

# Instructions for Creating & Submitting Your State Cup Roster & Game Report

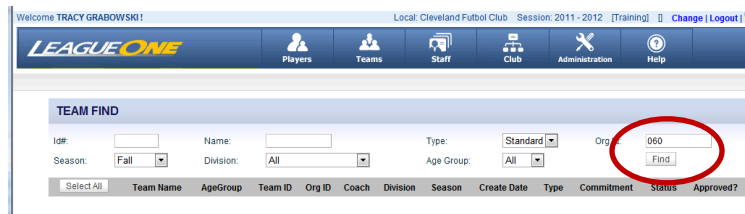
Please use this method to create your team's:

- *PRELIMINARY STATE CUP ROSTER* (due April 27, 2012)
- *OFFICIAL STATE CUP ROSTER* (due day of First Match – only if different than the preliminary roster)
- *OFFICIAL STATE CUP GAME REPORTS* (one should be taken to each match and given to the referee)

## First, login to LeagueOne (Club registrars)

1. Find the **TEAM** within your club you wish to create the State Cup Roster/Game Report For.

- Click the TEAMS tab on top, then MAINTAIN TEAMS.
- Hit "FIND" tab to locate team



Welcome TRACY GRABOWSKI! Local: Cleveland Futbol Club Session: 2011-2012 [Training] [Change | Logout]

LEAGUEONE

Players Teams Staff Club Administration Help

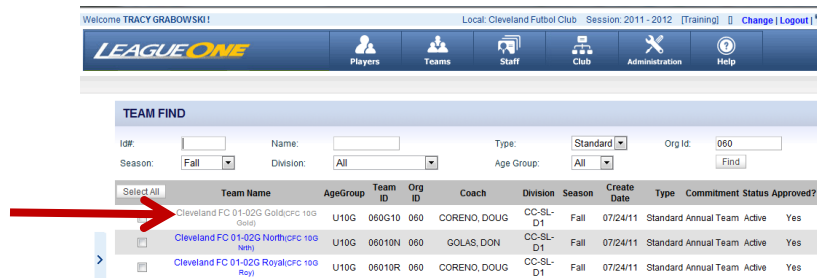
TEAM FIND

Id#:  Name:  Type: Standard Org: 060

Season: Fall Division: All Age Group: All Find

Select All Team Name AgeGroup Team ID Org ID Coach Division Season Create Date Type Commitment Status Approved?

- Choose the team you wish to work with by clicking on that team to view the team screen



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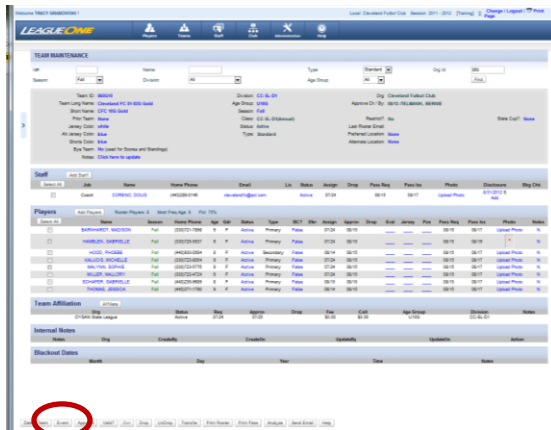
TEAM FIND

Id#:  Name:  Type: Standard Org Id: 060

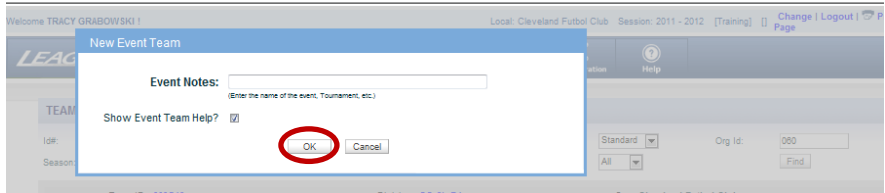
Season: Fall Division: All Age Group: All Find

Select All	Team Name	AgeGroup	Team ID	Org ID	Coach	Division	Season	Create Date	Type	Commitment	Status	Approved?
<input type="checkbox"/>	Cleveland FC 01-02G GoldCFC 100	U10G	060G10	060	CORENO, DOUG	CC-SL-D1	Fall	07/24/11	Standard Annual Team	Active	Yes	Yes
<input type="checkbox"/>	Cleveland FC 01-02G NorthCFC 100	U10G	06010N	060	GOLAS, DON	CC-SL-D1	Fall	07/24/11	Standard Annual Team	Active	Yes	Yes
<input type="checkbox"/>	Cleveland FC 01-02G RoyalCFC 100	U10G	06010R	060	CORENO, DOUG	CC-SL-D1	Fall	07/24/11	Standard Annual Team	Active	Yes	Yes

2. When you arrive on the team screen, you will find your approved LEAGUE ROSTER players staff and contact info. To create your official STATE CUP ROSTER AND GAME CARD, simply hit the EVENT TAB at bottom of page, then HIT OK.



3. In "Event Note", we suggest you use your original team name, plus the words "STATE CUP". For example: "Club XYZ, U12G State Cup") then Hit OK.

