

PREPARE TEAM INFO AND PRINT WYSL LINEUP CARDS.

To prepare your team roster to print lineup cards, here is what you do. This should only need to be done once per season.

1. The coach or registered parent manager must log into your club's registration system:
This system is the one that children are registered to the club. Email your registrar if you are confused.
2. Go to the team name which is listed to the RIGHT of the Coach/Parent Manager.

Teams

Travel Soccer 2011-2012 (HS Boys) HS Raiders



3. Click on the team name.
4. Then look to the right of that webpage, and you will see "Manage Team Info".

Team Center

HS Raiders

Session: Travel Soccer 2011-2012
Division: HS Boys

Helpers

Kenny, Sean (Coach)
Fisch, Karen (Assistant Coach)

Options

- ▶ View Roster
 - ▶ View Schedule
 - ▶ Print Roster
 - ▶ Email Team
 - ▶ **Manage Team Info**
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5. Click on that.
6. That will take you to the roster.
7. Enter the Uniform numbers. *If you can't see uniform numbers, you need to email your registrar to permit uniform numbers to be added for your team. See instructions for registrars at the bottom.*
8. Then click DONE

To Print the actual Line-Up Card - YOUR TEAM MUST BE APPROVED by the WYSL to print the LineUp Card.

1. The coach or registered parent manager must log into your club's registration system:
This is the same system as above. If you don't know the link for your club's registration system, email your registrar.
2. Go to the team name which is listed to the RIGHT of the Coach/Parent Manager.

Teams

Travel Soccer 2011-2012 (*HS Boys*) **HS Raiders**



3. Click on the team name.
4. Then click on Print Roster (on the right) (see above, in the instructions for Manage Team Info, above that is "Print Roster")
5. Then click on LineUpCard. A document with the lineup card will be saved to your hard drive. As it is being saved, you can choose to rename the document name. it will default to roster (xx)...
6. Then print that. Make a copy for each week.
7. Then fill in the game information for each week (by hand).

FOR REGISTRARS, if your teams are not able to input Jersey numbers, follow this:

1. Log into the registration system with your registrar information.
2. Hover over "Setup" at the top grey bar.
3. Click "Programs and Settings"
4. Click on your Travel Soccer Program.
5. Click on "Edit Settings" near the top
6. Click "Use Jersey Numbers" in the middle of the page

General Settings

Registration Type:

Sport:

Use Jersey Numbers



7. Click Save.