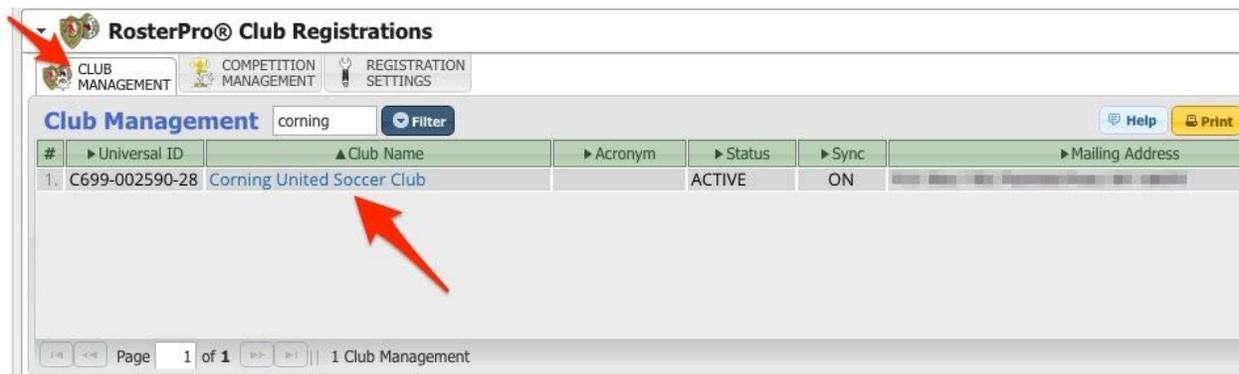


# NYSW Clubs: General Club Admin User Guide

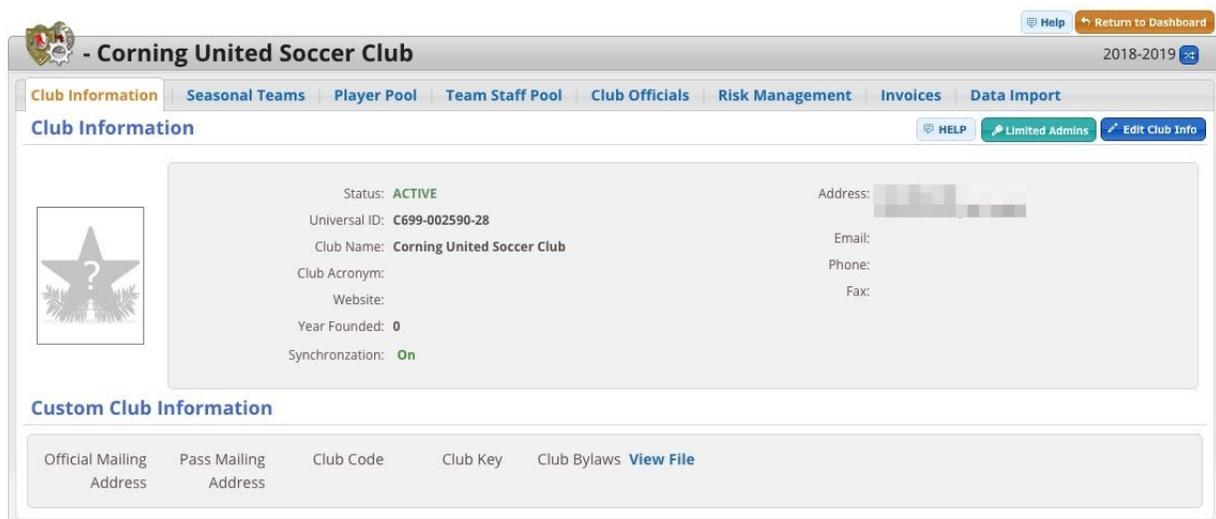
## How do I access my Club in the NYSW system?

- Step 1:** Log in to <http://www.nyswysa.org/admin>
  - If you don't remember your password, click "*forgot your password?*" on the bottom right, then enter your email address to have the password reset email sent to you
  - If the system doesn't recognize your email address, contact your Primary Club Admin, or the NYSW Office.
- Step 2:** From the dashboard, click on your **Club Name** under the RosterPro Club Registrations section.



## How do I update my club information?

- Step 1:** Click on the **Club Information** tab
- Step 2:** Click on the **Edit Club Info** button on the right



- Step 3:** Add your Club logo and enter any updated information about your club and click **Save**.

