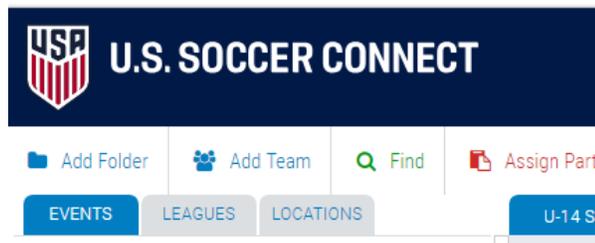


Creating Teams In Stack

1. Log in to the admin side of your club: 'yourclub'.osysalive.com/sam.
2. Assuming your event is already established, click on the correct age group for the team you wish to create. For our example, we will create a team in our U14 Boys age group.



3. At the top, right underneath where it says U.S. Soccer Connect, click the blue Add Team button.



4. You will be brought the New Team page. Fill out the Team Name. Don't worry about the team number. Make sure the Program Type, Gender and Age Group are all correct. Click the box next to 'Take me to the new Team page'. Hit the blue Create button.

Note: this does not mean a Team Page accessible by a web URL (like in Team Snap).

NEW TEAM

- New Team for U-14 -

Name*

Gender Male

Age Group U-14

Team #

Next Available

New

Association Reporting Options

Final Roster Date: Sat 08/31/2019

Program Type: Competitive

Gender: Male

Age Group: U14

Take me to the new Team page

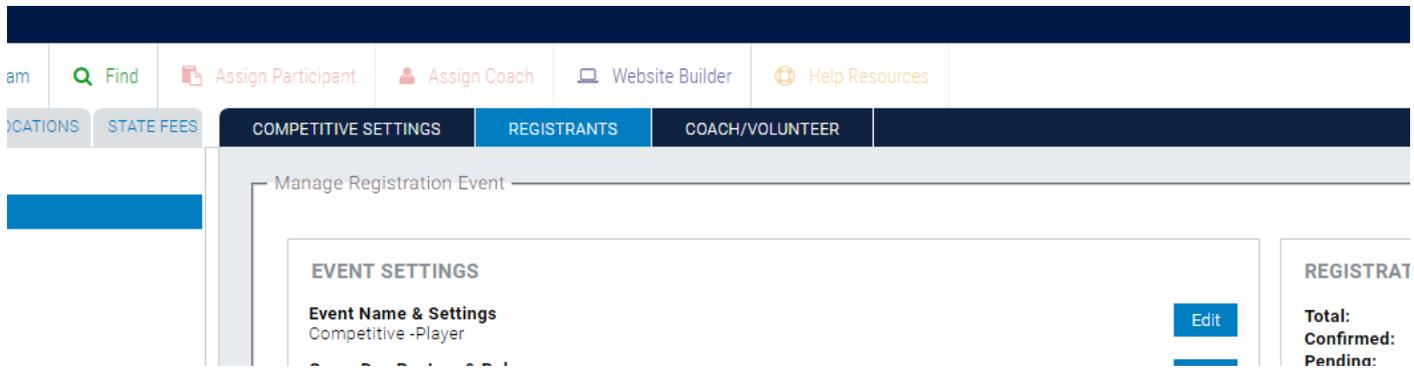
Create

5. Your team is now created. Congrats! You will see it show underneath the age group you selected. Now that the team is formed, you need to fill it. This is accomplished using the two red Assign Participant (aka player) and Assign Coach buttons near where you clicked the Add Team button.

