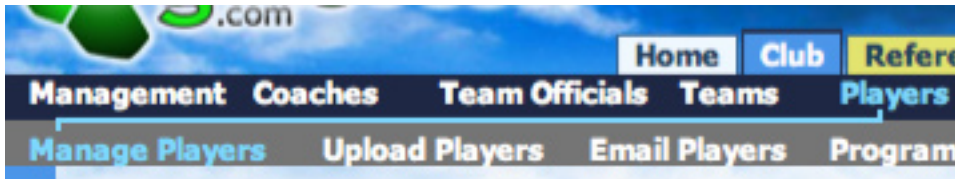


Placing Players on a Team

The drag and drop function below can only be used with Internet Explorer 6 & 7 or Safari. If you are using a different windows browser such as Mozilla or FireFox, change to IE7.

To place players on teams you must have players entered into our system and have created teams.

1. From the Club/Home Association section, click on **PLAYERS** in the blue menu bar.



2. This will take you to our Club Player Account area. In this area you can sort by gender, age, player name and more.

3. You will see a table containing a list of all players with relevant information.

Items 1 - 25 of 1939

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Select	ID#	Level	Fam#	Last, First Name	Family	Jrny#	School	Zip	Sex	DOB	Group	Team	Team Age
<input type="checkbox"/>	N/A		18528	abbott, Brittney	abbott			79015	Boys	11/5/1994	U14	U12 Academy	N/A
<input type="checkbox"/>	N/A		18528	abbott, Brittney	abbott			79015	Boys	11/5/1994	U14	GOTteam Soccer Club 94 Boys	N/A
<input type="checkbox"/>	N/A		18533	Abbruscato, Brylee	Abbruscato			79121	Girls	12/20/2000	U8	GotSport Drifters 96 Boys	N/A

4. This table can be sorted by the column headings (level, fam#, Last, First Name, School..etc) by clicking on the underlined name of the column. This will sort it from largest to smallest or Z to A. Click it twice to sort it A-Z or smallest to largest.
5. Look to the right of the table and you will see a link **CLICK TO SHOW TEAMS**. Click it and ALL teams will appear to the right of the player table. They are ordered from youngest boys to oldest boys, then coed, finally youngest girls to oldest girls.

...78

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Teams

[Click to show teams](#)

Zip	Sex	DOB	Group	Team	Team Age
79015	Boys	11/5/1994	U14	U12 Academy	N/A
79015	Boys	11/5/1994	U14	GOTteam Soccer	N/A

6. When you're creating teams you'll most likely want to deal with one age group at a time. In the following example we filter the players to **U10 BOYS**.

- Make sure you are displaying teams, see screen shot above.
- We suggest you set the page size to **INFINITE**, otherwise you will only see the first 25 players.
- Select **U10** from the **AGE** drop down.
- Select Boys from the **GENDER** drop down
- Click **APPLY FILTERS**
- We will also click on the **SCHOOL** column heading to group players by school instead of name.

The screenshot shows the 'Club Player Accounts' interface. At the top, there are buttons for 'Create Player Profile', 'Export Players (CSV)', and 'Export Players (XLS)'. Below these are search filters: 'Search Filters', 'Page Size' (set to 'Infinite'), 'Photos' (set to 'No'), 'Teams Column' (set to 'Yes'), and 'Level'. There is an 'Apply Filters' button. The filter section includes 'Age' (set to 'U10'), 'Gender' (set to 'Boys'), 'Player Name', 'Family Acct#', 'Player ID#', 'Team Name', 'Competitive Level' (set to 'Set Level'), and 'Assign Team' (set to '(none)'). There are also fields for 'Player Email', 'Parent Name', and 'Parent Email'. Below the filters is an 'Enroll Players in a Program' section with a dropdown set to '(None)' and a 'Select' button. At the bottom, there are buttons for 'Email Selected Players' and 'Print Player Forms'. The main area shows 'Items 1 - 25 of 1939' and a pagination bar with 'Pages: 1 2 3 4 5 6 7 8 9 10 11 ... 78' and a 'Next Page »' link. A table of player data is displayed with columns: Select, ID#, Level, Desc#, Last, First Name, Family, Street, School, Zip, Sex, DOB, Group, Team, Team Age. The first row shows a player with ID# 10520, Last Name 'abbott', First Name 'Brittney', Family 'abbott', Zip '79015', Sex 'Boys', DOB '11/5/1994', Group 'U14', Team 'U12 Academy', and Team Age 'N/A'. The 'School' column heading is highlighted. To the right, there is a 'Teams' section showing 'B.OPEN (N/A) GOTSPOORT DRIFTERS' and '96 BOYS' with 'Players: 2'.

