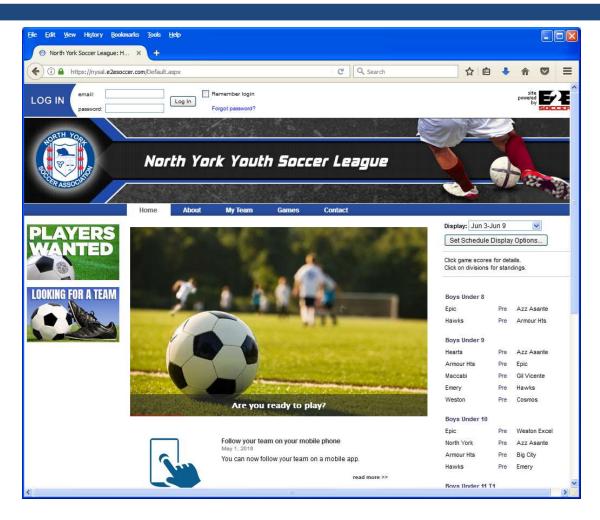# North York
Youth Soccer League

Coaches & Team Managers
Web Site Manual

2021

The NYYSL Web Site Overview

- The NYSL will rely extensively on their web site to operate

- We need all teams to play their part in keeping the site up to date
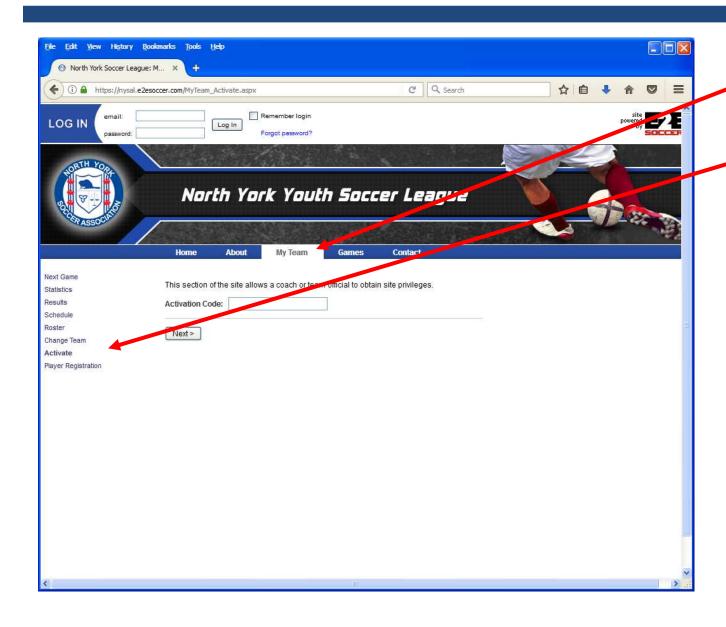
Our url is www.northyorkysl.com

Pre Season Tasks

- Each coach or manager has to perform the following tasks before the season starts

  - ✓ Activate their My Team account

  - ✓ Enter their player roster

  - ✓ Enter their shirt #'s

  - ✓ Ask your assistant coach or team manager to also activate the My Team account
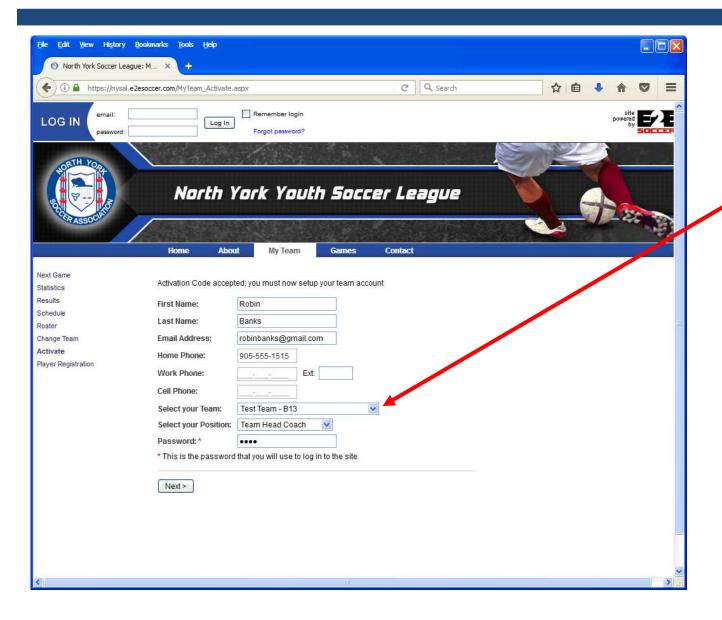
Activating Your Team Account...1