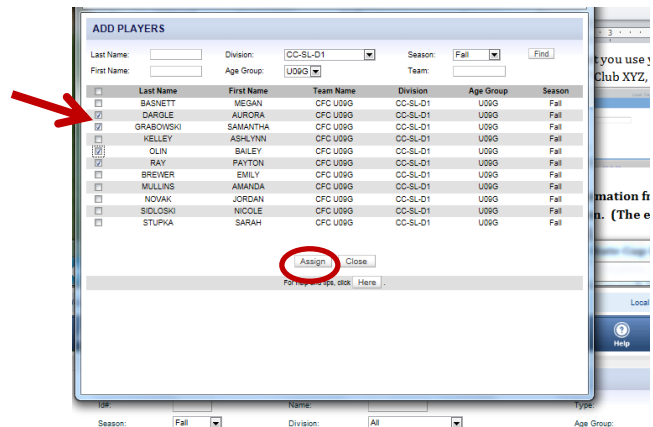


4. You will see the same information from your original LEAGUE ROSTER on your EVENT ROSTER screen. (The event team is exactly the same as your league team at this point.)

a. To add a player to the State Cup Roster:

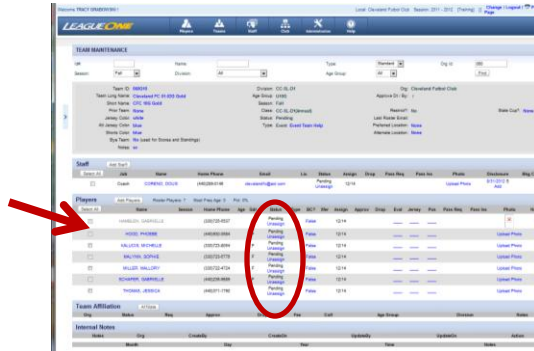
hit the Add Players tab from the area above the player information.

- i. You will receive a search box in order to find an eligible player from your club. (You can search by name, player ID, or simply by available players in an age group. To find all available players from your club in a certain age, simply choose the age division and hit "FIND".)
- ii. Once you find the player you wish to add, click the box to the left of their name and hit the ASSIGN button.



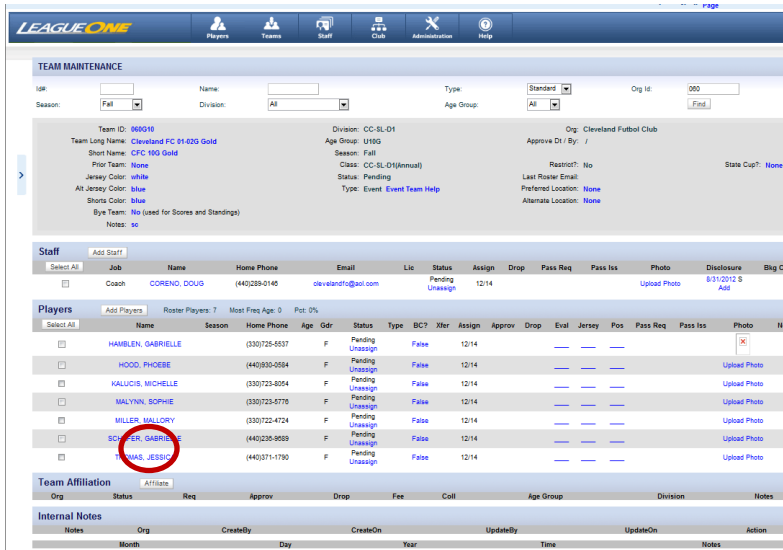
iii. Once you are done adding players, hit the **CLOSE** button to return to the **EVENT TEAM** screen.

b. To delete a player from the State Cup Roster: check the box to the left of the player, and hit “unassign” under status column.



5. **TO SUBMIT YOUR ROSTER to OYSAN:**

Once you are completely done adding/ deleting players (OR, if you wish to use your league roster as-is for the State Cup tournament) **CLICK ON THE AFFILIATE BUTTON** in middle of page.



- Pop up box will ask you to choose your affiliate. Choose to “**affiliate this EVENT TEAM**” with “**OYSAN TOURNAMENTS**”.
- Hit **UPDATE** to submit.
- This officially submits your State Cup Roster to the STATE OFFICE .**

6. **PRINT OUT COPIES OF YOUR ROSTER/GAME REPORT.**

This State Cup Roster also serves as your game report, so make at least one copy of it for each of your State Cup games. To print your roster/game report:

- Hit **APPROVE** button at bottom of page. (This may take a second.)

- b. Hit PRINT button at bottom of page.
- c. Choose the **OFFICIAL STATE CUP ROSTER** printer format from the pop-up screen. A PDF of your roster will appear; Print the roster from the PDF.

**7. TO USE AS A GAME REPORT:**

On your printed roster/game report, please mark the players in attendance of the game. Remember that for U13-U19 games, only 18 players may dress, and those participating should be indicated on the roster.

- a. Use the check box to the left of a player's name to mark them ACTIVE for the game.
- b. Cross out any INACTIVE players.
- c. Fill in the game number and game date information in the upper right hand corner as well as your opponent.
- d. Deliver to the referee with the active players game passes before each game.
  - i. Winning teams will collect both team's game reports.
  - ii. The home team will collect both game reports in case of tie.
  - iii. Submit to the OYSAN office as instructed in the State Cup Rules.

***\*Please note: If you are having difficulty in adding players to your team roster from within your own club, please contact the office for assistance. This may be caused by your club participating in a league that does not use a format consistent with LeagueOne, and can be accommodated at the state office.***