



**Sports
Illustrated**
Play

MANAGE TEAMS GUIDE

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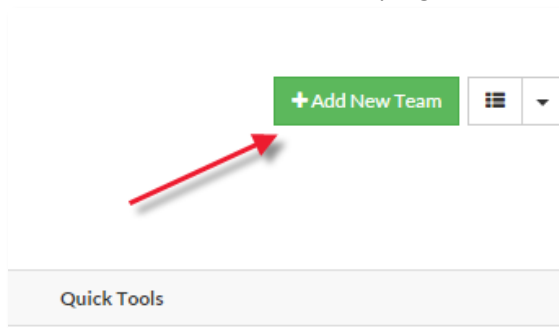
INTRODUCTION

This Manage Teams Guide will help you create/edit teams, assign registrants (players/coaches), and view/print team rosters.

CREATE TEAMS

To create teams:

1. Go to **Teams > Manage Teams**
2. Choose a session and/or division from the dropdown.
3. Click **+ Add New Team** in the top right corner of the screen.




4. Enter your **Team Name** and choose a **Division** from the dropdown.
5. Once complete, click **Save**.

COPY TEAMS*

**Not available for All Star Sessions*

Copying teams saves you time when creating teams. It also allows you to use the auto-assignment feature, which will assign registrants to teams from the previous year, if applicable.

To Copy Teams:

1. Go to **Teams > Manage Teams**.
2. Select your session, then click **Copy Teams** from the dropdown () toward the top right hand side of the screen.
3. Select the **Prior Session** from which you would like to copy the team.
4. Select the **Division** for the **Current Session**.
5. Select the teams you would like to copy and rename them if necessary.
6. Once complete, select **Create**.

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ASSIGN PLAYERS AND COACHES

Auto-Assignment*

**Not available for All-Star Sessions*

The Auto-Assign feature is used to assign returning players/coaches (registrants) to a team, based on their team in the previous season, or to assign players to teams based on ranking criteria (i.e. birthday)

To navigate to the Auto Assignment Feature:

1. Go to **Teams > Manage Teams**.
2. Select your session, then **Auto Assignment** from the dropdown toward the top right hand side of the screen.
3. Select the type of Auto Assignment you would like.

Round Robin

1. Select up to 3 different criteria you would like to use to sort your players.
2. Once complete, click **Assign Players**.
3. When the system has completed this process, select **Done**.
 - If you are not satisfied with the assignment, each team can be edited from this page by clicking **Edit Roster**.

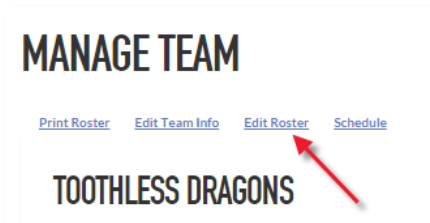
Same Team as Prior Session

1. Uncheck any registrants you would not like to auto assign.
2. Once complete, select **Assign Players**.
3. When the system has completed the process select **Done**.
 - If you are not satisfied with the assignment, each team can be edited from this page by clicking **Edit Roster**.

Standard Assignment

To assign players/coaches (registrants) to your team:

1. Be sure you are on **Teams > Manage Teams**.
2. Select the team to which you would like to assign players/coaches.
3. Toward the top of the screen, select **Edit Roster**



4. To add Players or volunteers, select **+ Add Players** or **+ Add Volunteers**.

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5. On the left, you should now see a panel named **Available Registrants**.
6. Select the division from which you would like to choose your registered players.
 - For regular session teams, this listing is generated from the **Unassigned** category for that division on the **Manage Teams** page. If a player has already been assigned to a team, they will not appear in this listing.
 - For All Star Session teams, this listing is generated from the **Source Session** that was selected when creating your All Star Session.
7. Select the players you would like to assign to your team, then click **Assign to Team** at the bottom of the **Available Registrants** panel.
8. You should now receive a pop-up requesting confirmation of the team assignment.
 - **Note:** When assigning registrants within a regular session teams: If you have included available registrants from a different division and a difference in division fees exists, an option will appear requesting what action you would like to take regarding these fees.
9. Select **Assign to Team** to confirm.

Team Selection*

**Not available for All Star Sessions*

If registrants know what team they will be placed on, an administrator can enable **Team Selection** in the Program Settings. This will allow registrants to select their team when registering.

