

NYSWYSA + RosterPro 2.0



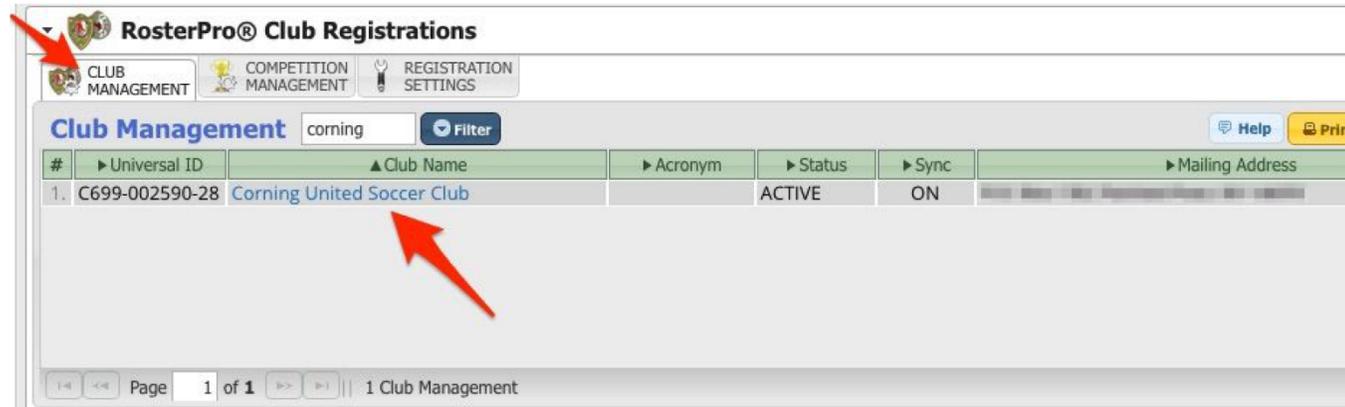
demosphere

Accessing the System

- To access RosterPro 2.0, you will logon by visiting the following webpage → www.nyswysa.org/admin
- If it is your first time logging on, the email that was used in the previous RosterPro is still active
 - For first time access, you will need to click, “Forgot Password”, and Demosphere will generate a new password
 - It has taken up to an hour for the email to come, so please be patient in case it does take that long

When in the system, Pt. 1

- You will see the following menu when you are accessing the system for the first time under Club Registration



- When you are here, please click on “Club Management”. You will now be given the option to click on the specific club you are an admin with

When in the system, Pt. 2

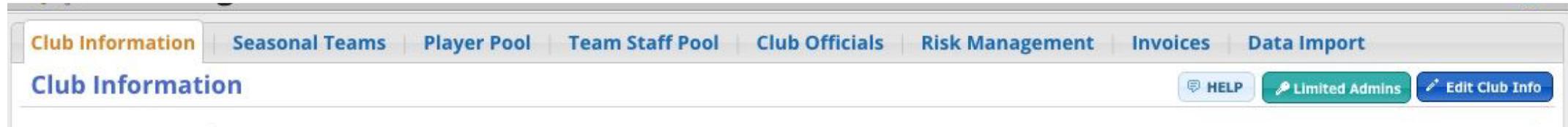
- If this is your first time accessing the new system, you will notice that your club information is my email / phone number at the state office. To edit, simply click on the blue button, “Edit Club Info” in the right hand corner



- You can update all club information when clicking that button

Club Admin Tabs

- When you are in your club's registration page, you will notice that there will be tabs across the top of the page



- These tabs will help register players, create teams, input team staff, show finances due to NYSW, and import data (if needed)
- Please note, the Risk Management tab will not be used in RosterPro 2.0 as we have switched our RM system to Sports Engine. Please do not make any requests in this tab
- For RM questions, please contact Mike Kozak at riskmanagement@nyswysa.org

Player Pool Tab, Pt. 1



- This is the tab that you will utilize to register players manually
- When in the player pool tab, you will see a green button, “Add Player”. This is how you will create players in your player pool



Player Pool Tab, Pt. 2

- When you receive the following pop-up, you will have multiple ways to add a player to your pool
- The first possibility is the UUID Lookup. The UUID is the new Player ID # in RosterPro 2.0. If you know the players UUID, you can copy and paste the information in the highlighted box
- To locate a player's UUID, you will have to change your seasonal year from 2018/19 to 2017/18. I will revert back to the last slide to show you how to change the seasonal year
- Please make sure to change the players status to "Active"
- Please do not add an email of the player's parent. An email is not required for players in the new system

Add Player to Club Pool

Player is in **Corning United Soccer Club** for the **2018-2019** Seasonal Scope.