**Edit Club Information**

Club Status: Active Country: United States

Club Name: Corning United Soccer Club Address: [ ]

Club Acronym: [ ]

Website: [ ] City: [ ]

Year Founded: 0 State: [ ] ZIP: [ ]

Email: [ ] Phone: [ ] Fax: [ ]

Data synchronization for this Club is currently ON via the Demosphere RosterPro system.

Club Data Sync: ON

You may manage the synchronization settings by changing the setting above. Any changes the Club makes to their data will only update this site while ON, and are not stored while OFF.

**Custom Club Data**

Official Mailing Address: [ ]

Pass Mailing Address: [ ]

Club Code: [ ]

Club Key: [ ]

Club Bylaws: [Browse...]

Save Cancel

## How do I add a team manually?

- Step 1:** Click on the **Seasonal Team** tab.
- Step 2:** Click on the green **Add Seasonal Team** button on the right.
- Step 3:** Enter the team name, select the Age Group, Team Type, Gender and Competition/Season

**- Corning United Soccer Club**

Club Information Seasonal Teams Player Pool Team Staff Pool Club Officials

Seasonal Teams [Filter]

Page 1 of 0

**Add Club Team to Seasonal Scope**

**Team Information**

Team Universal ID: T\_ - - - -

Seasonal Team Name: [ ]

Seasonal Status: [ ] Age: [ ] Type: [ ]

Gender: [ ]

Competition - Season: [ ]

EXTERNAL Team ID: [ ]

Save Cancel

## How do I add a player manually?

1. **Step 1:** Click on the **Player Pool** tab.
2. **Step 2:** Click on the green **Add Player** button on the right.
3. **Step 3:** Set the player status to Active, then add the player's name, date of birth, gender, proof of birth
4. **IMPORTANT:** *Do NOT enter the parent's email address for the player. The player's email address will typically be blank. You will have the option to add Parents and other Household members to the player's household if needed after the player has been created.*

NEW YORK STATE  
WEST  
YOUTH SOCCER ASSOCIATION

NEW YORK  
YOUTH SOCCER

About NYSWYSA Registration Risk Management

Corning United Soccer Club

Club Information Seasonal Teams **Player Pool**

Player Pool

Page 1 of 0 0 Player Pool

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### Add Player to Club Pool

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

#### Member Info

UUID Lookup [input]  
First Name [input]  
Middle Name [input]  
Last Name [input]  
UUID [input] UUID will be assigned if not used to lookup an existing person.  
Birthdate [mm/dd/yyyy] Gender  Male  Female  
Proof of Birth  YES  NO  
Email [input] Phone [input]

#### Mailing Address

Country [United States]  
Address [P.O. Box 136] City [Painted Post]  
State [dropdown] ZIP [14870]

## How do I set the US Soccer NDC responses for players for the ITC process?

The US Soccer National Data Center is the new centralized database of all soccer players in the United States. All US Soccer members must submit their player registration data to US Soccer in order to obtain each player's US Soccer ID number, FIFA ID number, and International Transfer Clearance (ITC).

1. **Step 1:** Click on the player's name to view the profile

Help Edit Person Info Export PDF Forms Return to Team

Universal User ID: [redacted]

### Personal Info Club Team Player

First Name: Nathanial Middle Name: Thomas Last Name: Graham Household [redacted]  
Birthdate: Dec 26, 2010  
Gender: MALE  
Proof of Birth: YES  
US Soccer Data: **INCOMPLETE**

2. **Step 2:** Click Edit Person info, enter the NDC data and save

**Edit Person**

**Personal Information**

First Name:  Middle Name:  Last Name:

Birthdate:  Gender:  Male  Female

Proof of Birth:  YES |  NO Phone:

**US Soccer NDC Data**

Country of Birth:

Country of Citizenship:

Ever played sanctioned soccer outside of the USA?  NO |  YES

Previous Club Country:

3. **NOTE:** If you are a Demosphere Club, you should turn ON the collection of NDC data for your Programs during the public registration process so this data will sync automatically to the NYSW system

**Edit Competition/Program Information**

Program/Competition Name:

Type:

Sport:

Collect US Soccer Data:

Team Type:

Accounting Code:

Current Season:

## How do I add team staff manually?

1. **Step 1:** Click on the **Team Staff Pool** tab.
2. **Step 2:** Click on the green **Add Team Staff** button on the right.
3. **Step 3:** Select the Active status, then add the team staff member's details **and save**.