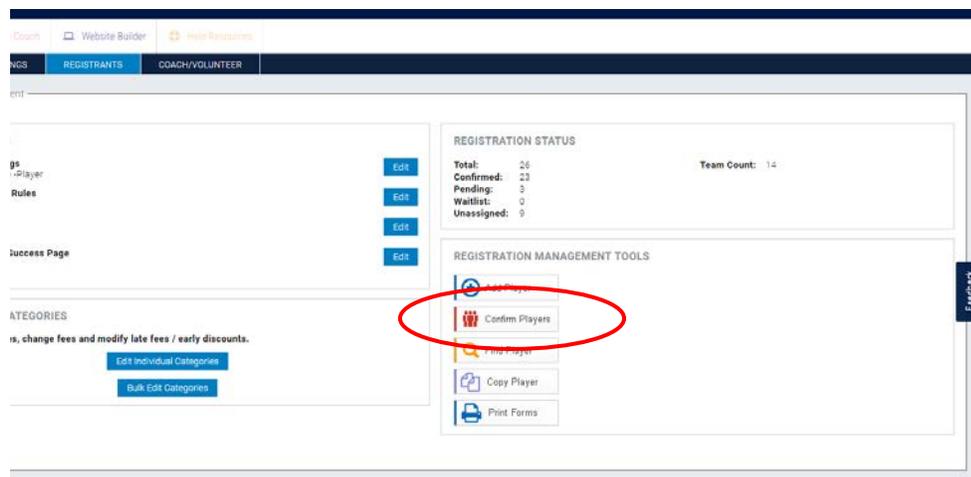


Note: If you have not confirmed your players and coaches yet, when you click the red Assign Participant/Assign Coach buttons no one will show. To confirm your players or coaches;

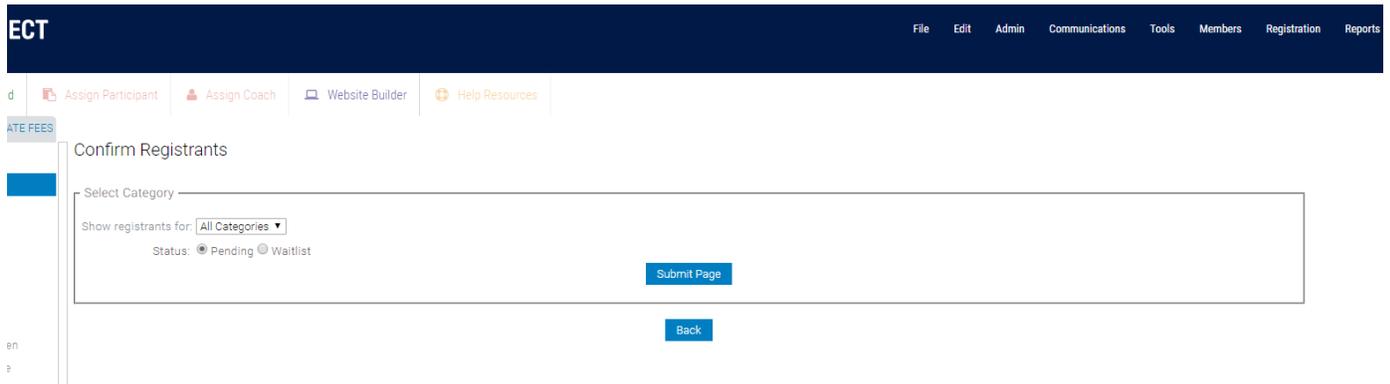
- a. Click on your event (green calendar).
- b. Click on the Registrants (to confirm players) or Coaches/Volunteers (to confirm coaches) tab.



c. Find the red Confirm Players or Confirm Coaches button (towards bottom right). Click it.



d. On the Confirm Registrants page, click Submit Page. Status should be on Pending.



e. A list of all unconfirmed participants will show. You can either select all by clicking the blue Confirm word, or click the box next to each player one by one. Then hit the blue Submit Confirm / Reject button. The players you selected are now confirmed.

NNECT File Edit Admin Communications Tools Members Registration Reports

Find Assign Participant Assign Coach Website Builder Help Resources

Confirm Registrants

Select Category

Please check the registrations you would like to confirm.
 ✓ Registrants with green check mark by their name paid by check.
 Show registrants for: [All Categories] Status: Pending Waitlist

