

Demosphere Reference Guide - Team Managers/Captains

1. Register

- a. https://tcwsl.demosphere-secure.com/_registration
 - Reminder: Team Managers/Captains MUST register as a player AND "Team Staff/Volunteer" when prompted you register for both at the same time, you don't have to do it separately).
 - 1. Your screen should look like one of these (depending which you selected first).

Step 1 Step 2 Galer Doder Dem Stro		Ster	3 Step	4 Order
	Volunteer Options			
Registration Step 2.4 - VOLUNTEER OPTIONS			-**P	REVIEW MODE **
Register for: Fall 2021 - Spring 2022				
⊖ Yes! I wish to register a Volunteer		○ No, I do not wish to regis	ter a Volunteer	
🗢 Back / Edit			► Sav	e and Continue
Step 1 Step 2 California pro		Step 3	Step 4 Complete Order	
Ŷ		Register Another		
Segistration Step 3.1 - REGISTER ANOTHER				PREVIEW MODE **
Do you have an additional registration to make?				
Register a Participant / Player		► No, Proce	ed to Next Step	3
Register Team Staff / Volunteer				

- ii. Discount Code for Managers/Captains: freemanager (Only 1 code per team/year)
- b. Once you register, the Registrar will assign you to your team (on the backend). Once assigned, you'll be able to manage your roster (next step).

2. <u>Manage Roster</u> (Add/Remove Players)

- a. Login using the email/pw you use for registration.
- b. Select the current season.

🕹 RosterPro® Registration		
rogram/Competition Setup		© Hdp
ROGRAMS/COMPETITIONS	TCWSL ** - SEASONS/EVENTS	
TCWR.	Manage "Fall 2021 - Spring 2022"	> Show All Seasons

c. Select "Registration Management"

Seasonal Registration Setup	telep * Return to Dashbaar ** TCWSL - Fall 2021 - Spring 2022 **
eason Structure Player Form Registration Management Season Structure	© Holp
* TCWSL SEASON Fall 2021 - Spring 2022 123 Alters Registered 0 Verbalt Mark Registered 0 Verbalt Mark Registered	To manage Teams, please click on any Seasonal Grouping.
Division 1 Division	

d. Expand the division and select the little arrow next to our team, as shown below.



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Surge 7 of 22 (32% FULL)	1 TEAM											

- e. As players register, they will appear in the top section.
- f. From here, you can drag & drop players from the top section onto the "Team Roster".
 - i. This places them on your "active" roster.
 - Anyone who is not playing (e.g. injury), you can click & drag them to the top section to remove them from your active roster and create space (if needed). Alternately, you can edit the player listing box (blue edit button) and make them inactive, then save).
 - 2. Reminder: max active roster is 22 players (but only 18 can be there on game day).

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			1.00	Tuoney, Anye 6	4			720 005509 0	9 FEMALE	10/10/1909 1	10	00/17/2021		ACTIV

- ii. Don't forget to drag & drop yourself to the "Team Staff" section.
 - 1. Select "Team Staff Registrations" at the top to manage staff (same drag/drop process as above).

Amber Potter	PROGRAM NO LOG SETUP	
RosterPro® Registration	Player Registrations Team Staff Registrations	× Exit Registration Management Mode

- g. Besure to add jersey numbers for each player before the 1st game.
 - i. Select the "edit" button (either one), input jersey numbers for each player and save.
 - 1. See screenshot above to locate the two blue "edit" buttons.
- h. The Registrar will sync rosters.
 - i. This allows the Team Pages side (more info below) to update, which then links with the app etc (for players to access the app/mark availability for games, etc.)



- ii. Sync will follow the below schedule:
 - iii. Pre-season: twice per week
 - iv. 1st three weeks of season: weekly on Saturday morning
 - v. Remainder of the season: ad hoc (If your roster changes during this time, you *must* let the Registrar know so we can sync/update on our end accordingly

3. Print Game Day Rosters **NEW**

a. From RosterPro/Registration mgmt, select "Manage Team Documents".

		Amber P amber.pol	otter ter1016@gmail.co	MY PROFILE DASHBOARD	PROGRAM	LOG		-						
		Rost	erPro® Registratio	n		Player	Registrations	Team Staff	Registrations	× Exit Registra	ation Management Mode			
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- b. Select "Other Printable Forms" tab.
- c. Select "Team Roster".
- d. Select "Next".
- e. Select your preferred option: download/print immediately or email for later (yourself or others).



f. Game day roster will look like this:



Tri-County Women's Soccer League

TRI-COUNTY WOMEN'S SOCCER LEAGUE	

Season: Fall 2021 - Spring 2022 Team: Surge

Volunteer Photo	Volunteer Photo Volunteer First Name			Volunt eer DOB	Volunteer Email		Volunt eer Phone
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Participant Pho	Participant Photo Jersey			Participant Fire	Participant DOB		
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M -		rules). If you photo. 1	see this, please have We will be checking t	those players provide a proper his to ensure compliance.		·	

4. Adding Scores **NEW**

a. Adding Scores (Add/Remove Players)

- i. Login using the email/pw you use for registration.
- ii. Open the "Demopshere Universal Experience" section. Select "Teams"

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- iii. Select your active team.
- iv. In the "Game Schedule" section, you'll find the appropriate game and select the radio button to "submit game report"

GAME SCHEDULE

SEP 11 Sun , Sep 11 <i>Home Game</i> Rustin HS - s	- 10:00 AM EDT <i>vs.</i> Colonials 1 tadium turf M	# GAME 301
Iogo Home	4 : 0	logo AWAY
SEP Sun , Sep 18 18 Home Game	- 12:00 AM EDT <i>vs.</i> BYE	# GAME 3
logo HOME	-:-	logo AWAY



v. Enter the game score, infractions, and other details in the post game report.

Post Game Report					
Home Team Game Score					
Score *					
Home Goal 1			~	Minute	
Away Team Game Score					
Score *					
Away Goal 1			Ŧ	Minute	
Home Player Infractions					
Player	•	Infraction 👻	Reason	•	Minute
Away Player Infractions					
Player	•	Infraction 👻	Reason	-	Minute
					SAVE

- vi. SAVE.
- 5. Other

a. Demosphere App **NEW**

- i. If you have the old app, delete it.
- ii. In the app you can:
 - 1. View your team schedule (any changes automatically pushed to app)
 - 2. Track game day availability (no need to maintain/track in a separate place)
 - 3. Send team messages
 - 4. Note: app will populate with details only once the schedule is in the system