The screenshot shows a web form titled "Add Team Staff to Club Pool". At the top, it indicates the staff is being added to "Carthage Youth Soccer" for the "2018-2019 Seasonal Scope". The "Member Info" section contains several input fields: "UUID Lookup", "First Name", "Middle Name", "Last Name", "UUID" (with a note: "UUID will be assigned if not used to lookup an existing person."), "Birthdate" (mm/dd/yyyy), "Gender" (radio buttons for Male and Female), "Email", and "Phone". There is an "Edit Photo" button next to a placeholder image. A dropdown menu for "Coaching Licenses" is open, showing options: Grassroots 4v4, Grassroots 7v7, Grassroots 9v9, Grassroots 11v11, National D, National C, National B, A - Youth Course, A - Senior Course, and Pro. The "Mailing Address" section includes "Country" (United States), "Address", and "ZIP" fields.

**NOTE:** When adding players and team staff members manually, you have the option to look up an existing person from within the Demosphere system by entering their UUID (unique universal ID) or by entering their unique email address.

## How do I add/edit/remove Club Admins?

1. **Step 1:** Click on the **Club Official** tab.
2. **Step 2:** Click on the green **Add Club Official** button on the right to add new Admins
  - a. Or, click the blue pencil to **edit** an existing Admin
  - b. Or, click the red trash can to **delete** an existing Admin
3. **Step 3.** Enter the name, email, role, etc.
4. **Step 4.** Check the Club Admin Permissions if you want to grant login access to this user to your Club's data in the NYSW system
5. **Step 5.** Check the Club Invoice Permissions if you wish for this user to receive Club invoices and view Club invoices from NYSW.

Add Club Official to Seasonal Scope
✕

**Member Info**

?

[Edit Photo](#)