- Click on the My Team button

- Click on the **Activate** link

- You will be asked to enter an activation code

- This years activation code is:

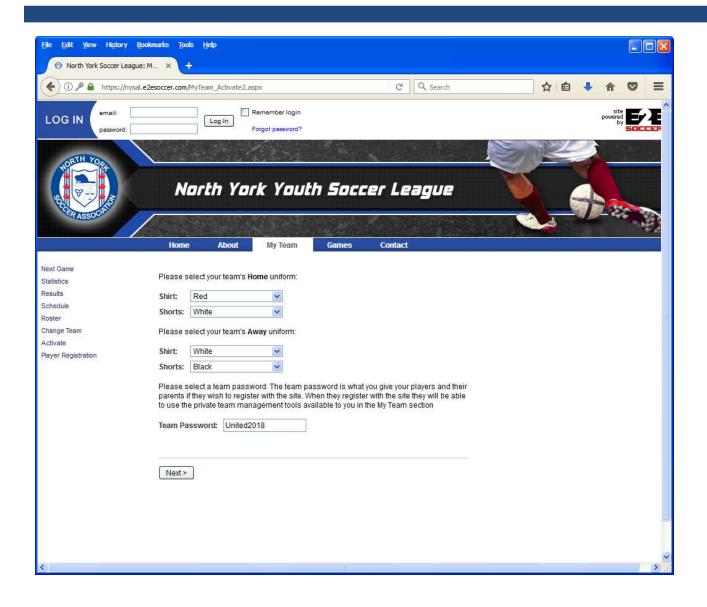**NYYSL2021**

- Click Next to continue

Activating Your Team Account...2

- Next you will be asked for your details.

- Please ensure that you select the correct team, other teams have similar names

- Enter your telephone # in the format
  905-123-4567

- Finally you will be asked for your password. This is what you will use to log into the site in the future
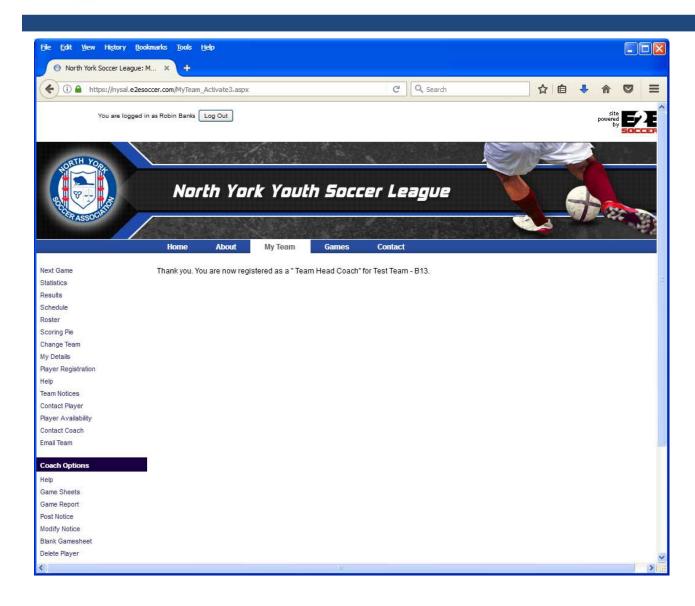
- Click next to continue

Activating Your Team Account...3

- Next you are asked to select your uniforms
- If you don't have an away uniform that is different to your home uniform then repeat your home uniform as your away uniform

- Click on next

- Note that only the 1st person to activate your team account will see this step.
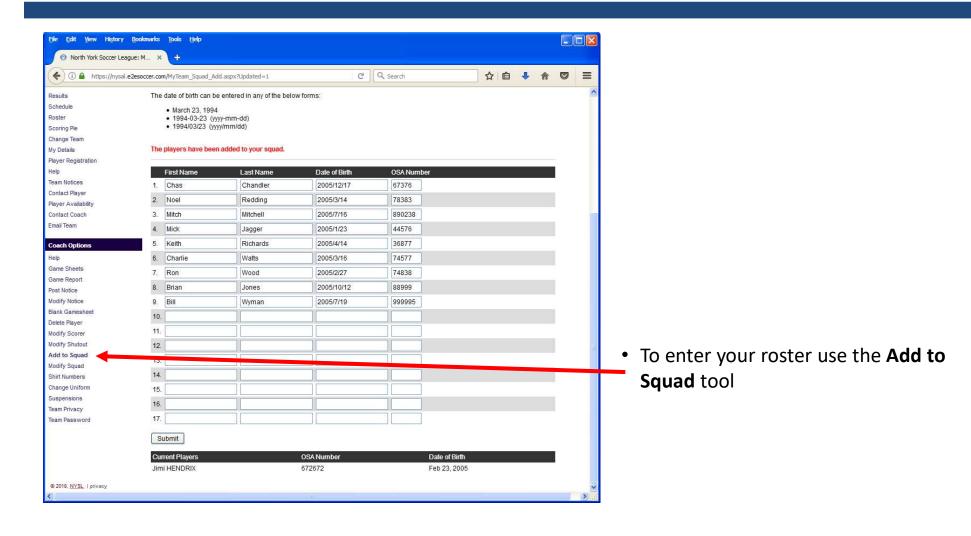
Activation Completed