To do this:

1. Go to **Registrations > Manage Programs**.
2. Select the **Program** you would like to edit.
3. Then select **Settings > Manage Roles**.
4. Under **Choose Teams** column, check the boxes next to the role you would like to enable Team Selection.
5. Click **Done**.
6. Click **Save**.

EDIT TEAM ROSTERS

Reassign Registrants*

**Not available for All Star Sessions*

To reassign a registrant:

1. Go to **Teams > Manage Teams**.
2. Select the team to which you would like to edit.
3. Toward the top of the screen, select **Edit Roster**.
4. Select **Reassign Player** or **Reassign Volunteer** located in the action column of the respective registrant's row.

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5. You should now receive a pop-up window which will display the teams assigned to the registrant's division.
6. Select the team for reassignment, then **Confirm**.
7. This registrant will now appear on the selected team's roster.

Remove Registrants

To remove a registrant from a team:

1. Go to **Teams > Manage Teams**.
2. Select the team to which you would like to edit.
3. Toward the top of the screen, select **Edit Roster**.
4. Select **Remove Player** or **Remove Volunteer** located in the action column of the respective registrant's row.
5. You should now receive a pop-up window, which will request confirmation of the player's removal from the team.
6. Select **Confirm**.
7. The player will now appear in the **Unassigned*** category on the **Manage Teams** page.
 - **Not available for All Star Sessions*

Mass Reassignments/Removals*

**Not available for All Star Sessions*

If you need to reassign or remove multiple players, this can be done through the **Unassigned** category on the **Manage Teams** page.

Mass Reassign Registrants

1. Select the division.
2. Select the Team to which the registrants are currently assigned.
3. Select the players that you would like to reassign to a team.
 - **Note:** Reassignments can only be done one team at a time. You cannot assign multiple registrants to multiple teams at once.
4. When all desired registrants have been selected, click **Assign** next to the team to which you would like to reassign them.
5. The amount of registrants selected should be added to the desired team and removed from their previously assigned teams.
6. Repeat this process for your next set of registrants.

Mass Remove Registrants

1. Select the division.
2. Select the Team to which the registrants are currently assigned.
3. Select the registrants that you would like to remove.
 - **Note:** Removals can only be done one team at a time. You cannot assign multiple registrants to multiple teams at once.
4. When all desired registrants have been selected, click **Assign** next to the **Unassigned** category.

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- The amount of registrants should increase in the **Unassigned** category and be removed from their previously assigned teams.

TEAM ACTIVATION

There are several statuses of team activation. These are set from the **Manage Teams** page. By default, each team is created and listed as **Inactive**. View the definitions for each status below:

Status	Definition
Inactive	Only administrators can view Team info (rosters)
Coach Preview	Only volunteers/Coaches and administrators can view Team info (rosters)

Active **Volunteers/Coaches** can use SI Play Team Websites and the SI Play Mobile App communications features, which include the ability to:

- send email/text messages
- post to Team Chat
- view/print rosters
- see emergency contact information
- update/manage Team Schedule
- and more!

Parents/Players can access SI Play Team Websites and the SI Play Mobile App to:

- view roster (names only)
- post to Team Chat
- view the schedule (if available)

NOTE: Changing the status of a team will trigger a system generated email that will inform related team member(s) and provide a link to the Team login page.



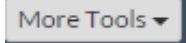
Bulk Edit

The bulk edit tool found at the top of the manage teams page allows you to select multiple teams and change their status with the click of a button! Simply select your teams then the desired status – **Active**, **Coach Preview** or **Inactive**.

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ACTIONS

Actions is located next to each team allow you to quickly perform certain actions with your teams. See the table below for more information on each tool.

Actions	Definition
	<p>Edit Roster – Brings you to the Edit Roster page for that team.</p>
	<p>View Roster – Allows you to see the amount of registrants on the team. Can also view each player’s contact information.</p>
	<p>Settings - Brings you to the Edit Team page which allows you to change:</p> <ul style="list-style-type: none"> • your team name • your team’s division <p>Print – Brings you to the Print Rosters Page</p> <p>Delete – Will delete the team and move the assigned registrants to the Unassigned category.</p> <p><i>SI Play Team Websites</i> – Available only when the team is in an active state. When selected, this will bring you to each team’s SI Play Team Website.</p>