

BLUE SOMBRERO, LLC

Love Sport, Not Paper

**Add Team
Member Release
Notes**

BLUE SOMBRERO, LLC

Add Team Member Release Notes

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559 Flat Shoals Ave SE
Atlanta, GA 30316

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Summary of New Features

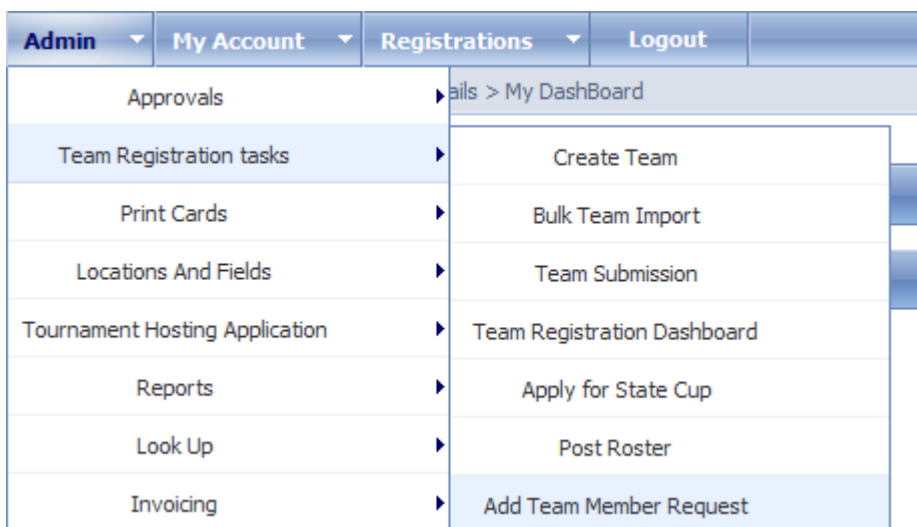
- Add New Players to Submitted and Approved Teams
- Add Existing Players to Submitted and Approved Teams
- Add New Personnel to Submitted and Approved Teams
- Add Existing Personnel to Submitted and Approved Teams

Adding New Players

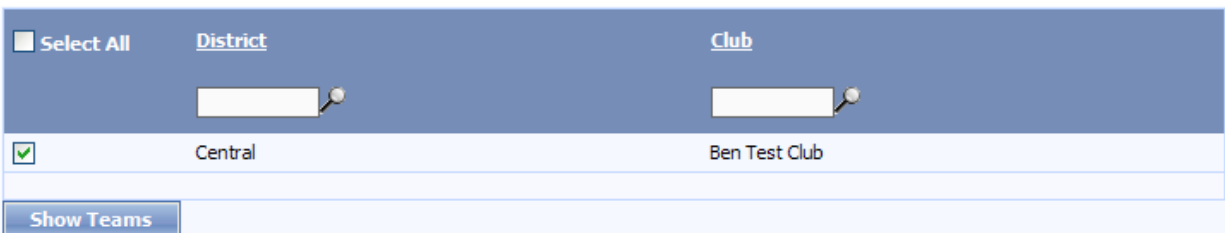
You now have the option of adding new players to Submitted and Approved teams. Once you have filled out all the player details, a submission will be sent to the State for approval. After the State approves the request, the player will appear in the “Adds” section of your roster.

To start the Add New Player process, go to:

1. Admin>>Team Registration Tasks>>Add Team Member Request



2. Select your Club and Click on Show Teams



3. Select the Team you wish to add a player to and click on Add New Player

Select	Club	Season	Level	AgeGroup	Team	Players Count	Personnel Count
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="radio"/>	Ben Test Club	2008-2009 Season	Comp	U13 Boys	<u>Brown</u>	3	0
<input type="radio"/>	Ben Test Club	2008-2009 Season	Premier	U15 Girls	<u>U15 GIRLS</u>	2	0
<input checked="" type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U10 Boys	<u>Strikers</u>	3	2
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U11 Boys	<u>Strikers</u>	5	1
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	<u>Blazers</u>	3	1
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	<u>Celtics</u>	4	0
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	<u>Vikings</u>	3	1

