



## 2008 Kirk Banks Tournament Creating a Team Roster in eAYSO



All Regions with teams participating in the 2008 AYSO Kirk Banks Tournament are required to create and submit an eAYSO generated team roster form. It is the responsibility of the Coach and Regional Commissioner (RC) to ensure the eligibility of all Players on the team. Team rosters must also be approved and signed by the team's respective RC. Team rosters must be submitted and received by the Tournament Registrar no later than February 9, 2008.

Using eAYSO to generate the team roster helps to ensure that all Players participating in the Tournament are properly registered with AYSO National, as well as decreases the likelihood of questions related to a Player's registration and eligibility. It also ensures that the Coaches are properly registered Volunteers with AYSO National. To further minimize any discrepancies in Player and Coach information, the same information used to generate the team roster will also be used to create the Player and Coach ID cards, as well as the game cards for each team.

There are 5 steps to successfully creating and printing a team roster on eAYSO:

- Step 1: Create a New Sub Season (a designated season within the NSTC Season)
- Step 2: Move Players to the New Sub Season
- Step 3: Create the Team in New Sub Season
- Step 4: Assign Players to the Team
- Step 5: Print Team Roster

However, before creating your team roster(s), please make sure that:

1. Players participating in the Tournament are already registered in eAYSO for the current NSTC season.
2. Team Coach and Assistant Coach are already registered in eAYSO for the current NSTC season, and assigned the appropriate Volunteer position.
3. You have the team's Kirk Banks Tournament team number from the Tournament Registrar.
4. The Team Coach provided you with each Player's jersey number.

### Step 1: Create a New Sub Season

- A. Check to make sure **Current NSTC Season** is set to **FS2007**. If the Current NSTC Season is not set FS2007, then you'll need to change the Season Preferences back to FS2007 in order to create the team rosters.
- B. On the menu bar, click on **Region**, and **Sub Season Preferences**. The Sub Season Preferences window opens and shows the current Sub Season in the **Current Sub Season** field.
- C. Click on the downward facing arrow next to the **Select New Sub Season** field and select **WINTER**.
- D. Click on **Submit**.
- E. Look below the Sub Season Preferences heading for the confirmation that the Sub Season preferences have been updated successfully (green lettering). The window labeled **Current Sub Season** should match the new Sub Season you selected.

### Step 2: Move Players to the New Sub Season

- A. On the menu bar, click on **Registration**, and **Manage Players Sub Season**.
- B. Click on the downward facing arrow next to **Sub Season From** on the left side of the screen, and select the current Sub Season (not the new Sub Season you created above) -- if a Player is already in another Sub Season (i.e. SPRING for Section Spring Season), then select that Sub Season. However, if this is the first time you're creating a Sub Season for the current NSTC season (i.e., FS2007), or a Player on the Tournament team is not already in another Sub Season, then select **REGULAR**. NOTE: A Player cannot be in more than 1 Sub Season within the current NSTC season.

- C. When the screen refreshes, you should see the names of up to 50 Players listed alphabetically by Player last name in the current Sub Season.
- D. Below **Sub Season From**, click on the downward facing arrow to select the appropriate **Division** -- the screen will refresh. Then click on the downward facing arrow to select the **Gender** of these Players. The screen will refresh again.
- E. Click on the downward facing arrow next to the **Sub Season To** on the right side of the screen, and select the **new Sub Season** you created in Step 1. The screen will refresh.
- F. Below **Sub Season To**, click on the downward facing arrow to select the appropriate **Division** -- the screen will refresh. Then click on the downward facing arrow to select the **Gender** of these Players. The screen will refresh again.
- G. From the Players listed on the left side of the screen, locate the Players that need to be moved into the **new Sub Season** and click on the box to the right of the name of each Player. If there is more than 1 page of Players listed, you'll need to click on the two arrows pointing to the right in the middle section first, so the Players you selected are moved to the **new Sub Season** (moved from the left side of the screen to the right side of the screen).
- H. If there is more than 1 page of Players listed, click on **Next** at the bottom of the screen and repeat step 2G. Repeat until all Players for the age division and gender have been located and moved to the right side of the screen.
- I. Repeat Step 2 for each age division and gender that you have at least one team participating in the Tournament.

