TASL TEAM MANAGEMENT TOOL

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1. **View/Edit Team Information**
   a. **Player Summary Information**
      - **# of Registered** indicates the number of players that have registered for the team but have not yet been accepted by the TASL Office. Player Passes are not ordered until a player is accepted.
      - **# of Accepted** indicates the number of players that have been accepted by the TASL Office because they have PAID their registration fee.
      - **# of Refund** indicates the number of fee refunds issued.
      - **# of Not Accepted** indicates the number of players dropped from the team roster due to injury, relocation, or other circumstances that disallow the player from continuing with the team or TASL.
   b. **Team Captain Information**
      - Enables you to view and edit the user ID, password, and personal information.
   c. **Assistant Team Captain Information**
      - Enables you to view and edit the Assistant Captain's personal information.
   d. **Team Information**
      - Provides a summary of team details submitted during the registration process.

2. **View/Edit Player Information**
   a. **Summary of Player Information**
      - Player names that appear in GOLD have "registered", but have not been "accepted" by TASL Office, and have not had a Player Pass ordered.
      - Player names that appear in WHITE have paid the registration fee and have been "accepted" by the TASL Office, and will automatically have a Player Pass ordered.
      - The **Following Up** column is for TASL use only and does not impact the team unless in circumstances of state or national tournament play.
      - The **Player Pass** is automatically assigned when a player registers. The highest numbers indicate the player is the newest registrant, whereas the lowest number indicates the first registrant.

3. **View Pool Players**
   a. Provides a list of players requesting assignment to a team.
   b. In the upper, left corner, you can select the division preference requested by the Pool Player.

4. **View Team Roster**
   a. Provides a roster of players including: player name, email address, phone number and other contact information for each player.

5. **View Game Day Roster**
   a. Provides a roster to be printed for each game including: player name, jersey number, gender and player pass number.

6. **View NCASA Official Roster**
   a. Provides a roster for use at state or national tournaments.

7. **Email Team**
   a. Provides the opportunity for mass communication to team members directly from the Team Management Tool.

How to Register a Team

RETURNING TEAM
1. Visit the TASL website www.tasl.us and follow the links for Registration.
2. Click on *Team Registration* button at bottom of the page.
3. Choose appropriate Division and Team Name, click *Verify Information*.
4. If the team is not yet registered, click *Continue to Online Registration*
5. Enter all required fields, click *Submit Registration Information*
6. Click on *Complete Registration* button

You will now receive an email confirming your registration application.

** Your team will now be reviewed by the TASL Office. If your team is accepted into the league you will receive a second email which provides instructions for logging into the Team Management system with your NEW UserID and Password. **

NEW TEAM
1. Notify the TASL Office at soccer@tasl.us that you are interested in forming a new TASL team.
   a. Please include the following information: Team Name, Division (Men's, Women's, Coed or Rec)
2. The office will get back with you regarding the possibility of creating a new team within the TASL League.
3. If accepted, TASL will notify you via email that you are now able to register your new team.
4. Follow instructions under the section called: RETURNING TEAM

Editing Team Information

The "View/Edit Team Information" section of the tool allows you to make changes to the captains, assistant captains, make changes to User ID's and Passwords and accept or update specific player's registration on your team.

1. Log into Team Management Tool:
   https://www.youthleaguesusa.com/tasl/13-14/Team-Management.htm
2. Enter User ID and Password that was emailed to you during the registration process.
   a. If you have previously logged into the system and changed your userid and password then you would need to use the one you created.
   b. **The User ID and Password are case sensitive.** If the lower case letter "l" does not work, try the number one (1). If a capital letter "O" does not work, try a zero (0). The TASL Administrator will have them on file if you forget them.
3. Click *Continue*
4. You may now edit all team information including changing the User ID and Password to access the Team Management Tool.
5. Click *Save Changes* at the bottom of the page to save all information.

Change Team USER ID and PASSWORD

Please see Editing Team Information section above.

Accepting a Player onto the Team

Only TASL staff may only accept players onto a team. However, you can add a player to your roster as long as they have paid via credit card.

If you are waiting for someone to be accepted onto your team, please contact the TASL staff at soccer@tasl.us. Please allow 1 business day after the player has registered to follow-up with the office.

Adding a Player to your Roster

1. Log into Team Management Tool:
   https://www.youthleaguesusa.com/tasl/13-14/Team-Management.htm
2. In the drop down menu select *View/Edit Player Information* and click *Continue*
   a. Remember to reference the color codes of registered players in the section titled: Summary of Player Information
3. Double click the radio button next to the player name you wish to add to your roster.
4. Check to insure the player PAID status is YES.
   a. If the status is NO – STOP and contact the TASL office if more information is needed.
   b. If the status is YES
      ▪ Click the *Box* directly below to display the player on the roster.
      ▪ Enter the player *Jersey Number* in the box on the right.
      ▪ Click *Save Changes* at the bottom of the page.

