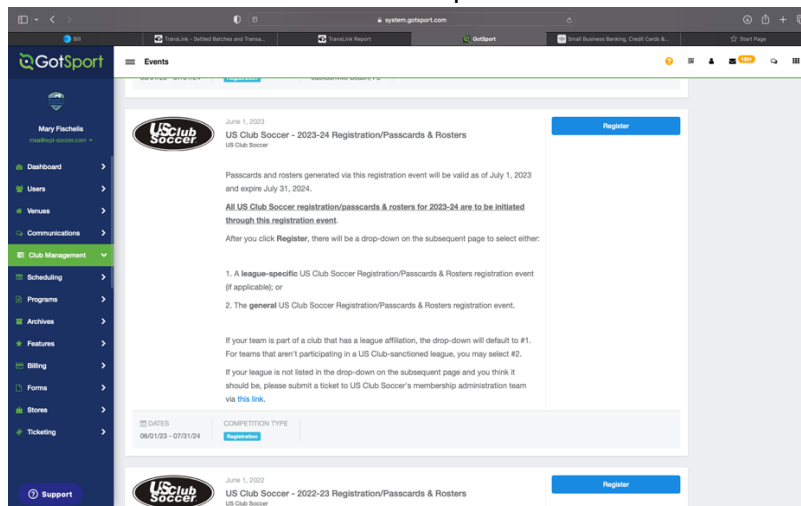


Step 1: Create all your team names in your Club account under Club Management or from the Dashboard

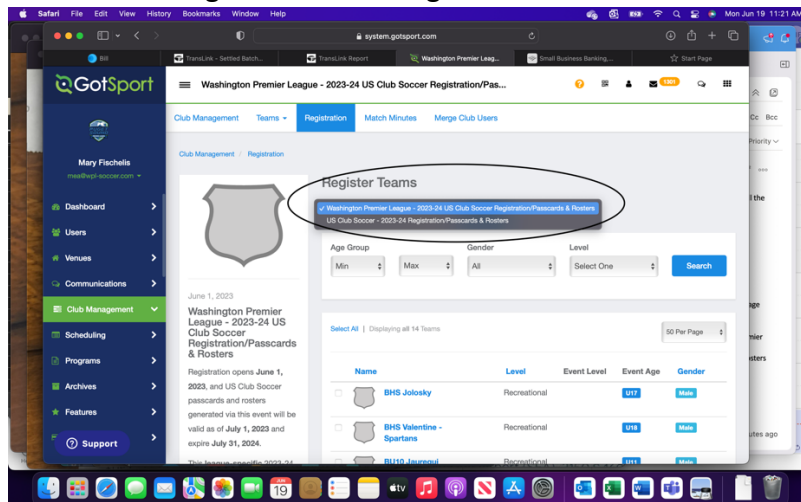
- a. Click on Teams
- b. Click on the blue button that says +New Team
- c. Add the name- be sure to include the gender and birth year in the name. ex. B05
- d. Choose Recreational under Competitive level.
- e. Choose gender, age group (go by the birth year) and sport
- f. Under Team Affiliations make sure to choose US Club under Affiliation and Recreational under Competitive Level
- g. Click Save

Step 2: To create Rosters Register all our teams with US Club

- a. Click on Teams in the Dashboard
- b. Click on the Registration Tab at the top
- c. Scroll down to US Club 2023-2024 passcards and roster

