MANAGE TEAMS GUIDE

TABLE OF CONTENTS

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.**
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. If applicable, choose a **Home Resource**.
6. When finished, click **Save.**

COPY TEAMS

NOTE: The Copy Teams feature is not available for All Star Sessions.

If you copied your session from a previous one, instead of creating a new session for registration, you will be able to utilize the Copy Team feature.

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**.**
2. Select your session.
3. Toward the top right hand side of the screen, click the **Team Tools** dropdown ( ).
4. Click **Copy Teams**.
5. Select the **Prior Session**.
6. Choose the proper Division for each team, based on the **Current Session**.
7. Select the teams you would like to copy and rename them if necessary.
8. Once complete, select **Create.**

ASSIGN PLAYERS AND COACHES

Auto-Assignment

NOTE: The auto-assignment feature is not available for All-Star Sessions.
The Auto-Assign feature is used to assign returning players/volunteers to their teams automatically, based on criteria that you set.

Round Robin

The Round Robin Auto-Assign feature allows you to assign players to their teams based on ranking criteria, such as birthdate.
To assign players to teams using the Round Robin automatic team assignment:

1. Go to **Teams.**
2. Select your session.
3. Toward the top right hand side of the screen, click the **Team Tools** dropdown ( ).
4. Choose **Auto-Assignment**.
5. Click **+Round Robin.**
6. Select up to 3 different criteria you would like to use to sort your players.
7. Once complete, click **Assign Players.**
8. When the system has completed this process, click **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

The Same Team as Prior Season Auto-Assign feature allows you to assign players to the teams that they were assigned to last year, as long as your session and your teams have been copied from last year.

To assign players to teams using the Same Team as Prior Season automatic team assignment:

1. Go to **Team.**
2. Select your session.
3. Toward the top right hand side of the screen, click the **Team Tools** dropdown ( ).
4. Choose **Auto-Assignment**.
5. Click +Same Team as Prior Season.
6. Uncheck any registrants you would not like to auto assign.
7. Once complete, select **Assign Players**.
8. 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/volunteers to your team:

1. Go to **Teams.**
2. Choose your Session/Division.
3. To the right of the team, under **Actions**, choose **Edit Roster.**
4. To add Players or volunteers, select **+ Add Players** or **+ Add Volunteers.**
5. On the left, you should now see a panel named **Available Registrants.**
6. If you would like to select players from a division other than the one which your team has been created, click **Add Divisions.**
    - For regular session teams, this list comes from those who have not yet been assigned to their teams—the Unassigned. If a player has already been assigned to a team, they will not appear.
    - 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.
8. At the bottom of the **Available Registrants** panel, click **Assign to Team.**
    - 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

NOTE: Not available for All Star Sessions.

If registrants know what team they will be placed on, an administrator can allow them to **Choose Teams** during the registration process.

To do this:

1. Go to **Registration > Setup > Programs.**
2. Click the **Program** you would like to edit.
3. Click **Settings > Manage Roles.**
4. Under **Choose Teams** column, check the boxes next to the role(s) you would like to allow to select teams for during registration.
5. Click **Done**.
6. Click **Save**.

EDIT TEAM ROSTERS

Reassign Registrants

NOTE: Not available for All Star Sessions.

To reassign a registrant:

1. Go to **Teams.**
2. **Select your session.** To the right of the team, under **Actions**, click **Edit Roster**.
3. Select **Reassign Player** or **Reassign Volunteer** located in the action column of the respective registrant's row.
4. A pop-up window will display the teams associated to the registrant's division.
5. Select the new team for the registrant.
6. Click **Confirm**.
7. This registrant will now appear on the selected team's roster.

Remove Registrants

NOTE: Not available for All-Star Sessions.
To remove a registrant from a team:

1. Go to **Teams.**
2. Select your session.
3. To the right of the team, under **Actions**, click **Edit Roster**.
4. Select **Remove Player** or **Remove Volunteer** located in the action column of the respective registrant's row.
5. A pop-up window will appear to 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.

Mass Reassignments/Removals

NOTE: Not available for All-Star Sessions.
If you need to reassign or remove multiple players, this can be done through the **Unassigned** section of the **Manage Teams** page.

Mass Reassign Registrants

1. Go to **Teams**.
2. Choose your Session. Under the **Team Name heading**, click **Unassigned.** Click on the Team where 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** to the right of the team they should be on.
5. The number of Players/Volunteers selected should be removed from their original team and added to the new team.
6. Repeat steps 2-4 if you need to reassign more registrants.

Unassign Mass Registrants from Inactive Teams

If needed, you can remove all of the players/volunteers that have been assigned to teams. This will allow you to start over with the team assignment process.

1. Go to **Teams**.
2. Choose the **Session**.
3. Every Inactive Team's players will be unassigned. If you would like to keep the players/volunteers on a team, you will need to Activate it. Alternatively, if a team was activated, you will need to Deactivate it. Click here for more information about Team Activation.
4. Toward the top right hand side of the screen, click the **Team Tools** dropdown ().
5. Click **Auto-Assignment**.
6. Click **Unassign Players From Inactive Teams**.
7. Click **OK.**
8. Click **Done**.
9. Players and Volunteers will be moved from the teams that they were previously assigned, to the **Unassigned** section. The players/volunteers are now ready to be re-assigned to teams.

TEAM ACTIVATION

There are three team activation statuses, which are set from the **Manage Teams** page. When teams are created, they are automatically placed in an **Inactive** status.
The three statuses for teams are:

- **Inactive**/Deactivate
    - Inactive teams may only be viewed by administrators.

  - Only administrators may view rosters.
- **Coach Preview**.
  - Coach Preview teams may be viewed by administrators, and privileged volunteers.
  - Volunteers will receive an email once their team has been placed in **Coach Preview**, which will include a link to their team page and where to go to download the app.
  - Coach Preview allows volunteer access to the team pages, however, they may only view their rosters.
- **Active**.
  - Active Teams may be viewed by administrators, volunteers, and players.
  - Players/Volunteers will receive an email letting them know that their team has been activated, and will include a link to their team page and where to go to download the app.
  - Active team pages may be viewed on the web or through the app.

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

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)

How to Change a Team Status

There are two ways that a Team Status may be changed—individually, or through bulk editing.

Change an Individual Team Status

1. Go to **Teams**.
2. Select the Session.
3. To the right of the team, under the **Status** heading, choose Active/Coach Preview/Deactivate from the dropdown.

Bulk Edit the Teams' Status

1. Go to **Teams**.
2. Select the Session.
3. To the left of each team, check the teams' checkbox to select it.
4. To the right of **Bulk Edit**, click on the **Active/Coach Preview/Inactive** check boxes to change the teams' status.

ACTIONS

Action items allow you to perform specific tasks for individual teams. There are three options under the Actions section for each team.

- **Edit Roster**
    - Brings you to the **Edit Roster** page for that team.
    - Allows you to add players/volunteers to the team.
    - Allows you to remove or reassign players/volunteers to the team.
    - If applicable, you may also change the jersey numbers for players.
- **View Roster**
    - Allows you to see the number of registrants on a team.
    - Can view contact information for players/volunteers.
    - If applicable, can view jersey numbers.
    - Can view player's birthdate.
- **More Tools**
    - **Settings:**
        - Takes you to the **Edit Team** page, where you can change the team name/division.
    - **Print**:
        - **Print Rosters**.
    - **Team Website:**
        - Only available for active teams.
        - Will take you to the teams' Sports Illustrated Play Team Website.
    - **Delete**:
        - Will delete teams and move the assigned registrants to **Unassigned**.