



## Getting your Season Started: League Representative

- Step 1: Login to the BMYSL website -- directions below
- Step 2: Update the League Directory with all Club Personnel (especially coaches – their info must be entered or updated before entering teams) – directions below
- Step 3: Update the Club Information (Club mailing address, Club Officers, WEB site address, etc.) – directions below
- Step 4: Update Club Fields and Field Directions (imperative this gets done before you begin entering teams) – directions below
- Step 5: Enter Teams into a Season – directions follow

**NOTE: Please ensure that you have the teams in the right divisions, age/sex/A-B.**

Click on --

**CLUB OPTIONS / Season Signups /Apply for Entrance** option for the appropriate season.

NOTES BEFORE YOU BEGIN:

1. Coaches must be in the Directory and Fields must be updated in Club Fields before entering teams.
2. IMPORTANT REMINDER -- WHEN ALL TEAMS ARE ENTERED...CLICK ON "**Print Entrance Forms**". Two copies of this report should be printed. Keep one copy of this report for your Club records and turn in the other with FEES to the league at the meeting designated "Final/ Team/Field Commitments" .
3. Please use the following Club Codes when you create the team codes:

<b>BA</b>	Bath / East Allen	<b>NL</b>	Northern Lehigh
<b>BT</b>	Bethlehem Twp	<b>OL</b>	Our Lady of Perpetual Help
<b>EA</b>	East Allen Twp	<b>PA</b>	Palmer Twp
<b>FT</b>	Forks Twp	<b>SB</b>	Slate Belt
<b>LT</b>	Lehigh Twp	<b>SJ</b>	St. Janes
<b>MT</b>	Moore Twp	<b>WL</b>	Wilson
<b>NA</b>	Nazareth	<b>WG</b>	Wind Gap



Click on **"Add a Team to the Entrance Application"** option.

- A. Team Code – 12 character code created using the following "formula": First 3 characters are a "U" and the age group (08, 10, 12, 14, 16). The second 3 character group is the Gender (B (Boys), G (Girls), C (Co-ed)), a dash "-", and the divisional sub-level (A, B). The third group consists of 5 characters: the 2 character club code, a dash "-", and a two digit number for the individual team (01, 02) within the division. For example, a U14 Boys "B" division team from Northern Lehigh would be coded as **U14B-B NL-01**, the second U12 Girls "A" team from Palmer as **U12G-A PA-02**, and a U6 co-ed team from Beth Twp would be **U08C-1 BT-01**.
- B. Team Type – Pick the following team type: "Primary Team – First Season this Year"
- C. Division – Select the division that this team desires to play from the drop down list. Remember, this is the division that the team is requesting to play. The League Reps and the Scheduler have the final say in which division a team actually plays.
- D. Coach – Select a Coach (Head Coach) from the drop down list. The drop down list will contain all the people in the League Directory for your specific Club. (If you completed "Step 2" then the Coach for this team will be in this list.)
- E. Asst Coach 1 – Select an Assistant Coach from the drop down list. The drop down list will contain all the people in the League Directory for your specific Club. Note: Teams are not required to have an Assistant Coach. But, if a team does have an Assistant Coach, it is important to list that Coach so that they receive Coach/Team communications from the League.
- F. Asst Coach 2 – (see Asst Coach 1 above)
- G. Asst Coach 3 – (see Asst Coach 1 above)
- H. Manager – Select a team Manager from the drop down list. The drop down list will contain all the people in the League directory for your specific Club. The team Manager is a required field but the Head Coach or Asst Coach can be selected for this field.
- I. Default Home Field – Select the default home field for the current team from the drop down list. This should be the field that is used by this team for their home games.
- J. Scheduling Comments – **This comment section is used to list any scheduling conflicts specific to this team that the Scheduler needs to be aware of before scheduling games.**

Once the above form fields have been filled out properly, click on the **"Add this Entry"** button to add this team to the Entrance Forms. The team will be added to your club's list of teams and you will be returned to the **"Select Teams to Apply for Entrance"** page for your club.

If you have more teams to add, repeat the above directions for each team. If you need to make changes or delete a team, click on the "Edit" or "Delete" links after the team you want to work with.

**IMPORTANT: Print Entrance Forms!**

Click on **"Print the Entrance Form Report"**. **Two copies of this report should be printed. Keep one copy of this report for your Club records.**



### **Submit Entrance Forms**

The **second copy is to be submitted to the League (see the League Calendar for the deadline)** at the July meeting

#### DIRECTIONS FOR STEPS 1 THROUGH 4

##### Step 1: Login to the BMYSL website

This is done by going to the BMYSL website ([www.BMYSL.org](http://www.BMYSL.org)) and selecting **“Login”** under the Main Menu. Once you are on the “Login Page”, enter your **Username** and **Password** into the fields and click on the “Login” button.

**If you are logged on properly, you will see your name at the top of the screen: Example: “Welcome Bill”.**

**You should also see the words “You are authorized for all League Representative areas of your specific Club.” These words are displayed in blue. Move to STEP 2.**

**If you are not logged on properly, you will see the words “Welcome Guest”. You need to obtain your correct Username and Password.**

**If you have forgotten your Username and Password (or never knew it), simply click on the “Forgot your Username and/or Password” link and key in your email address that is listed on the WEB site. Your username/password will be emailed to that address.**

##### Step 2: Update the League Directory with all Club Personnel

The next step is to update the League **Directory** with any new or changed information for your Club’s personnel. It is necessary to perform this Directory update first each season since you need to use the information as you signup teams, etc... Make sure your Club has identified all the following people from your Club. In some cases, this may be the same person in all areas.