Submit Page

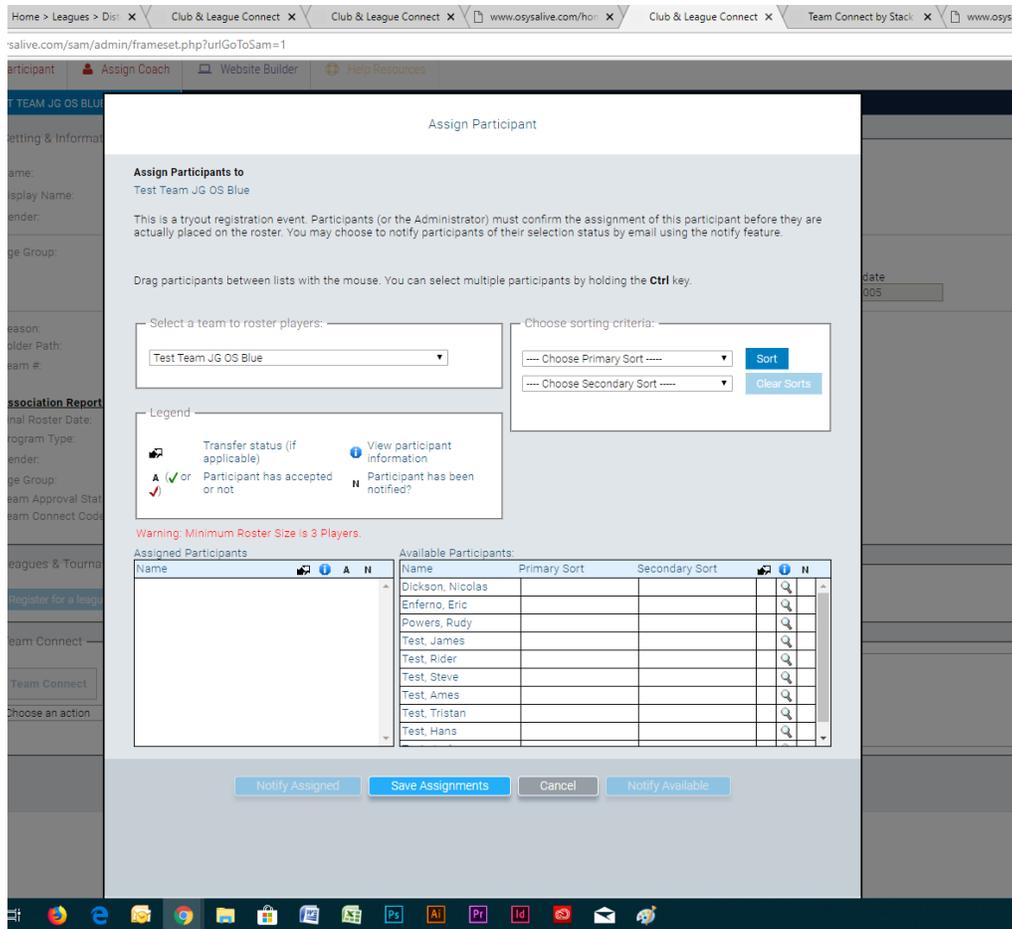
Back

Confirm Registrants

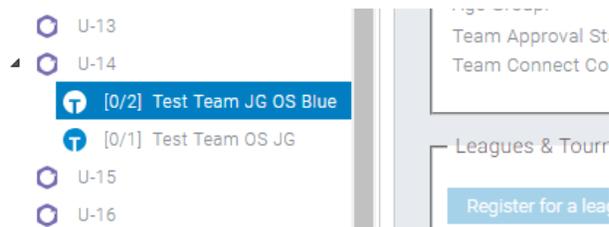
Participant Registrations	Confirm	Reject	Check Amount	Check #	Balance	Registration Time
Test, Zach ✓	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/> <input type="text"/>	<input type="text"/>	\$200.00	06/22/2018 at 09:50 am
Vanegas, Ricardo ✓	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/> <input type="text"/>	<input type="text"/>	\$200.00	06/22/2018 at 10:51 am
Yotun, Yoshi ✓	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/> <input type="text"/>	<input type="text"/>	\$200.00	06/22/2018 at 10:18 am

Clear Submit Confirm / Reject

- After your players are confirmed and you hit the Assign Participant or Assign Coach button, a window will pop up. In this window, the right bottom box (Available Participants) contains all eligible players or coaches that can be assigned to the team. Simply click and drag players/coaches over into the left box (Assigned Participants). When done, click Save Assignments (the window won't close, so hit cancel to close it after saving. No information will be lost.).



You will notice that in the builder tree, the [0/0] next to the Team will have changed to reflect the number of coaches (left) and/or players (right) that you just added.



