

Teams Declare

Login

Request a Password from the League

Team Management – Returning Teams

Select a Team from the list to Declare (click *Details*)

Ignore Teams named INHOUSE, UNASSIGNED, INACTIVE

Verify/change details

Specify *Teams Declared* = *Yes* and set Division

Specify Colors and Playing Field(s)

Select *Update Team Information* Button

Team Management – New Teams (a 2 step process!)

Step 1:

Click *Add New Teams*

Add details

Select *Add New Team Record* Button

Step 2:

Select this Team from the list (click *Details*)

Specify *Teams Declared* = *Yes* and set Division

Specify Colors and Playing Field(s)

Select *Update Team Information* Button

Team Management – Date Constraints

Select a Team from the list to Constrain (click *Constraints*)

Click *Add New Team Constraint*

Select the Date or Day to not play (but not both)

Specify a Time Span (if not all Day)

Select a Reason

Select *Add Constraint Record* Button

Field Management – Constraints

Select a Playing Field from the list to Constrain (click *Constraints*)

Click *Add New Field Constraint*

Select the Date or Day to not play (but not both)

Specify a Time Span (if not all Day)

Specify a Date Span available for this Season

Select *Add New Constraint Record* Button

Staff Management

Select a Coach from the list and click *Details* to update information

Select a Coach from the list and click *Conflicts* to constraint Teams

Select a Team from this Coaches' list and click *Conflicts*

Select *Add New Coach Conflict*

Pick the other team to avoid for schedule conflicts

Select Reason

Select *Add Constraint*