



SOCCER IN COLLEGE UTILIZATION BY TEAMS

Teams can utilize Soccer In College by:

- Creating a custom roster for an event
- Sending emails to their athletes to update their profiles
- Printing a Team Roster for upcoming event
- Uploading a team photo, athlete photos, or team logo

[Note: All the updates made on www.soccerincollege.com (except the official NCYSA roster and team contacts) will automatically update on the NCYSA League site and other Soccer In College/Sincsports tournament sites.]

Accessing the Soccer In College Team Page

The login you use to access the league is the same login you will use to access the www.soccerincollege.com website. You will be able to switch between Soccer In College team page and the NCYSA League site.

How can I switch between the Soccer In College team page and the NCYSA League site?

From the Soccer In College site, click on the NCYSA League logo.

The screenshot shows a navigation menu on the left with a yellow arrow pointing to the NCYSA League logo. Below the logo is a yellow box with the text "Click on logo". To the right is a "Results" table with the following data:

Date	Match	Score
04/16/11	SASL Lightning	#225
04/09/11	TUSA Green	
04/01/11	WYSA Wilson Explosion	#74
03/24/11	TFC Navy	#234
03/19/11	JASA Coastal Surge	#288
03/02/11	TUSA Silver	#514
02/27/11	OCSA Coastal Crew	#201
02/18/11	CASL Premier White	
02/05/11	CASL United Black	#265

From the NCYSA League site, go to your control panel (click in the upper right hand corner of your name to find the control panel) and select "Team Page".

The screenshot shows the control panel for a team. At the top, it says "Logged in as a Asst Coach for CRSC Carolina Select". Below that, it says "Team: CRSC Carolina Select (U15M)" and "Role: Asst Coach / Update access". There is a "North Carolina Spring League - Team Tasks" section with a "Status: Accepted" and a green checkmark. A yellow arrow points to a button labeled "Team Page". Another yellow box with the text "Click to go back to Soccer In College team page" points to a link in the navigation bar at the bottom.

CUSTOM ROSTER

A custom roster may be created for each event your team is attending. Creating a custom roster for Soccer In College/Sincsports events is slightly different than creating a custom roster for a non-Soccer In college/Sincsports event.

Please note: The roster on the Soccer In College team page is not the official NCYSA League roster. The NCYSA roster is locked and is on the NCYSA League site.

Soccer In College/Sincsports Event

To create a custom roster you will need to go to the tournament site (you can also update your roster).

Access the tournament site from the team page by clicking on the tournament logo in the tournament section of your team page. *[Note: The tournament will not appear on your team's page until the tournament has completed acceptance.]*

To update or create your custom roster:

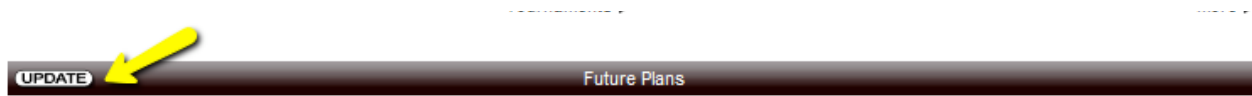
1. Click on "update roster" in the task list
2. Follow the instructions on the screen for creating or updating your roster

Non-Soccer In College/Sincsports Event

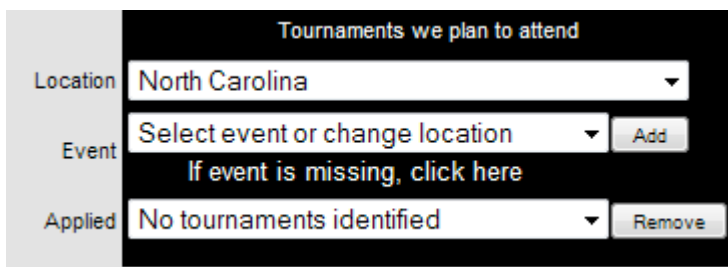
If you are attending an event other than a Soccer In College/Sincsports event there are 2 steps to the process. You will need to add the event to your team page and then create your custom roster.