7. The system will now display Boys U10 players sorted by school. It will also display all boys U10 and U11 teams. We display 2 age groups because we assume most U10 players will play on a U10 or U11 team. A U10 player can still be placed on a U15 team, if the club desires, by clicking on the player ID number and selecting a team from the drop down menu below.

Player Info | Parent Info | College Recruiting | Event

Player - Brittney abbott Save Delete Player

Assigned Team

U12 Academy

[View Team Page](#)

Enrolled Programs


2008/2009 Registration (8/1/2008 - 7/31/2009) Remove

Available Programs

8. Back on the **CLUB PLAYERS ACCOUNTS** page, if the player is on a team it will show in the Team Column. Players not on a team will have no entry in the team column. HINT: you can sort by the column heading **TEAM** twice and players without teams will appear first.






- If you place your cursor over the player name (IE users) it will turn to a finger. Left click the mouse and a plus sign will appear. If you place your cursor over the the circle (Safari users) next to the name and left click with your mouse a plus sign will appear.

PC users  **Roberts, Abbey**

MAC users 18874  **Roberts, Abbey**

- Continue holding down the left mouse button and drag the player directly over a team box (the box will turn red to signal that that is the team you are trying to add a player to) and release the mouse button. The system will reset and the player will be attached or rostered to the team. In the example below, Abbey Roberts is not on a team. We want to place him on the Vermonters SC Chickens.

Pages: 1, 2, 3, 4 Next Page =>

Select	ID#	Level	Fam#	Last, First Name	Family	Inter#	School	Zip	Sex	DOB	Group	Team	Team Age
<input type="checkbox"/>	NA		18874	 Roberts, Abbey	Roberts			79109	Boys	9/26/1996	U12		N/A
<input type="checkbox"/>	NA			 Stubbs, abbey				79109	Boys	1/17/1997	U12		N/A
<input type="checkbox"/>	NA		18452	 Van Hook, Addison	Van Hook			79124	Boys	3/27/1997	U12		N/A
<input type="checkbox"/>	NA			 Garrard, Alec				79102	Boys	1/24/1997	U12		N/A
<input type="checkbox"/>	NA		18447	 Garner, alex	Garner			79119	Boys	5/22/1997	U12		N/A

8 U12 (96/97) VERMONTERS SC CHICKENS

Glenn Owen Thomas

Competitive Players: 0

8 U12 (N/A) GOT LIGHTNING 96 GIRLS

Players: 3

- We've moved our cursor over the name/circle and dragged it over the Vermonters SC Chickens and released the mouse button. When the system resets it shows Abbey on the Chickens and the number of players on the team has gone from 0 to 1.

Finally, while in the **PLAYERS** area you can filter your list to however you want to display your players and then check the box next to the names of the players you want to assign to a particular team, and then from the **ASSIGN** drop down menu, choose the team you want to assign the players to and click the **ASSIGN** button. You can also release players from their teams using this feature. Instead of choosing a team from the drop down menu, choose **NONE** and then click the **ASSIGN** button.

Club Player Accounts

Create Player Profile
 Export Players (CSV)
 Export Players (XLS)
 Team Builder

Page Size: 25
 Photos: No
 Teams Column: No
 Level:
 Rostered: All
 Apply Filters

Age: U8
 Player Name:
 Family Acct#:
 Competitive Level Management: Set Level >
 Gender: Boys
 Player ID#:
 Team Name:
 Assign Teams: Assign > **Bullets 00**

Player Email:
 Parent Name:
 Parent Email:

Enroll Players in a Program: (None)
 Select
 Email Selected Players >
 Print Player Forms >

Items 1 - 4 of 4

Select	ID#	Level	Last, First Name	Fam#	Family	Jrny#	School	Zip	Gender	DOB	Group	Team	Team Age	State Reg
<input checked="" type="checkbox"/>	N/A	Academy	Bell, Trajan					49022	M	1/25/2002	U8	Bullets 00	99/00	12/4/2001
<input checked="" type="checkbox"/>	N/A	Academy	BELL, TRAJAN						M	1/2/2002	U8	Bullets 00	99/00	None this se
<input checked="" type="checkbox"/>	02011989	Classic	Clinton, Bill	9117	carterfamily	42	Cooper	32003	M	2/1/2002	U8	Gremlins	01/02	None this se
<input type="checkbox"/>	N/A	Academy	Tutu, Archbishop			5	test		M	8/9/2001	U8	Bullets 00	99/00	None this se

These SAME steps are taken to place players on a team from under the **PROGRAM REGISTRATIONS** section. However, the only players listed there are the ones who applied to your club via your online registration program.