- When you have finished the activation process you will see this screen.

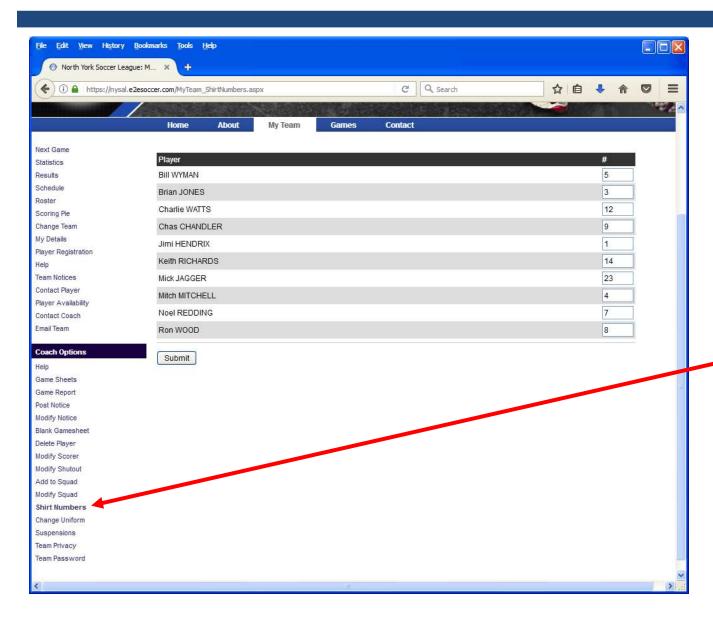- Note that you will see some more tools.

Entering Your Roster

- To enter your roster use the **Add to Squad** tool
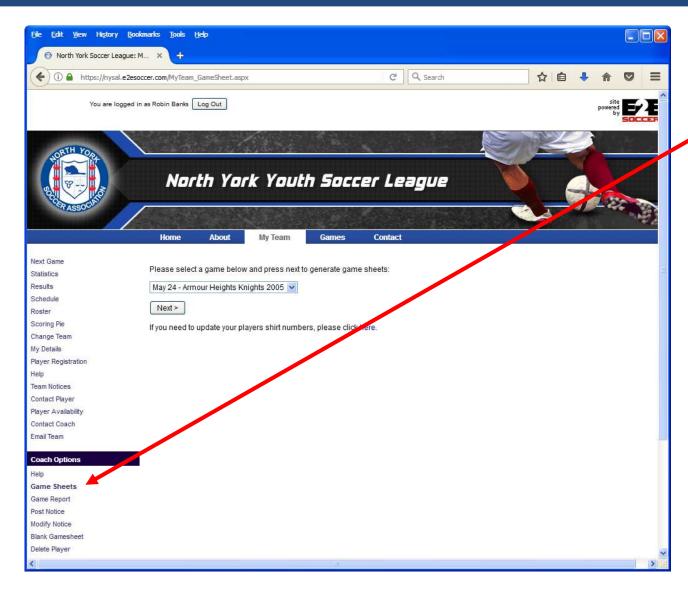
Shirt Numbers

- Use the **Shirt Numbers** tool to enter the players shirt number. This will save you time when you create game sheets
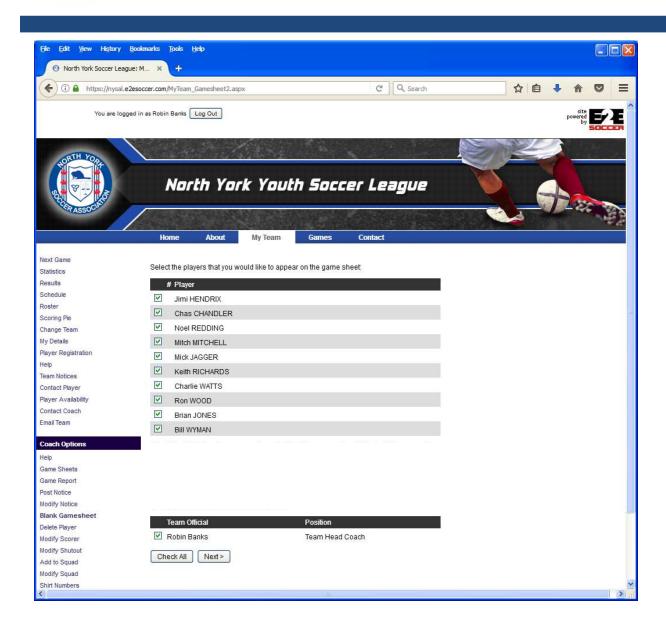
Game Day Tasks

