

## CUSL Team Registration and Player Roster Process

All registration and roster processes are done on the CUSL website. The address is [www.cuslsoccer.org](http://www.cuslsoccer.org). Once you bring up the website it is easier to click on the line that says alternate index page-does not use java. This will enable you to see all the headings and subheadings of the website at the same time. You can also enter the website by clicking on the blue and green state of Ohio or clicking on the line that states click on line to enter site. These two methods of entry use java which may not work on some computers. Please use which ever entry works best for you.

Once you have entered the website you are now on the main page. You will see information and announcements in the middle. On the left side you will see a menu. To register and roster your team you need to access the Team Admin page. From the menu look for the word Organization. Look below this (you may need to click on the word Organization to access the drop down menu), and look for the word Team. You may need to click on other first. Click on team.

Two boxes will come up back to back looking for logins and passwords. The first box are common to all teams:

Pollard.atx9  
cfcfree

The second box are team specific and are obtained from the club administrator. Please contact the club administrator if you do not have you team number and password. Please write them below so you have.

Team no:  
Password:

The page that comes up is the Team Admin page. Most everything you do starts from this page. The page is divided into two halves. The left side is functions where you do actions to set up your team and roster. The right side is reports. This is where you will print registration forms and your roster.

### Steps To Set Up Roster

1. The first step only applies to teams that played in a prior season. If you are a brand new team please proceed right to step 2. Teams that played in a prior season need to delete any players from the roster who are no longer on the team. On the Team Admin page on the left side click on the words Modify/Delete a Player. A roster will come up for the team that shows all the players on the team last season. On the far right side is the word delete on the line of each player. Click on the word delete for each player you wish to remove from your team.

2. The next step is to add new players to your roster. On the Team Admin page under functions click on Add a New Player. An initial screen will appear requesting the player's phone number. Once you key in the phone number, if the player is already in the database, and has been removed from any team they may hve played on in a different season, they will pop us as part of the inactive database and., their information will be provided in the screen. You may accept this information (if a player is in the inactive database and the information that appears on the screen is correct), or reject if it is not the correct player. Phone numbers and addresses can be corrected later and those players should be accepted. If the player is new to CUSL and not part of the database, a blank screen will appear. If you reject a player, or if the player is brand new, you need to enter all information and click on submit. Please be sure to enter correctly, especially name and birth date as the CUSL registrar must correct if it is wrong.

3. The last step is to modify information for a current player whose information has changed. Click on Modify/Delete a Player on the function side of the Team Admin page. Click on the player's name that you need to change. Their data screen will appear and will enable you to change every field except the birth date and player name. Once the changes have been made click submit.

### Roster Coaches

Please make sure your coaches are listed correctly. Your team coach should be listed as the head coach. If your head coach is not yet assigned, the staff coach/trainer for you team will be listed as the head coach. The head coach will be listed with their name and address, but the e-mail and phone number of the parent administrator. This is done as all communication about the team needs to go through the PA from other teams and the league. The PA then shares that information with the coach and the team. Any changes to the head

coach must be done by the club administrator. Please contact the club administrator if any changes need to be made.

The first assistant coach is the team's staff coach/trainer. They are also listed with their name and address but with the PAs phone number and e-mail

The Parent Administrator is listed as the second assistant coach. This is done so the PA can sign all documents and schedule games. They do not coach at games and they remain on the parent side during games.

Coaching information for the assistant coaches only can be modified by the PA on the Team Admin page by clicking on the line that says Modify/Delete Coaches Info. Do not delete an assistant coach. Please contact the Club Administrator for any deletions.

#### Coaches and Player Cards

Once all of your players and coaches are correctly entered onto your team's roster on the CUSL website, please e-mail the club administrator. The club administrator will print and mail you the printed player and coaches cards within seven days.

Once you receive the cards they need to be signed by all of the players and coaches. Once a card is signed by a player or player you need to glue picture in the square to the above left of where they signed it. You may need to e-mail your coaches to send you a small picture. For the staff coaches you can go to the club website and go to the coaches section and print one off.

#### Coach and Player Registration Forms

For each coach and player on your team you will need a USYSA registration form. These forms are printed off of the CUSL website from the Team Admin page on the report side. The lines are on the right and they say Print Player Registration Form and Print Coach Registration Form. You will need to print one for each player and coach. The parents of each player need to complete the bottom 1/3 of the player form and sign in both places on the bottom. The coaches need to sign the very bottom of their form. For high school teams only the player and high school team information must be complete. Once these forms are all signed the PA needs to make a copy of each one to keep in the PA binder.

#### Registration Packet

In order to register your team the following needs to occur:

1. Go to the Team Admin page and on the reports side print off a copy of your team roster. The Club Administrator will use this for the final check of your packet and you will use it to put your player and coach paperwork in order.
2. For each player you will need a packet paper clipped together in the following order:
  - a. Signed player card with picture that is creased down the middle(put short sides together, fold, crease firmly with your thumb) and then open back up
  - b. Registration form that has been signed by the parents
  - c. Copy of birth certificate with the birth date highlighted
  - d. For Kentucky players a stamped approval to play out of state form

Place these player packets in order to match the roster

3. For each coach you will need a packet paper clipped together in the same order as for the players except the birth certificate is replaced by a Risk Management form. There are no Kentucky forms for coaches no matter where they live. Coaches packets are placed behind the player packets with the head coach on top, the PA coach second, and the Staff Coach/Trainer third.

Please contact the Club Administrator at any time with questions or problems.