Add New Player
Add Existing Player
Add New Personnel
Add Existing Personnel



4. Fill out all of the required fields (those marked with an asterisk *) and click on submit.

[Add New Player](#) [Add Existing Player](#) [Add New Personnel](#) [Add Existing Personnel](#)

Enter Player Details

Existing StatePlayer Id :	<input type="text"/>
* First Name :	<input type="text" value="James"/>
Middle Initial	<input type="text"/>
* Last Name :	<input type="text" value="Johnson"/>
Gender :	<input type="text" value="M"/> ▼
*Date of Birth :	<input type="text" value="12/23/1998"/>
* Street	<input type="text" value="532 State Street"/>
Unit#	<input type="text"/>
* City	<input type="text" value="Hartford"/>
* Zip Code:	<input type="text" value="06517"/>
State	<input type="text" value="Connecticut"/> ▼
Country	<input type="text" value="United States"/> ▼
* Telephone	<input type="text" value="(203) 555-5555"/>
EmailId :	<input type="text"/>
Birth Certificate :	<input type="text"/> <input type="button" value="Select"/>
PhotoGraph :	<input type="text"/> <input type="button" value="Select"/>

[Submit](#)

[Cancel](#)

5. Once you hit submit, an e-mail will be sent to the State requesting approval to add the player.

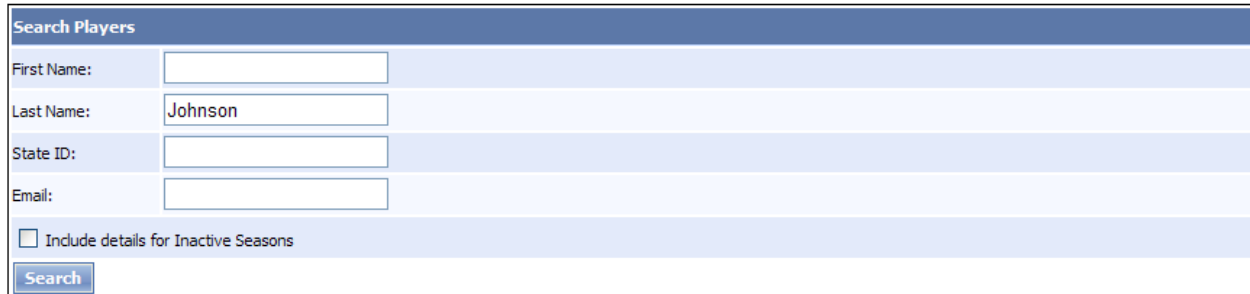
Select	Club	Season	Level	AgeGroup	Team	Players Count	Personnel Count
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="radio"/>	Ben Test Club	2008-2009 Season	Comp	U13 Boys	<u>Brown</u>	3	0
<input type="radio"/>	Ben Test Club	2008-2009 Season	Premier	U15 Girls	<u>U15 GIRLS</u>	2	0
<input checked="" type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U10 Boys	<u>Strikers</u>	3	2
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U11 Boys	<u>Strikers</u>	5	1
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	<u>Blazers</u>	3	1
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	<u>Celtics</u>	4	0
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	<u>Vikings</u>	3	1
<input type="button" value="Add New Player"/> <input type="button" value="Add Existing Player"/> <input type="button" value="Add New Personnel"/> <input type="button" value="Add Existing Personnel"/>							

Your request has been sent for approval.