- You will be required to perform two tasks on the day of a game

  - ✓ Create a game sheet for each game
  - ✓ Submit an on-line game report after the game (within 24 hours)

- As soon as both teams have submitted a game report the standings will be updated and the result is posted on the web site
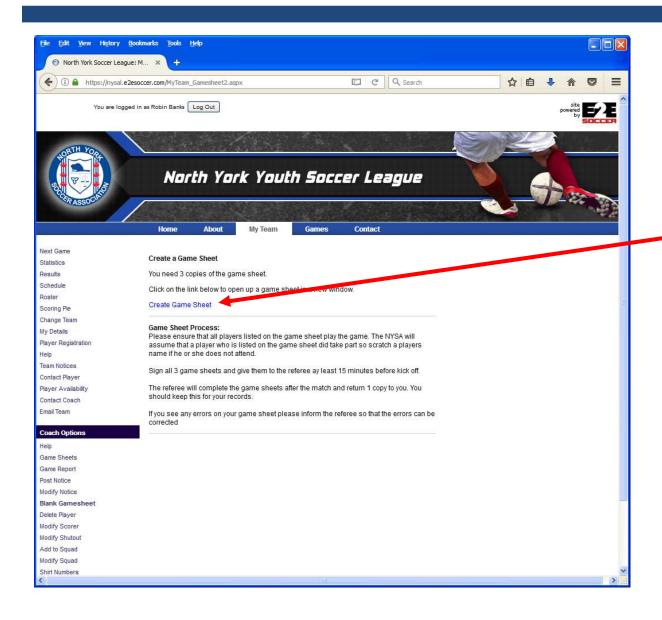
Creating a Game Sheet 1

- To create a game sheet click on the My Team button and select the **Game Sheet** tool. Note that you will only see this when you are logged in as a coach or manager

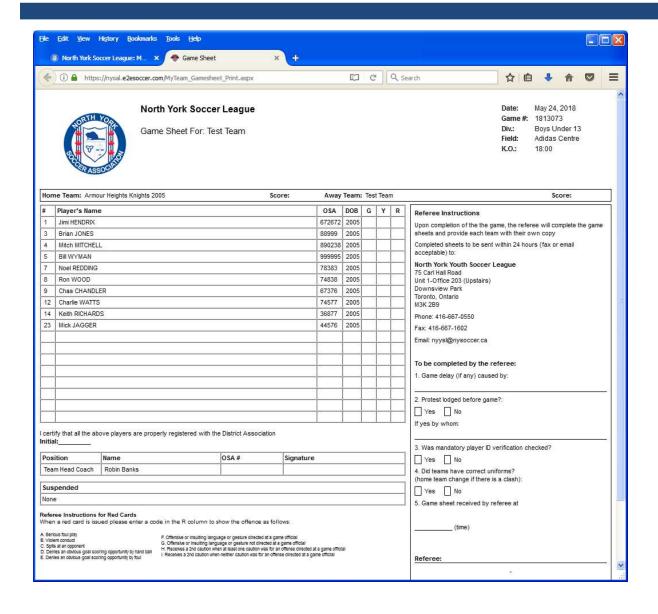- Select the game that you require from the drop down box.