Member Info

UUID Lookup

First Name

Middle Name

Last Name

UUID *tba*

UUID will be assigned if not used to lookup an existing person.

Birthdate Gender Male Female

Proof of Birth YES | NO

Email

Phone

Mailing Address

Country United States

Address

City

State ZIP

Player Pool Tab, Pt. 3

- We have been informed last week by Demosphere that to make the player activation process easier, you will see a list of players in your 2018/19 seasonal year pool, that were active players in the 2017/18 seasonal year in the Legacy System
- They will be the players with the “PENDING” status, instead of “Active” or “Inactive”
- To activate these players please click on the blue pen button that is on the same row as the players name. This pen button allows you to edit basic information (Status of player, # of teams player is on)

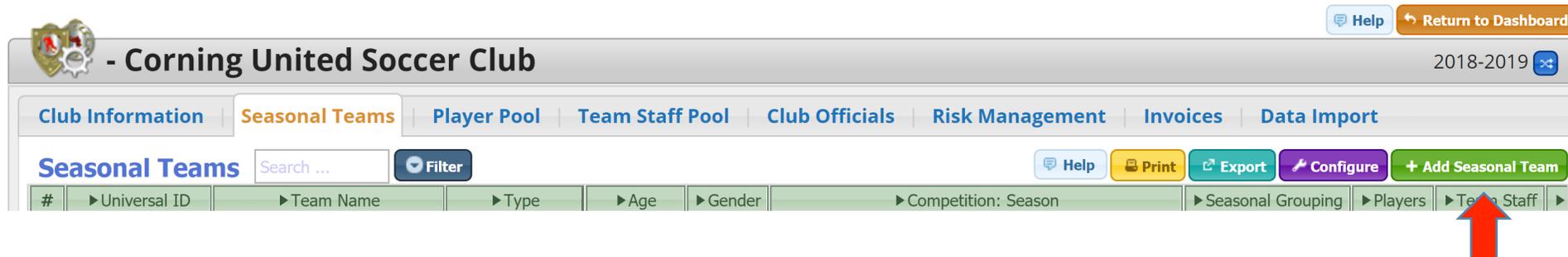


Seasonal Team Tab, Pt. 1

- The seasonal team tab is where you will create your teams. If you are a Demosphere customer, your teams will be synced from your Club Registration platform