UUID Lookup

First Name  Middle Name

Last Name  Role

Club Admin Permissions  Club Invoice Permissions

Birthdate  Gender  Male  Female

Email  Phone

**Mailing Address**

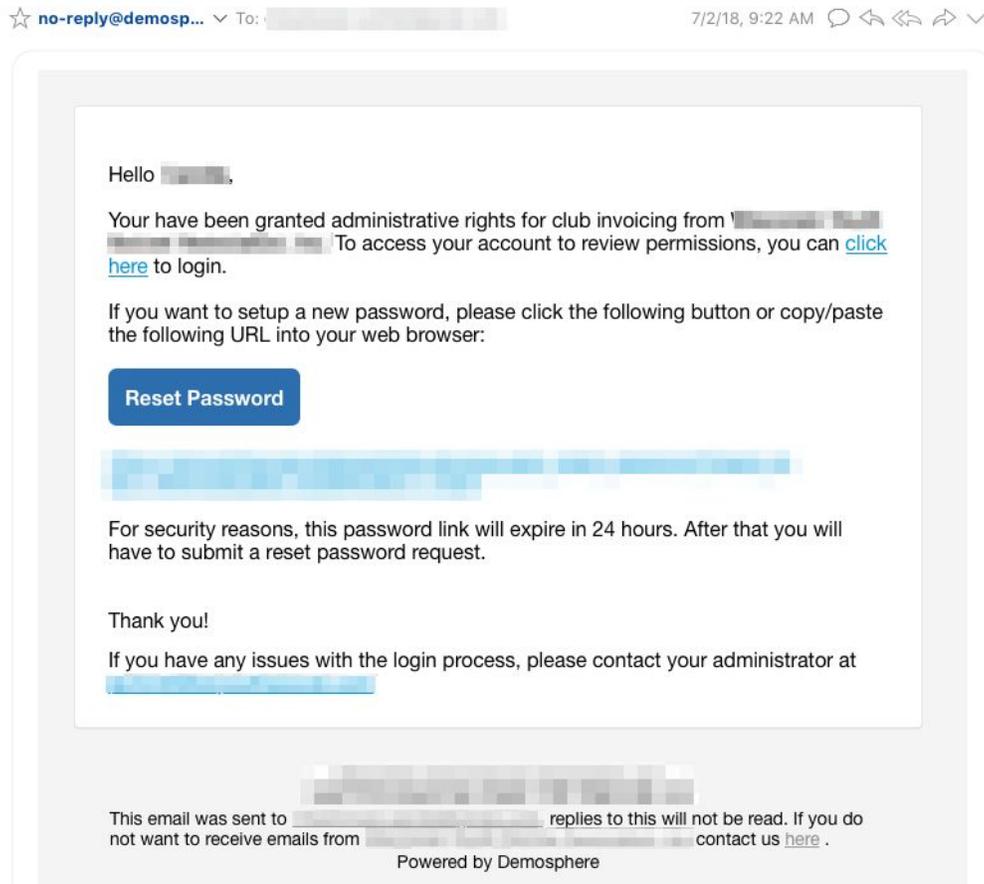
Country

Address  City

State  ZIP

[Save](#) [Cancel](#)

**Note:** If you grant a user Club Admin Permission or Club Invoice Permission they will receive the email below from the address noreply@demosphere.com.



## How do I view my Club invoices?

1. **Step 1:** Click the **Invoices** tab.
2. **Step 2:** Invoices will appear in the data grid for you to view.
  - a. **Note:** Monthly invoices will be sent starting 10/1/18



The screenshot shows a software interface with a navigation bar at the top containing tabs: Club Information, Seasonal Teams, Player Pool, Team Staff Pool, Club Officials, and Invoices. The 'Invoices' tab is selected. Below the navigation bar, the title 'Club Invoices - 2017 - 2018' is displayed. A data grid is visible with columns: #, Invoice ID, Invoice Date, Status, # Rows, Invoice Amount, Amount Paid, and Amount Due. A red arrow points to the 'Invoices' tab.

## How do I print passes and rosters?

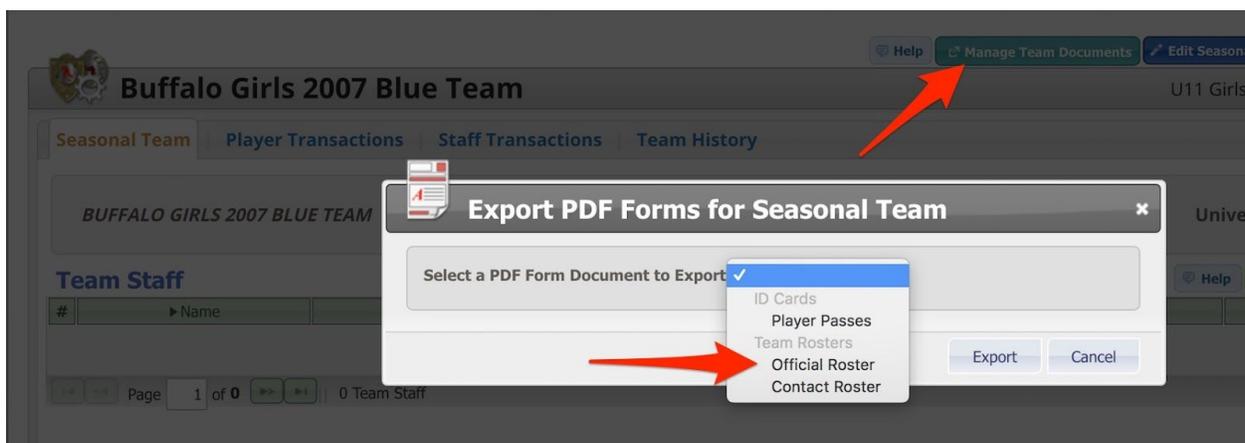
1. **Step 1:** Click the Seasonal Teams tab and select the team you want to print



The screenshot shows a software interface with a navigation bar at the top containing tabs: Club Information, Seasonal Teams, Player Pool, and Team Staff Pool. The 'Seasonal Teams' tab is selected. Below the navigation bar, the title 'Seasonal Teams' is displayed. A search bar and a 'Filter' button are visible. A data grid is visible with columns: #, Universal ID, Team Name, Type, Age, and Gender. A red arrow points to the 'Seasonal Teams' tab.