- Click next

Creating a Game Sheet …. 2

- You are now asked to select your roster for that game

- Click next

Creating a Game Sheet 3

- You are now given instructions on how to create your game sheet

- Click on the **Create Game Sheet** link to open a new window with the game sheet
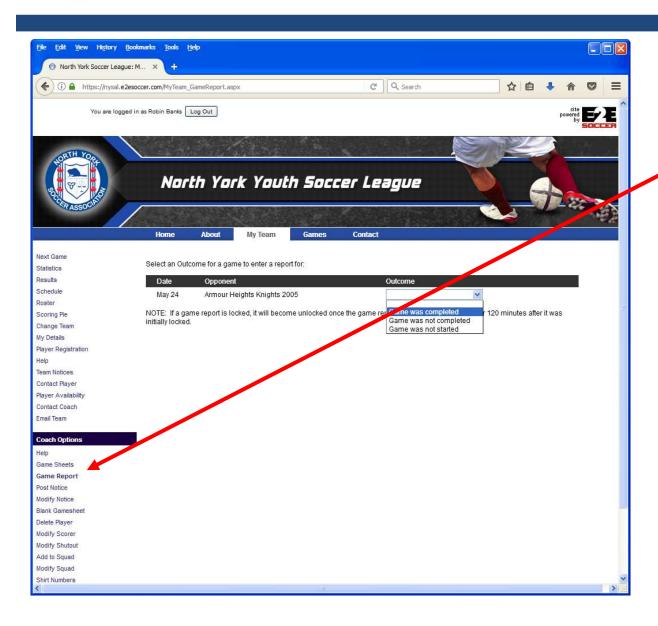
Creating a Game Sheet …. 4

- This will create a game sheet for you.

- Print this out and make 2 copies
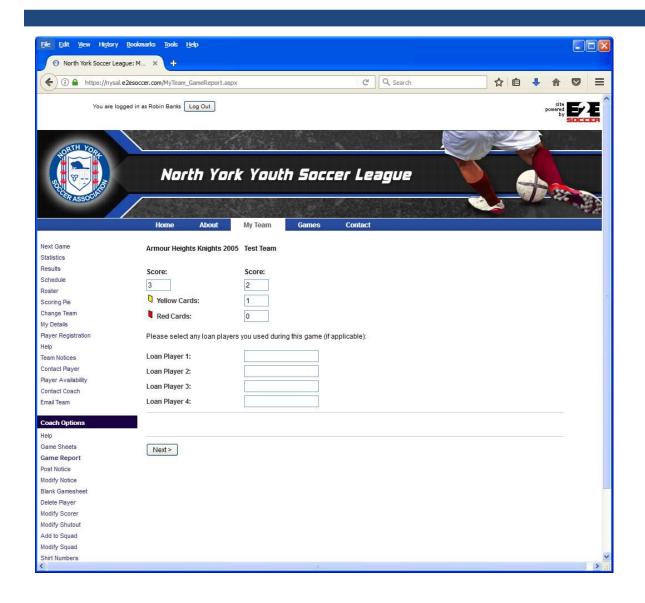
- Bring all copies to the game

Submitting a Game Report 1

- To submit a game report click on My Team button and select **Game Report**

- Follow instructions to completion

- Note that the game report will appear after each game

- If you do not submit a game report by noon the following day the server will send you a reminder
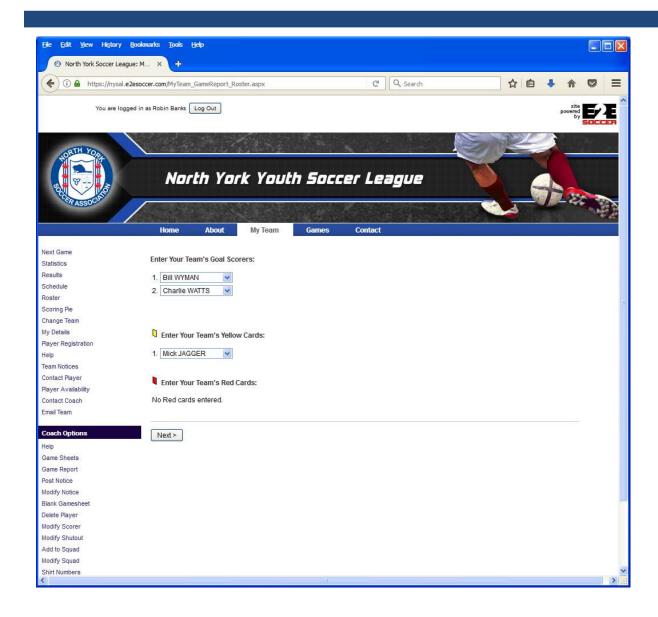
Submitting a Game Report 2

- If you are the first team to submit a game report you will be asked to enter the game result

- If you are the second team to submit a game report you will be asked to agree with the game score submitted by your opponents

- Also enter the number of yellow and red cards your team had and the names of any call ups

Submitting a Game Report 3

- Then use the drop down boxes to enter the names of the goal scorers, the players who received a card and the name of the goal keeper if there was a shut out

- When both teams have submitted a game report the standings are updated and the result is posted on the web site

Further Information

- Please contact the NYSL Office for further questions.