

Managers create roster and edit roster checklist

Remember.....If you have done any adds, transfers or drops for your players then they will appear on this roster. You must be very careful not to move players on roster once your roster has been signed by league registrar unless you are doing an official add/release or transfer of player and all supporting documentation is complete.

To create a new roster.

- go to www.sportspilot.com and login with your managers username and password
- click on the registration tab in blue at top of page
- top left dropdown box for sport: click on soccer
- top middle dropdown box for program: click on explosionfc travel fall 09/ spring 10
- leagues drop down box: pick your teams age group and gender
- if at this time the player(s) in question are not on your team you click on teams drop down box: pick the unassigned team. You must move players to your specific team. Left click on player(s) in question once and hit the button "move" (located in boxes below players name)
- a new window "roster move" appears. On the right where it says "new team" please select the team that you want the player to be moved to.
- On the left side "old team" highlight the player(s) you want to move. (you may move more than one at a time by clicking on each player while holding down the ctrl button on your keyboard)
- Hit the move button in the middle of page.
- Hit finished
- You have now moved player from the unassigned team to your team.

To add a player to an existing roster

- Follow all instructions above except before you hit the move button in the middle you must select the "add" button below it.
- Hit move
- Hit finished
- Mail in new roster with add participants (in triplicate, signed by coach) to club registrar

To drop/release a player on your roster

- Due to Massachusetts youth soccer regulations in order to drop a player you must first approve drop with club registrar Dave Hamel at d102928@aol.com

- A player can leave the club for any reason he or she pleases. If player is requesting to be dropped from our club then we must perform the drop task within a reasonable amount of time (typically 72 hrs)
- In order to complete task you must first have player and parent sign a Player status form. This form must be signed by both or it is invalid. You must then fill out appropriate info whether it is a voluntary request on behalf of player or if the club is requesting.
- Form to be completed and in triplicate sent to club registrar for approval with your “drop roster”
- To drop on roster , follow all instructions under **To add a player to an existing roster** except before you hit the move button you select the “release” button
- Hit move
- Hit finished
- Mail in new roster with drop participants (in triplicate, signed by coach) with player status forms to club registrar

To print official MYSA roster

(not considered official unless signed by coach, club and league registrars)

- Go to blue registration tab at top of page
- Select your team
- Go to reports
- Click on MYSA/USYSA/ECYSA Team Roster Report –
- A pdf form will open that you can print. Remember.....If you have done any add or drops for your players then they will appear on this roster. You must be very careful not to move players on roster once your roster has been signed by league registrar unless you are doing and official add/release or transfer of player and all supporting documentation is complete.