Demosphere Reference Guide - Team Managers/Captains

1. **Register**
   a. https://tcwsl.demosphere-secure.com/_registration
      i. **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).

   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. **Manage Roster** (Add/Remove Players)
   a. Login using the email/pw you use for registration.
   b. Select the current season.

   c. Select "Registration Management"

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

Drag this down to make the top section larger.
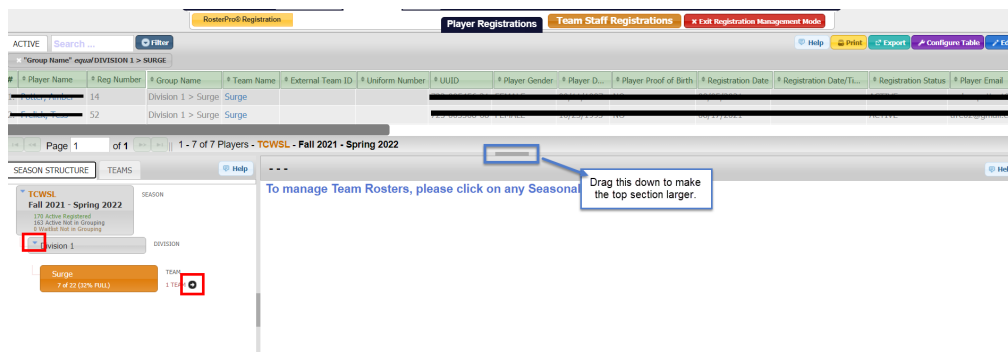
e. As players register, they will appear in the top section.
f. From here, you can drag & drop players from the top section onto the "Team Roster".
   i. This places them on your "active" roster.
      1. Anyone who is not playing (e.g. injury), you can click & drag them to the top section to remove 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).
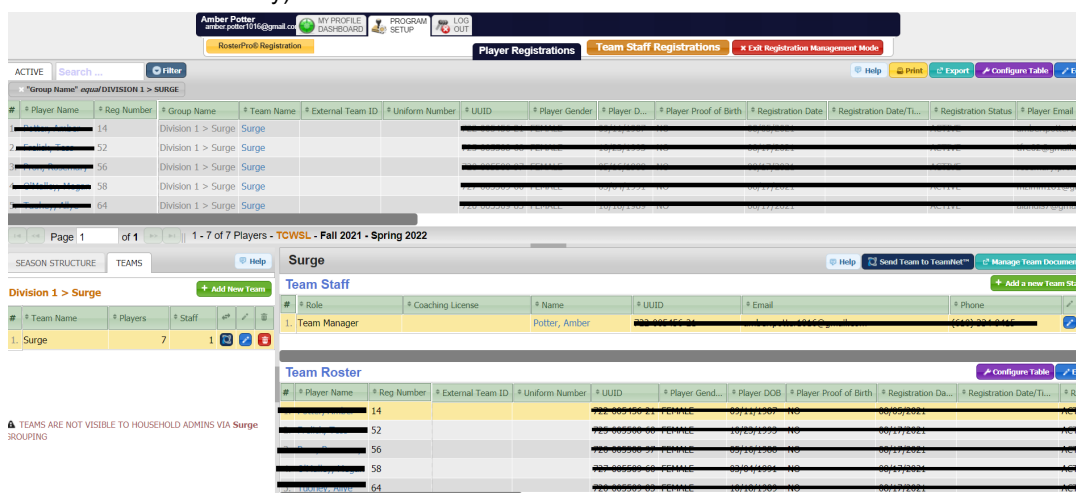
   ii. Don't forget to drag & drop yourself to the "Team Staff" section.
      1. Select "Team Staff Registrations" at the top to manage staff (same drag/drop process as above).

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".

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

Season: Fall 2021 - Spring 2022

Team: Surge

Volunteer Photo	Volunteer First & Last Name	Volunteer DOB	Volunteer Email	Volunteer Phone

Participant Photo	Jersey #	Participant First & Last Name	Participant DOB
M			

Note, photo MUST be of the player, for ID purposes (as per EPSA rules). If you see this, please have those players provide a proper photo. We will be checking this to ensure compliance.
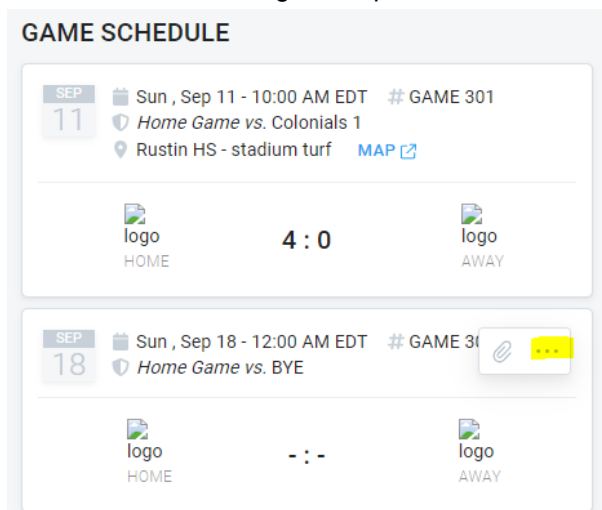
4. Adding Scores **NEW**

    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"
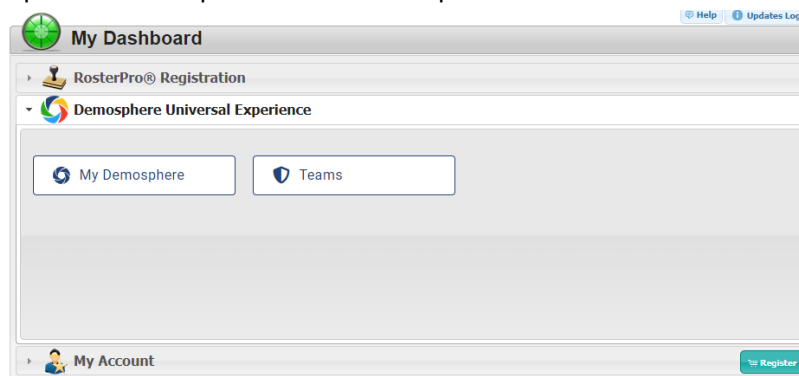
        iii. Select your active team.

        iv. In the "Game Schedule" section, you'll find the appropriate game and select the radio button to "submit game report"

    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 ▾ | Minute |

Home Player Infractions

| Player ▾ | Infraction ▾ | Reason ▾ | Minute |

Away Player Infractions

| Player ▾ | Infraction ▾ | Reason ▾ | Minute |

==SAVE==   CANCEL

    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