### **Step 3: Create the Team in New Sub Season**

- A. On the menu bar, click on **Region**, and **Create Teams**. It is very important to carefully follow the instructions below for entering the **Team Designation** and **Team Name**. Please use all capital letters for the **Team Designation** and **Team Name**, as shown in the examples below.
- B. Enter the **Team Designation** which is comprised of the Tournament designation (KBT) followed by a space, and then the team's Kirk Banks Tournament team number. The Kirk Banks Tournament team number is assigned to the team upon receipt of the completed Application and Commitment Form, and payment of the team fee and Referee deposit. The Team Designation is unique for each team participating in the Tournament. If the team number assigned is U14B-3, then you'll be entering the **Team Designation** for this team as **KBT U14B-3**.
- C. Enter the **Team Name**, which is comprised of the letter R for "Region" followed by your Region number and a space, and then the Coach's last name. The maximum number of characters for this field is 15 characters, so it may be necessary to truncate the Coach's last name if it's too long (this is OK). If the team is from Region #9999, and the Coach's last name is Smith, then you'll need to enter the **Team Name** as **R9999 SMITH**.
- D. Click on the downward facing arrows to select the appropriate **Team Division** and **Team Gender**. The screen should default to the **new Sub Season** selected in 2E.
- E. Enter the primary uniform color for the team.
- F. Select the **Team Coach** and **Assistant Coach** for this team by clicking on the downward facing arrows and locating the Volunteer. Only Volunteers color coded in "green" should be selected -- "green" indicates that the Volunteer is registered for the current season. Coaches may also be selected in Step 4 when assigning Players to the team. **NOTE:** Only registered Volunteers who are assigned the position of "Team Coach" in their Volunteer record will show up in the listing of Coaches. The same is for Assistant Coaches -- they must be assigned the position of "Assistant Coach" in their Volunteer record.
- G. Click **Submit** when all steps are completed. Look below the menu bar for the confirmation that the Team has been successfully created (green lettering).
- H. Repeat Step 3 for each team participating in the Tournament.

#### **Step 4: Assign Players to the Team**

- A. On the menu bar, click on **Region**, and **Add/Move Player to Team**.
- B. On the left side of the screen, click on the downward facing arrow to select the appropriate **Division**. The screen will refresh.
- C. **Team** will show **Unassigned**. Initially, all Players from the division who have been moved to the new Sub Season will be listed as unassigned because these Players have not yet been assigned to a team.
- D. On the right side of the screen, click on the downward facing arrows to select the **Division, Team and Gender**. The screen will refresh after each selection.
- E. If you did not select the Coaches for this team in Step 3, you can do so now. You can also make changes to the Team Coach or Assistant Coach, if necessary. Follow Steps 3F and 3G to select or make changes to the Coaches.
- F. Before assigning Players to the team, click on **Edit All** at the bottom of the screen. Enter the jersey number for each Player under the column heading **Jry #** and then click on **Update All** to save this information.
- G. To assign Players to the team, click the box to the right of the name of each Player on the team. When all the names of the Players for the team have been selected, click on the two arrows pointing to the right in the middle section. The Players will be moved from unassigned on the left, to the assigned team on the right.
- H. Repeat Step 4 for each team participating in the Tournament.

#### **Step 5: Print Team Roster (Submit to Tournament Registrar no later than February 9, 2008)**

- A. On the menu bar, click on **Reports**, and **Team**.
- B. Click on the downward facing arrows to make your selection for the following categories:
  - Sub Season:** select **Sub Season** created for Tournament
  - Team Select:** select **All**
  - Division:** select **All**
  - Roster Sort:** select **Jersey Number**
  - Reports:** select **Tournament Roster**
  - Export To:** select **PDF**
- C. Click on **Generate Report**. Print the team roster by clicking on File, then Print (or locate and click the “printer” icon). You can also save the team roster as a PDF by clicking on the “floppy disk” icon (this is recommended so you don’t have to re-run the report to print a copy of the team roster at a later time).  
Note: The Reports server is updated every 5 minutes. There may be a delay of up to 5 minutes from the time data is updated and the time it gets reflected on the report.

#### **Questions on creating your team roster on eAYSO? Please send an email to:**

**Sue Yoshida, 2008 Kirk Banks Tournament Registrar**  
**syoshidas@hotmail.com**

#### **For Regions Allowing a Player to Play on Another Region’s Team (Guest Player)**

Regions allowing a registered Player to play in another Region as a guest Player for the Tournament, as permitted by the Tournament Rules, must follow the same instructions as above, but only assign the guest Player to the team. The **Team Designation** and **Team Name** will need to reflect the information for the team where the guest Player is being allowed to play in for the Tournament. The releasing Region’s RC must sign and date the roster to indicate approval, and then submit it to the Coach of the Region where the Player is being allowed to play in for the Tournament. The Coach must also secure the written approval of their Region’s RC and then submit the roster with the guest Player together with their own team roster to the Tournament Registrar by the deadline.