Step 1: Adding a tournament to your team page:

1. Click on the "Update" button in the "future events section on the team page

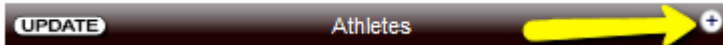


2. In the "Tournaments we plan to attend" section, select the location, event name, and then click the add button

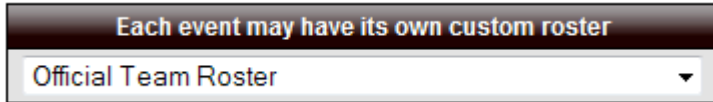
A screenshot of a form titled "Tournaments we plan to attend". The form has a dark background with white text and input fields. On the left, there are labels: "Location", "Event", and "Applied". The "Location" field is a dropdown menu with "North Carolina" selected. The "Event" field is a dropdown menu with "Select event or change location" selected, and there is an "Add" button to its right. Below the "Event" field, there is a link that says "If event is missing, click here". The "Applied" field is a dropdown menu with "No tournaments identified" selected, and there is a "Remove" button to its right.

Step 2: Creating custom roster:

1. Click on the plus sign in the athlete section of the team page



2. Select the tournament you recently added from the drop down list



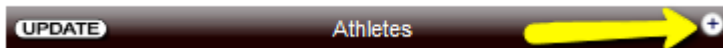
3. Click "Update" and follow the instructions on the screen



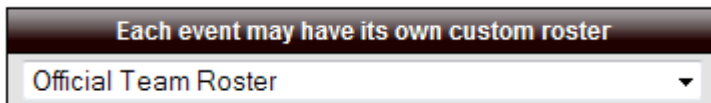
ATHLETE EMAIL TO UPDATE PROFILE

To send an email to an athlete with their login:

1. On the team page, click on the plus sign (+) in the "Athlete" section



2. From the drop down list in the section that says " Each event may have its own custom roster", select the event you wish to send the athletes instructions for updating their information.



[Note: If the event is NOT listed, you Must add it first by following the instructions for non-Soccer In College/SincSports events]

3. Click on "SEND ACCESS CODES"



Update or replace text with your own message to the athletes. The system will insert the appropriate athlete's login in the note when it is sent.

Send Access Codes to Athletes

This note will be sent to all of the athletes on the roster at the bottom of this page. It will include their access codes so they may log in and complete their information. You may modify or add to this note as you wish prior to sending. Your name and email address will also be inserted at the bottom of the note.

Soccer profile Information

Dear #member#,

Your required information has been entered. You must log in as soon as possible using the access codes included in this email and update your profile. Once you log in, simply click 'Update Profile'.

<http://www.soccerincollege.com>

Test **CANCEL**

At the bottom right of the page you can click on “send to all” and the note will be sent to all the athletes with valid email addresses, test your note before sending , or cancel the note altogether.

Sending Access Codes to individual Athletes

If you want to send access codes to an individual athlete, complete step 1 above and click on the “Send Access Codes” button to the right of the athlete’s name.

Athlete Logins

Athletes have their own individual ID’s/passwords. They can only view/update their own information. A valid email address must be listed in order to send athlete’s their logins.

TEAM PHOTOS/TEAM LOGOS/ATHLETE PHOTOS

Photos and logos uploaded on the Soccer In College team page will automatically link to the NCYSA League site and to other Soccer In College/Sincsports event sites. *[Note: There is more than one area to make updates to team photos and logos, below is one method to make your updates]*

Team Photos

To upload a team photo:

1. Click on “update” at the top of the team page (located near the team name)
2. Click on “photo” and follow the directions on the screen

Team Logo

To upload a team logo:

1. Click on “update” at the top of the team page (located near the team name)
2. Click on the “logo” button and follow the directions on the screen

Athlete Photos

To upload an athlete photo:

1. Click on the athlete’s underlined name on the team page
2. Click on the “photo” button and follow the directions on the screen