

## TASL TEAM MANAGEMENT SYSTEM

IF YOU MAKE CHANGES, ALWAYS "SAVE CHANGES" AT THE BOTTOM OF EACH PAGE.

### I. USER ID and PASSWORD:

You can change the User ID and Password to something that is easy for you to remember in the View/Edit Team Information drop down link.

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).

You must "Save" the change before you proceed. The TASL Administrator will have them on file if you forget them.

### II. VIEW / EDIT TEAM INFORMATION:

#### A. League Fee Payment Summary:

This screen will show the following team information:

1. The Total Team fee due
2. The Deposit amount and if it has been paid, on what date, and if it was paid by check, cash or credit card
3. The Balance amount still outstanding.

#### B. Player Summary Information:

# Of Registered: shows the number of players that have registered for the team. At the "registered" stage, the Team Captain has not yet accepted the player. A registered player will *not* have an NCASA pass ordered for them.

# Of Accepted: after the registration fee is paid and TASL accepts a player into the system, the player moves from "Registered" status to "Accepted". An accepted player will *automatically* have an NCASA pass ordered for them.

# Of Refund: rarely used, as TASL normally does not refund individual players.

# Of Not Accepted: If a player gets injured, moves, etc. and a team captain decides to drop the player from the roster, the player moves into the not accepted status.

C. Performance Bond: A team with a Performance Bond on file can view the amount of the bond and if it has been used or not.

D. Team Captain Information: This is where you can view and change the User ID and Password. The Team Captain's personal information is shown and can be updated.

E. Assistant Team Captain Information: The Assistant Captain information is shown and can be updated.

F. Team Information: Shows team details submitted during the registration process.

### III. VIEW / EDIT PLAYER INFORMATION (drop down box):

Shows the number of and a list of players that have registered for the team.

- Players that appear in gold have registered, but have not been "Accepted" by the Team Captain, and have not had a player pass ordered.

- Players that appear in white have paid the registration fee and have been “Accepted” by the Team Captain and will automatically have a player pass ordered for them.
- The “Following Up?” column is generally for TASL use. This shows whether a player needs to be followed up in the event that the team attends a state or regional level competition. A “Yes” in this column indicates a player that was “born outside of the US” and players that are “currently or have been a professional level player”.
- The Player ID number is automatically assigned by the system when a player registers and will show the order in which the player registered. The lower player ID number registered first.

**A. Viewing a Player Application:** Remember a Gold highlighted player has not paid and not been accepted and will not have a player pass ordered. A player shown in White has paid and been accepted to your team.

Highlight and click View the player application.

- Fee Payment Summary:*
  - The Team Captain can view the registration Fee due for the player and the payment method selected by the player during registration. The payment Status will be indicated. A Yes indicates the player has paid.
  - If the Status shows a Credit Card payment, then a *Team Captain* may "ACCEPT" the player in order for a pass to be ordered.
  - If the Status shows a Mail-in Check option, a Team Captain *cannot* accept them. TASL will accept the player *after* receiving a check or cash for payment of their registration fee. The check number will be noted when paid.
- Player Information:
  - Shows personal contact information for the player.
  - \* Status: Indicates whether a player is Registered or has been Accepted.
  - Check the box “Display On Roster” if the player is to be listed on the Game Day and Team Roster.
  - The Team Captain should enter a “Jersey” number so that it will appear on the Game Day roster.

### III. VIEW POOL PLAYERS (drop down box):

Allows the Team Captain to view available players looking for a team. The captain can choose the Division that the “Pool Player” has registered for in the upper left corner.

The list will provide personal contact information, skill level and primary position information for each player. The Team Captain should use this information to contact the player *BEFORE* adding them to your team.

When you contact the Pool Player, the Team Captain should discuss team dues, jersey information, # of rostered players, playing time, league rules, etc. with the potential player. The Team Captain should get a financial commitment before adding a player to the team roster.

NOTE: Pool Players are not allowed to pay the registration fee when they register as they may only select the Mail-In Check option. Most of them follow through and send the check to TASL

to hold until they are selected for a team. Please email the TASL office that you have selected a Pool Player and the administrator will post the payment and accept the player.

DO NOT instruct a Pool Player to go back and register for your team. The Team Captain MUST assign the player as follows:

To add a Pool Player to your team roster, highlight the player name and click "Assign to My Team".

#### **IV. VIEW TEAM ROSTER (drop down box):**

The Team Roster is primarily for the use by the Team Captain. It will show personal contact information of the captains and players that have been "Accepted" and "Added to Roster". (See instructions in Section II, Viewing Player Information, to add a player to the roster.)

#### **V. VIEW GAME DAY ROSTER (drop down box):**

The Game Day Roster should be printed and given to the referee before every match. This roster does not show personal information about the players. The players that have been "Added to Roster" (by checking the box in the player application), will appear on this roster.

#### **VI. EMAIL TEAM (drop down box):**

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!

You may send a Mass Email to your players with the following options:

Recipients:

- a. All players: Will be sent to all players that have registered for the team regardless of their status.
- b. Accepted players: Will be sent to any player that has paid the registration fee and been accepted by the Team Captain.
- c. 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.
- d. Not accepted players: Any player that has registered for your team, and the captain has deferred to pick up that player.