Adding Existing Players

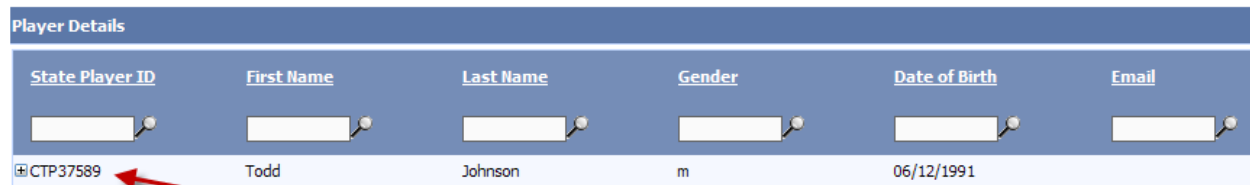
You also have the option of adding existing players to Submitted and Approved teams. You will need the State Player ID in order to add the existing player to a team in your club. If you do not know the State Player ID, you can use the Player Look Up feature.

1. In order to access the look up feature, go to Admin>>Look Up>>Player Look up. You can then enter the Players Name, First Name or Email Address to obtain the State Player ID.



The 'Search Players' form contains the following fields and options:

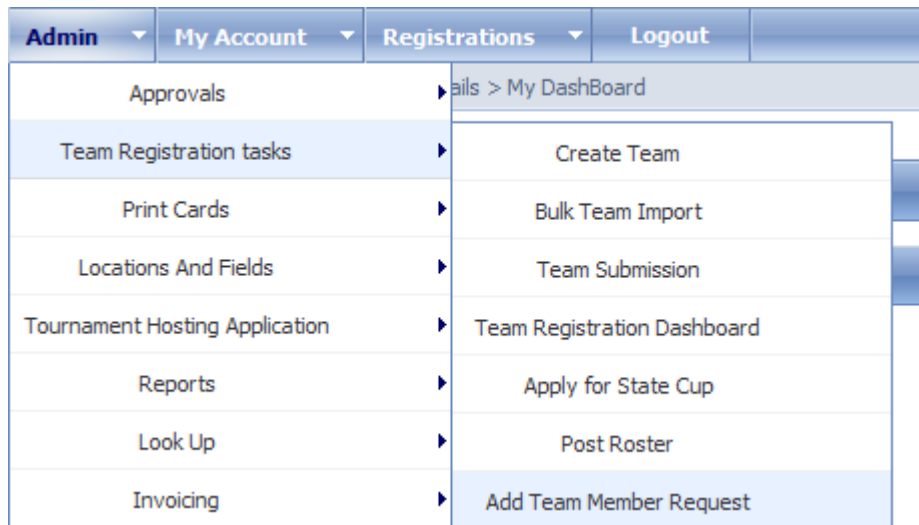
- First Name:
- Last Name:
- State ID:
- Email:
- Include details for Inactive Seasons
-



State Player ID	First Name	Last Name	Gender	Date of Birth	Email
CTP37589	Todd	Johnson	m	06/12/1991	

A red arrow points to the State Player ID 'CTP37589' in the first row of the table.

2. Once you have the State Player ID, go to Admin>>Team Registration Tasks>>Add Team Member Request



The navigation menu shows the following structure:

- Admin
- My Account
- Registrations
 - Approvals
 - Team Registration tasks
 - Create Team
 - Bulk Team Import
 - Team Submission
 - Team Registration Dashboard
 - Apply for State Cup
 - Post Roster
 - Add Team Member Request
 - Print Cards
 - Locations And Fields
 - Tournament Hosting Application
 - Reports
 - Look Up
 - Invoicing
- Logout

3. Select your Club and Click on Show Teams

Select All District: Club:
 Central Ben Test Club

4. Select the Team you wish to add a player to and click on Add Existing Player

Select	Club	Season	Level	AgeGroup	Team	Players Count	Personnel Count
<input type="radio"/>	Ben Test Club	2008-2009 Season	Comp	U13 Boys	Brown	3	0
<input type="radio"/>	Ben Test Club	2008-2009 Season	Premier	U15 Girls	U15 GIRLS	2	0
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U10 Boys	Strikers	3	2
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U11 Boys	Strikers	5	1
<input checked="" type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	Blazers	3	1
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	Celtics	4	0
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	Vikings	3	1



5. Enter the State Player ID then click on Submit to send an approval request to the State (you can also click View Details to see Player Details and Team Affiliation).