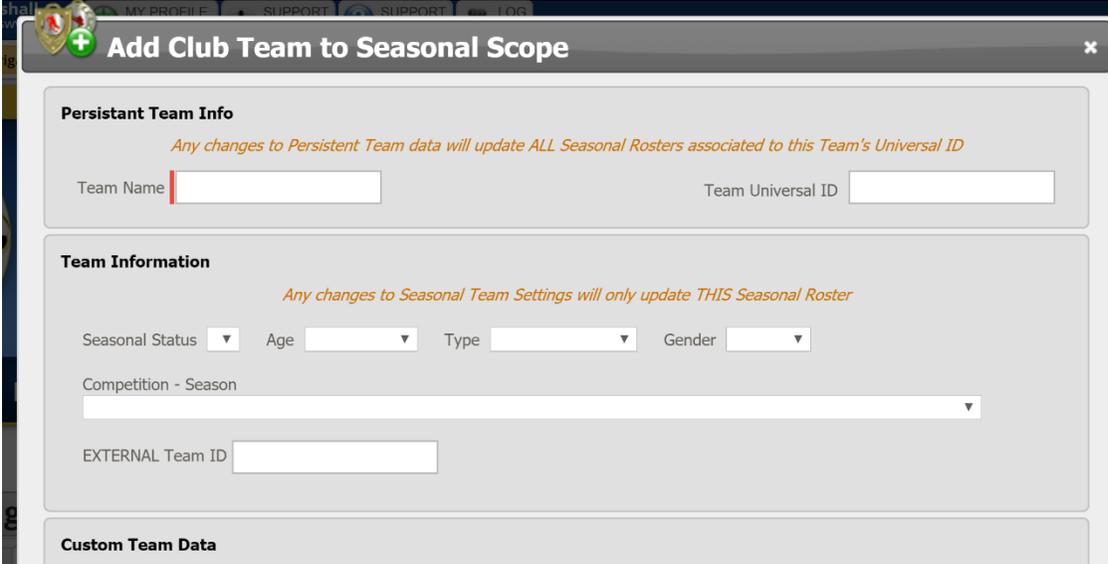


- Similar to the player Tab, you will see a green tab, but “Add Seasonal Team”



Seasonal Team Tab, Pt. 2

- After clicking the “Add Seasonal Team”, you will see this pop-up. It will allow you to type in the team’s general information (Competition, Gender, Age, Team Type, etc.)
- Team Universal ID. If you would like to duplicate a team, you will copy the Team UUID and paste it in the box to the right. It will not carry over the players, but it will associate the teams as the same and will not cause Primary/Secondary issues with players
- Custom Team Data – I am not showing the information below, but if you ever play in a competition out of NYSW, this needs to be filled out.



The screenshot shows a web browser window with a pop-up titled "Add Club Team to Seasonal Scope". The pop-up is divided into three main sections:

- Persistent Team Info:** This section contains a warning: "Any changes to Persistent Team data will update ALL Seasonal Rosters associated to this Team's Universal ID". It has two input fields: "Team Name" and "Team Universal ID".
- Team Information:** This section contains a warning: "Any changes to Seasonal Team Settings will only update THIS Seasonal Roster". It includes several dropdown menus: "Seasonal Status", "Age", "Type", and "Gender". Below these is a "Competition - Season" dropdown menu and an "EXTERNAL Team ID" input field.
- Custom Team Data:** This section is currently empty.

Seasonal Team Tab, Pt. 3

- When a team is created, you will be able to click on their team name and access the roster. When viewing the roster, you will be able to see where you can add players / staff, manage team documents, and edit team settings

The screenshot displays the 'Test' team page. At the top, there are navigation buttons: 'Help', 'Manage Team Documents', 'Edit Team Settings', and 'Return to Club'. Below these, the team name 'Test' is shown, along with the league 'Unassigned Travel League' and the season '2018-2019'. The 'Seasonal Team' tab is selected, showing the team's participation in the 'Unassigned Travel League' for the 2018-2019 season. Below this, there are two sections: 'Team Staff' and 'Team Roster'. Both sections show a table with columns for various attributes and a '+ Add' button. Red arrows point to the 'Manage Team Documents' and 'Edit Team Settings' buttons at the top, and the '+ Add Team Staff from Club Pool' and '+ Add Player from Club Pool' buttons in the respective sections.