7. After you have completed filling out your teams, the next step is getting into the correct league(s).

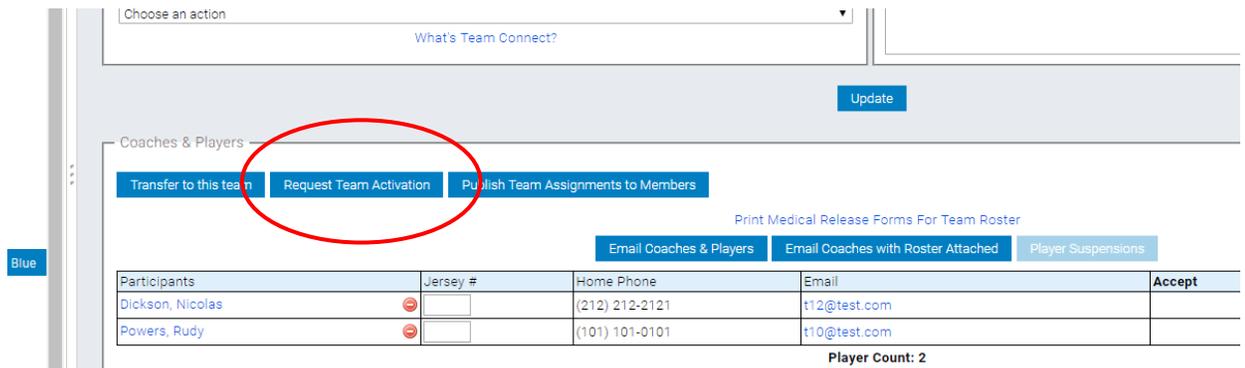
This is a two step process; affiliation then registration. You can affiliate a team with no coaches or players, but it won't be approved until filled.

- a. First, click on a team in your builder tree (far left column).

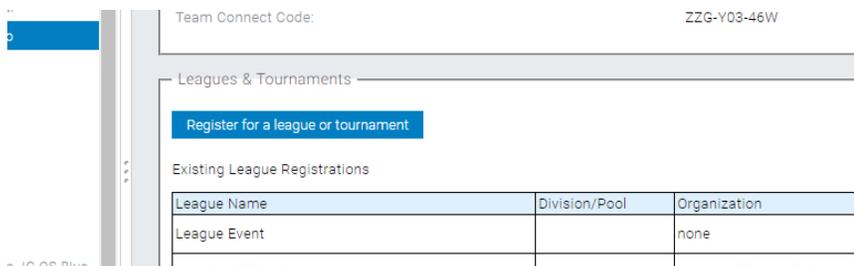
- b. Affiliation is the system simply asking you the question, "Who do you want to do your carding for the season?"

This is done by selecting a team in your tree builder (far left column) and clicking the blue Request Team Activation button towards the bottom (right above the assigned coaches). This is an automatic process, meaning that when you select the correct league they will automatically get your request to card through them. Leagues will then be required to approve your team (after they have verified players and coaches).

Note that for some Ohio South leagues, approval is automatic since they accept anyone.



- c. Once approved, the blue Register for a League or Tournament button will become available (and the Request Team Activation button will become unavailable for selection). The Register for a League or Tournament button sits right below the Team Settings & Information box and right above the Team Connect box. To register and submit payment to the leagues (if they have set this up), click this button.



- d. From the League and Tournament Directory, please select the correct league for the team. Click the Register Now button with the green checkmark.

League & Tournament Directory

MVYSA Fall 2018
Miami Valley Youth Soccer Association

MVYSA Fall 2018
Miami Valley Youth Soccer Association

 Register Now

The Premiere League - 2018-2019 Registration
Greater Cincinnati Soccer League

League Host: Miami Valley Youth Soccer Associ

Eligible Program Types: Competitive

Eligible Age Groups / Genders: U8 - U15

Invited Clubs: [View 196 Invited Clubs](#)

Restrictions: Rosters required.
Guest players not allowed.
Hard rules enabled.

League Cost: Teams playing 7v7 - \$450
Teams playing 9v9 - \$475
Teams playing 11v11 - \$625
Teams playing in both MVYSA and Buckeye (BPYSL) - \$225

League Contact
Gene Pitstick
office@mvysa.com

Fall 2018

Update

- e. You will run through the league registration they have established, which usually follows an order similar to Team Information > Confirm Players > Review > Payment > Receipt. Then you're done.

Note that you will be held up at the Confirm Players/Registrants page if your players have not been confirmed by the league.