<input checked="" type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	Blazers	3	1
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	Celtics	4	0
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	Vikings	3	1

StatePlayerID:
[View Details](#)

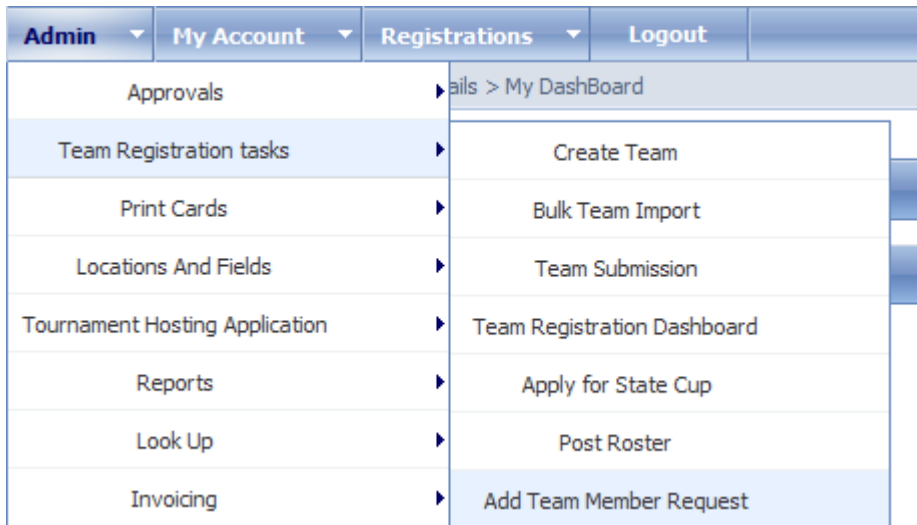


Adding New Personnel

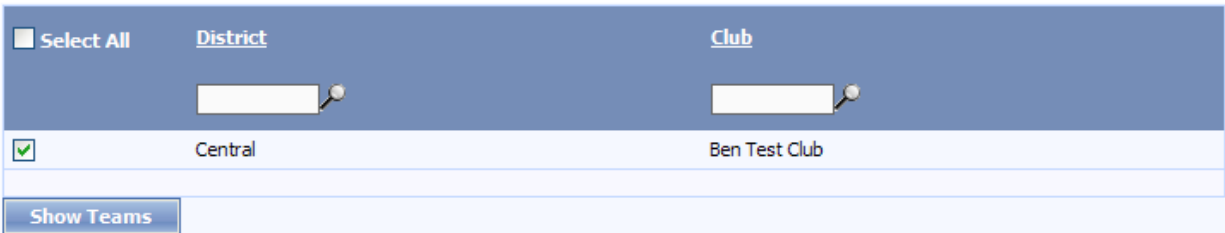
You now have the option of adding new personnel to Submitted and Approved teams. Once you have filled out all the personnel details, a submission will be sent to the State for approval. After the State approves the request, the personnel will appear in the “Adds” section of your roster.

To start the Add New Player process, go to:

1. Admin>>Team Registration Tasks>>Add Team Member Request



2. Select your Club and Click on Show Teams



3. Select the Team you wish to add a player to and click on Add New Personnel

Select	Club	Season	Level	AgeGroup	Team	Players Count	Personnel Count
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="radio"/>	Ben Test Club	2008-2009 Season	Comp	U13 Boys	<u>Brown</u>	3	0
<input type="radio"/>	Ben Test Club	2008-2009 Season	Premier	U15 Girls	<u>U15 GIRLS</u>	2	0
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U10 Boys	<u>Strikers</u>	3	2
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U11 Boys	<u>Strikers</u>	5	1
<input checked="" type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	<u>Blazers</u>	3	1
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	<u>Celtics</u>	4	0
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	<u>Vikings</u>	3	1
<input type="button" value="Add New Player"/> <input type="button" value="Add Existing Player"/> <input type="button" value="Add New Personnel"/> <input type="button" value="Add Existing Personnel"/>							