#	Universal ID	Team Name	Type	Age	Gender
1.	T693-002142-09	Buffalo Girls 2010 Blue Team	COMPETITIVE	U8	Girls
2.	T694-002144-05	Buffalo Girls 2009 Blue Team	COMPETITIVE	U9	Girls
3.	T692-002144-05	Buffalo Girls 2008 Blue Team	COMPETITIVE	U10	Girls
4.	T690-002144-05	Buffalo Girls 2007 Blue Team	COMPETITIVE	U11	Girls
5.	T698-002144-05	Buffalo Girls 2006 Blue Team	COMPETITIVE	U12	Girls
6.	T694-002144-15	Buffalo Girls 2004 Blue Team	COMPETITIVE	U14	Girls
7.	T696-002144-15	Buffalo Girls 2005 Blue Team	COMPETITIVE	U13	Girls
8.	T692-002144-15	Buffalo Girls 2003 Blue Team	COMPETITIVE	U15	Girls
9.	T698-002144-15	Buffalo Girls 2001 Blue Team	COMPETITIVE	U17	Girls
10.	T695-002144-15	Buffalo Girls 2000 Blue Team	COMPETITIVE	U18	Girls

2. **Step 2:** Click the Manage Team Documents button and select what you wish to print. The system will generate a PDF which you can print and/or download.



The screenshot shows a software interface with a navigation bar at the top containing tabs: Seasonal Team, Player Transactions, Staff Transactions, and Team History. The 'Seasonal Team' tab is selected. Below the navigation bar, the title 'Buffalo Girls 2007 Blue Team' is displayed. A 'Manage Team Documents' button is visible. A dialog box titled 'Export PDF Forms for Seasonal Team' is open, showing a list of PDF Form Documents to Export: ID Cards, Player Passes, Team Rosters, Official Roster, and Contact Roster. A red arrow points to the 'Manage Team Documents' button, and another red arrow points to the 'Official Roster' option in the dialog box.

3. **NOTE:** there are workflow rules in place that are required for passes and official rosters to be printed:
  - a. **Player Passes:** Players must have a photo and their Proof of Birth must be verified and set to "Yes". **If you are a Demosphere Club, your player photos and Proof of Birth statuses will sync to NYSW.**

- i. If you need to add photos or proof of birth statuses for your players, click on the player to upload their photo and edit their POB status.
- b. **Official Rosters:** There are various roster rules in place, depending on the team type and age group. If your team or players violate any of NYSW's rules, the player will be highlighted in red and they will not print on the official roster. Hover over the warning symbol to see which rule is being violated:

[Help](#)
[Manage Team Documents](#)
[Edit Seasonal Team Settings](#)
[Return to Club](#)

**U9 Boys - Orange**
U9 Boys RECREATIONAL | 2018-2019

Seasonal Team
Player Transactions
Staff Transactions
Team History

U9 BOYS - ORANGE is **SYNCED**
Universal ID: T697-002800-57

**Team Staff**
Help
+ Add Team Staff from Club Pool

#	Name	UUID	Role	Status	Phone	Type
1.	[blurred]	[blurred]	Coach			STAFF

Page 1 of 1
1 Team Staff

**Team Roster**
Help
+ Add Player from Club Pool

#	Name	UUID	Birthdate	Gender	Number	Added	Status
1.	[blurred]	[blurred]	02/16/2010	MALE		08/02/2018	SYNCED
2.	[blurred]	[blurred]	12/26/2010	MALE		08/02/2018	SYNCED
3.	[blurred]	[blurred]	05/07/2010	MALE		08/02/2018	SYNCED
4.	[blurred]	[blurred]	12/21/2010	MALE		08/02/2018	SYNCED
5.	[blurred]	[blurred]	06/10/2010	MALE		08/02/2018	SYNCED
6.	[blurred]	[blurred]	05/18/2010	MALE		08/02/2018	SYNCED
7.	[blurred]	[blurred]	07/27/2010	MALE		08/02/2018	SYNCED
8.	[blurred]	[blurred]	03/16/2010	MALE		08/02/2018	SYNCED
9.	[blurred]	[blurred]	07/07/2010	MALE		08/02/2018	SYNCED
10.	[blurred]	[blurred]	1/24/2010	MALE		08/13/2018	SYNCED
11.	[blurred]	[blurred]	1/04/2010	MALE		08/15/2018	SYNCED

This member breaks the following rules:  
 Exclude Players from Roster Forms  
 Club Player Proof of Birth is "NO".

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11 Team Roster