Team Staff

#	Name	UUID	Role	Status	Photo	Phone	Type
No Data Found							

Page 1 of 0 | 0 Team Staff

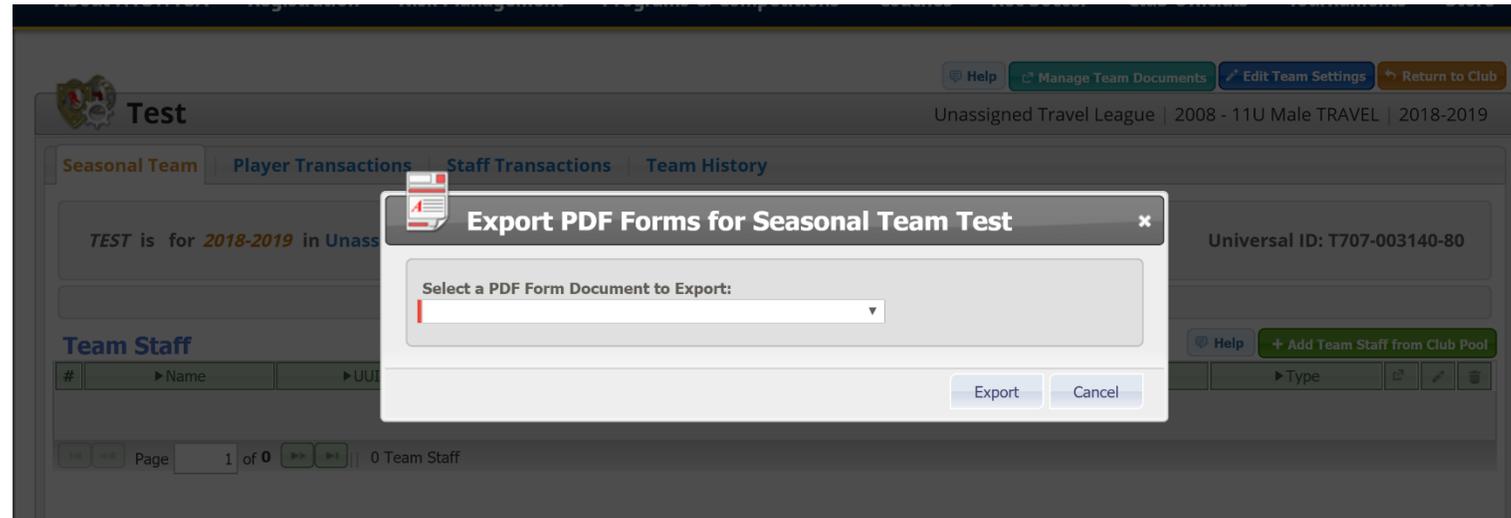
Team Roster

#	Name	UUID	Birthdate	POB	Photo	Gender	Uniform Number	Added	Status
No Data Found									

Page 1 of 0 | 0 Team Roster

Seasonal Team Tab, Pt. 4

- To print out Rosters, cards, and pertinent travel documents (if needed), you will need to click the teal button, “Manage Team Documents”



- When you click the drop-down, you will be given multiple options, please select the one that is useful for the specific team/roster

Team Staff / Club Official Tab

- Because the process of adding Team Staff and Club Officials is very similar to adding a player, I will briefly touch base on the topic



- Like players, if you know the coach or officials UUID, please copy and paste the information when you received the “Add...” pop up
- If this person is new to NYSW and does not have a record previously, you can type in their information without worry of duplication

Club Official Tab

- A difference you will see when you are adding a club official, is the two buttons that can be clicked – “Club Admin Permissions” & “Club Invoice Permissions”
- Clicking either or both of these buttons will allow the designated official to either have access to your club’s NYSW RosterPro (through the email in their profile), or invoices for the club
- These settings can be added or removed at any time

The screenshot shows a web form titled "Add Club Official to Seasonal Scope". The form is divided into a "Member Info" section. On the left, there is a placeholder for a profile picture with a question mark and an "Edit Photo" button. The main form area contains the following fields and options:

- UUID Lookup:
- First Name:
- Middle Name:
- Last Name:
- Role:
- Club Admin Permissions:
- Club Invoice Permissions:
- Birthdate: (with a calendar icon)
- Gender: Male Female
- Email:
- Phone:

Two red arrows are overlaid on the form, pointing to the "Club Admin Permissions" and "Club Invoice Permissions" checkboxes.

Invoice Tab

- When clicking on this tab, you will be able to access your invoices that were sent out by NYSW
- All club officials who have been marked “Club Invoice Permissions” will also receive the invoice by email with the email linked to their account
- You can click on the specific invoice #. When doing so, you will see what specifically you are being charged for (Player Registration, Player Pass)
- When clicking on either of the options mentioned above, you will see a specific list of the players / passes you are being charged for

Import Tab

- The import tab can be utilized for clubs that do not have Demosphere for their club provider
- The club can format their import with multiple file types, and select the categories which will match up the Demosphere fields

Please contact me if you have questions!

- Email – cmarshall@nyswysa.org
- Phone – (607).962.9923 x 3
- My cards are available today