

How to ADD or UPDATE ID numbers:

Any time you need to update the ID# for a team, player, coach, manager you can do 1 of the following:

COMPLETE ID# UPDATE:

1. In your club account click the "CLUB" tab
2. In the gray bar below the tabs click "CUSTOMIZATION"
3. On the page tabs click "ID Number"
4. You'll see:

ID Numbers for This Club

Update members with no ID number

Four buttons are displayed in a vertical stack, each with a light gray background and a dark gray border. The buttons are labeled as follows:

- Add Team ID Numbers
- Add Player ID Numbers
- Add Coach ID Numbers
- Add Manager ID Numbers

5. Click the "Add ***** ID Numbers" That will add #s to any person/team who does not have one.

ID# UPDATE FOR A TEAM:

1. In your club account click the "REGISTRAR" tab
2. In the blue bar below the tabs click "TEAMS" then click on the team that needs to be updated.
3. On the page tabs click "ROSTER & ID CARDS"
4. You'll see:

The screenshot shows a web interface with several tabs: "Team Staff & ID Cards", "Team Details", "Roster & ID Cards", and "Support Requests". The "Roster & ID Cards" tab is active. Below the tabs, the team name "Boys U10 WYS TEST WYS WAVES 35B2U10" is displayed. To the right of the team name are buttons for "Hide Photos", "Show Matching Players", "Disable Limits", and "Enable Reset". Below the team name, the text "U12 Competitive Roster Limits: Wyoming Youth Soccer Total: 18 players -1yr: 18 -2yrs: 18 -3yrs: 0 -4yrs: 0" is shown. On the left side, there is a "Select a League/Event" dropdown menu with "WYS Test Club Season 2010 - 2011 (8/1/2010)" selected and a "Go" button. Below this is a "Return to Team List" link and two buttons: "Update Team/Staff IDs" and "Regenerate Team/Staff IDs". On the right side, there is a "Team Details - This Event" section with the following fields:

- Group: Boys (dropdown), U12 (dropdown)
- Club/Team: WYS TEST Club, WYS WAVES
- Association: (empty text box)
- Playing League: (empty text box)
- Team Level(For Event): Competitive (dropdown), Update (button)

5. Click the "Update Team/Staff IDs" button. NOTE: If you click the "Regenerate..." button, the red one, ALL numbers will be changed.