Dropping a Player from your Team

For record keeping purposes it is very important that active players are appropriately indicated on your team roster. If someone has officially dropped your team please send information to soccer@tasl.us immediately.

Not Accepting a Player

For record keeping purposes it is very important that active players are appropriately indicated on your team roster. If you choose not to accept a player who has registered for your team please use the following instructions to keep your roster up-to-date.

1. Log into Team Management Tool:
   https://www.youthleaguesusa.com/tasl/13-14/Team-Management.htm
2. In the drop down menu select *View/Edit Player Information* and click *Continue*
3. Double click the radio button next to the player name you wish decline to your team.
4. Change the Player Information – Status to *NOT ACCEPTED*.
   a. Click *Save Changes* at the bottom of the page.

Finding Additional Players from the Player Pool

Pool Players allow the Team Captain to help fill their team.

1. Log into Team Management Tool:
   https://www.youthleaguesusa.com/tasl/13-14/Team-Management.htm
2. In the drop down menu select *View Pool Players* and click *Continue*
3. Choose the division that the "Pool Player" has registered for in the upper left corner.
4. The list will provide personal contact information, skill level and primary position information for each player.
5. Contact the "Pool Player" to talk about their play experience, style of play, team dues, playing times/days, league rules and team nuances. If you mutually agree then you may add the "Pool Player" to your team.
6. The Team Captain should get a financial commitment before adding a player to the team roster.

Assigning a Pool Player to the Team

1. Log into Team Management Tool:
   https://www.youthleaguesusa.com/tasl/13-14/Team-Management.htm
2. In the drop down menu select *View Pool Players* and click *Continue*
3. Click on the radio button to the left of the player you want to add to your team.
4. At the bottom of the page please click *Assign to My Team*
5. Once you have added the pool player to your roster, please notify soccer@tasl.us of the change and remind the player to pay their registration. If they want to pay by credit card TASL will need to make a change within the system. They MUST pay prior to participating in a game.

Player Contact Information

Please see refer to section titled:
Viewing a Team Roster

Viewing a Player Application

1. Log into Team Management Tool:
   https://www.youthleaguesusa.com/tasl/13-14/Team-Management.htm
2. In the drop down menu select *View/Edit Player Information* and click *Continue*
3. Double click the radio button next to the player name you wish to view and edit.
4. Edit any information you need to on the player registration including, jersey number, display on roster, name, email, phone, position preferences and more.

Viewing a Team Roster

The Team Roster is primarily for the use of the Team Captain. It will show all players that have been "added to roster" (by checking the box in the player application denoted "DISPLAY ON ROSTER" in the View/Edit Player Information Drop Down Option), and will show personal contact information of the captains and players.

1. Log into Team Management Tool:
   https://www.youthleaguesusa.com/tasl/13-14/Team-Management.htm
2. In the drop down menu select *View Team Roster* and click *Continue*

Printing a Game Day Roster

The Game Day Roster must be printed and given to the referee before every match. The roster must be printed to include the watermark underlying the names in order to be official.

Viewing Roster
1. Log into Team Management Tool:
    https://www.youthleaguesusa.com/tasl/13-14/Team-Management.htm
2. In the drop down menu select *View Game Day Roster* and click *Continue*

Printing Assistance
   If you are having trouble printing with the watermarks, please follow the below instructions
   a. **In Internet Explorer:**
      ▪ Tools - Internet Option - Advanced - printing - print background colors and images.
   b. **In Safari on Mac:**
      ▪ Print submenu, click down arrow next to Printer list opens additional menu, checkbox for 'Print Background Image'
   c. **In Firefox:**
      ▪ Print submenu, click down arrow next to Printer list to open rest of submenu, check box for 'Print Background Images'

Adding a Jersey Number

Jersey numbers are very important to keep on file. This eliminates the potential for incorrect foul reporting in our tracking system. The Jersey Number MUST match the jersey number listed on the game day roster. Please add player jersey numbers to their profile after they are issued. Please follow the directions in the section titled Viewing a Player Application to add jersey numbers for players.

Mass Emailing Team

You may send a Mass Email to your players with the following options:
** Note – if your system is idle for too long, you will lose the email contents. Always "copy" the contents before you send it in the event that the system has timed out and you have to start over. **

1. Log into Team Management Tool:
    https://www.youthleaguesusa.com/tasl/13-14/Team-Management.htm
2. In the drop down menu select *Email Team* and click *Continue*
3. Choose the people you want to receive your email.
   a. **Recipients**
      ▪ **All players:** Will be sent to all players that have registered for the team regardless of their status.
      ▪ **Accepted players:** Will be sent to any player that has paid the registration fee and been accepted by the Team Captain.
      ▪ **Registered players:** Will be sent to all players that have registered for the team but have not yet paid their registration fee. This option should be chosen when sending a reminder to the players that need to pay the registration fee.
      ▪ **Not accepted players:** Any player that has registered for your team, and the captain has deferred to pick up that player.

How to Get a Player Pass

Please review the section [Summary of Player Information](#)