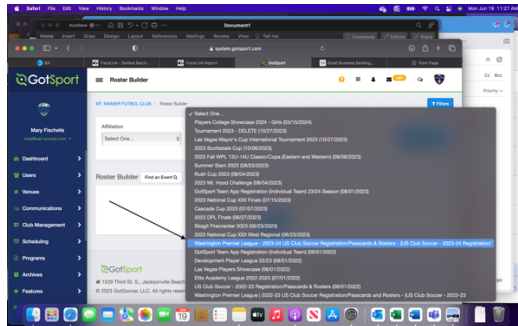


d. Choose Washington Premier League

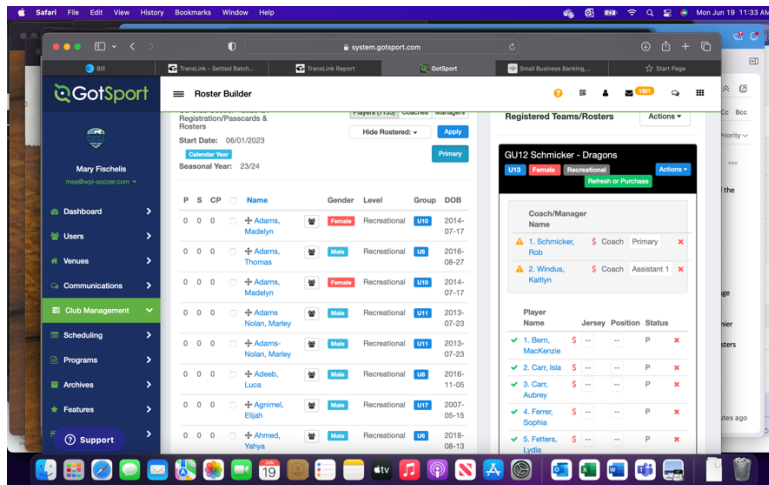


e. Select all the teams you want to create rosters for.

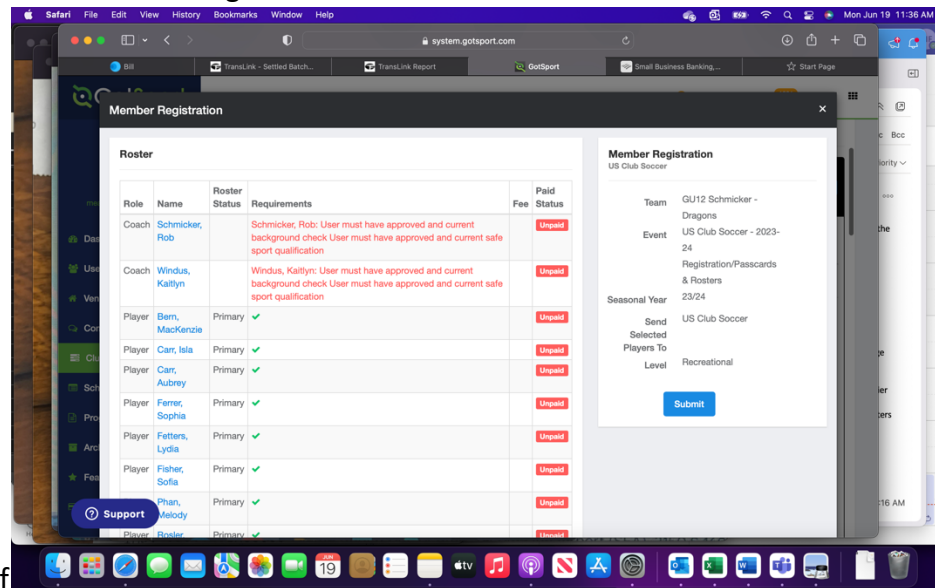
- f. Click the Blue Register Button
- g. Go back to the top and click on Teams tab
- h. Click on Roster Builder in the Dropdown menu
- i. Where it asks you to Select an event or roster season, choose Washington Premier League/US Club Passcards and rosters 2023-2024 in the drop-down menu



- j. The teams should appear on the right side and the players on the left. Drag the players to the specific rosters.
- h. To add coaches and managers to the roster click on the coach or manager tab in the left box.
- i. Once player/coaches/managers have been added to the roster look for the following:
 - a. Green check mark – all US Club requirements have been met
 - b. Yellow Triangle - not all requirements have been met
 - c. Red Dollar Sign - the card has not yet been paid for
 - d. Green Dollar Sign - the card has been purchased.
 - e. If not all requirements have been met, click on the Purchase and Refresh Green button



- f. Once you click on the Green Purchase and Refresh button you will see what is missing



The green check marks means all requirements have been met, if something is missing it will tell you what is missing in the requirements column

To register your players in bulk:

1. Go to the players tab Under Club Management
2. Click the box next to all the players you want to register, if you have more than 50 to register then change the number per page to the appropriate number
3. At the top of the player list click Register in the Bulk actions menu:
 - a. Under Send Selected players, choose US Club
 - b. Seasonal Year, choose 23/24
 - c. Under Level, choose Recreational under US Club
 - d. Hit Register