1. Club President (or Soccer Coordinator)
2. League Representative
3. Club Registrar(s)
4. Coaches

Your Club may define the titles of these people differently than the League.

**Club President (or Soccer Coordinator):** The Club President is the person in charge of the Club or the soccer program within the Club.

**League Representative:** The League Representative is the individual that is the liaison between the Club and the League. This person is responsible for representing the club in league matters.

**Club Registrar:** The Club Registrar is the person who acts as the Registrar for the club and is a liaison between Club Coaches and the League Registrars.

**Coaches:** The Club Coaches are the individuals who act as Coaches, Assistant Coaches, and Team Managers.

### **Accessing the League Directory**

Click on the **“Directory”** option under the **Main Menu**.



### **Adding a new person to the League Directory**

To add a new person to the League Directory, click on the “**Add new Contact**” option found at both the top and bottom of the Directory Maintenance page. You can click on either one of these options.

#### *Mandatory Fields*

Please fill out all fields.

1. Note: you must fill out the mandatory fields marked by an asterisk (\*).

#### *Username Field*

Please use the convention of first initial and last name. If you would run into a conflict with an existing account (jsmith), add a number

on the end (jsmith1, jsmith2, etc.)

#### *Password Field*

It is also recommended that the Password field be treated as a real password field. It may be tempting to use the person’s last name or phone number as the password. These types of passwords are not protective and subvert the security system in place. Clubs and Individuals are responsible for keeping their passwords safe. Using simplistic passwords or sharing passwords can result in unauthorized access of the website and cause problems.

Passwords should consist of both letters and numbers and should be kept secret. Since it is easy for a person to obtain their own password automatically from the website twenty-four hours a day, seven days a week, there is no reason to make a password simplistic.

#### *Club Presidents, League Representatives, and Club Registrars*

Please make sure you have identified the Club President (or Soccer Coordinator), League Representative, and Club Registrar in your Club. Each of these positions should be identified to the League so that appropriate communications can take place between your Club and the League. **It is the Club’s responsibility to make sure these positions are identified and that the information is accurate and up-to-date at all times.**

### **Updating information to the League Directory**

It is important for efficient communication that each Club have accurate and up-to-date information on each person entered in the League Directory. The League Representative is responsible for ensuring this information is accurate and up-to-date.

To assist the League Representative, each individual in the Club is able to maintain their own information to ensure accuracy. Each time an individual logs into the system, he or she is able to view and edit their own information. They cannot add or delete individuals (including themselves) from the League Directory—the League Representative must do that.

#### **Step 3: Update the Club Information**

The League Representative is responsible for maintaining accurate and up-to-date Club information on the League website. There are two areas that the League Representative must make sure is accurate:



## Club Info and Club Officials

**Club Info** and **Club Officials** can be accessed and updated by clicking on the “**Club Options**” menu.

### Edit Club Info

1. Club Name (official club name)
2. Club Abbreviation
3. Club mailing address
4. Club Phone Number
5. Club Fax Number
6. Club Website

### Edit Club Officials

This area of the website is for listing Club Officials other than the Club President, League Representative, and Club Registrar. Examples of positions a Club may want to list here include Field Coordinator, Fund Raising Coordinator, Director of Coaching, etc. Club President, League Representative, and Club Registrar are already identified to the League in the **Directory**. If a person was identified as a Club President, League Representative, and/or Club Registrar in the League Directory then **DO NOT** enter them again here.

## Step 4: Update Club Fields and Field Directions

The Club Fields and Field Directions is extremely important information to the League website. Each League Representative is responsible maintaining a detailed list of Club Fields and Field Directions for their Club.

By keeping this information accurate and up-to-date, the Club is able to provide other coaches, teams, and parents the location and accurate driving directions to games. Equally important, it allows the League Games Commissioner's the ability to accurately schedule games for the season.

## Club Fields Maintenance and Field Direction Maintenance

“**Club Fields**” option is also found under CLUB OPTIONS.

When the “Club Fields” option is selected, the League Representative will be shown the Club Fields Maintenance page. This page will allow the League Representative to “**Add a new Club Field**”, to “**Edit**” a Club Field (if one exists), and to “**Delete**” a Club Field.

To “**Add a new Club Field**”, click on the “Add a new Club Field” link at the top and bottom of the page (again, it doesn't matter which link you click on).

You can then enter the “Club Field Name”. This should be a unique name that is descriptive of your field, such as “Community Park Large Field 1”. If you have more than one field of a particular size (Large or Small), give them separate entries in the field list. If you have 2 Large (Senior) fields and 3 small (Junior) fields in you number of fields for the Club, you should then have FIVE separate field listed, with appropriate directions. Please be consistent in labeling fields. Next, enter the driving directions to this field (and enter walking directions as well if appropriate). Please make sure that these directions accurate and easily understood. Suggestion here is to have more than one person familiar with the Directions review them.

## Step 5: Entering Teams into a Season (see instructions above)



## Reminders and Wrap Up

### Club Information

1. **Make sure you update all Club information accurately and fully.**
2. **Make sure you update all Club Directory information accurately and fully.**

### Season Entrance Applications

1. **Make sure you apply for entrance within the defined time period**
2. **Make sure you submit your Entrance Form Report by the deadline**