4. Fill out all of the required fields (those marked with an asterisk *****) and click on submit.

[Add New Player](#) [Add Existing Player](#) [Add New Personnel](#) [Add Existing Personnel](#)

Personnel Details

Existing State Personnel Id :	<input type="text"/>
* First Name :	<input type="text" value="Stephen"/>
Middle Initial	<input type="text"/>
* Last Name :	<input type="text" value="Wilkinson"/>
Date of Birth :	<input type="text" value="11/11/1959"/>
* Personnel Type	<input type="checkbox"/> TeamManager <input checked="" type="checkbox"/> Head Coach <input type="checkbox"/> Assist Coach <input type="checkbox"/> Team Primary Contact
* Street	<input type="text" value="234 Hickory Lane"/>
Unit#	<input type="text"/>
* City	<input type="text" value="Hartford"/>
* Zip Code:	<input type="text" value="06157"/>
State	<input type="text" value="Connecticut"/> ▾
Country	<input type="text" value="United States"/> ▾
* Telephone	<input type="text" value="(203) 555-5555"/>
* Email ID:	<input type="text" value="swilkinson@bluesombrero.com"/>
SSN :	<input type="text" value="__-__-__"/>
Driving License :	<input type="text"/>

 [Submit](#) [Cancel](#)

5. Once you hit submit, an e-mail will be sent to the State requesting approval of the new personnel.

Select	Club	Season	Level	AgeGroup	Team	Players Count	Personnel Count
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="radio"/>	Ben Test Club	2008-2009 Season	Comp	U13 Boys	<u>Brown</u>	3	0
<input type="radio"/>	Ben Test Club	2008-2009 Season	Premier	U15 Girls	<u>U15 GIRLS</u>	2	0
<input checked="" type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U10 Boys	<u>Strikers</u>	3	2
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U11 Boys	<u>Strikers</u>	5	1
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	<u>Blazers</u>	3	1
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	<u>Celtics</u>	4	0
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	<u>Vikings</u>	3	1
<input type="button" value="Add New Player"/>		<input type="button" value="Add Existing Player"/>		<input type="button" value="Add New Personnel"/>		<input type="button" value="Add Existing Personnel"/>	

Your request has been sent for approval.

Adding Existing Personnel

You also have the option of adding existing personnel to Submitted and Approved teams. You will need the State Personnel ID in order to add the existing personnel to a team in your club. If you do not know the State Personnel ID, you can use the Personnel Look Up feature.

1. In order to access the look up feature, go to Admin>>Look Up>>Personnel Look up. You can then enter the Personnel's Name, First Name or Email Address to obtain the State Personnel ID.

Search Personnel

First Name:

Last Name:

State ID:

Email:

Include details for Inactive Seasons

State Personnel ID	First Name	Last Name	Email
CTA5038	Benny	Boulder	bentoncarper112508b@gmail.com

2. Once you have the State Personnel ID, go to Admin>>Team Registration Tasks>>Add Team Member Request

Admin ▾ My Account ▾ Registraions ▾ Logout

- Approvals ▶
- Team Registration tasks ▶
- Print Cards ▶
- Locations And Fields ▶
- Tournament Hosting Application ▶
- Reports ▶
- Look Up ▶
- Invoicing ▶

My DashBoard

- Create Team
- Bulk Team Import
- Team Submission
- Team Registration Dashboard
- Apply for State Cup
- Post Roster
- Add Team Member Request

3. Select your Club and Click on Show Teams

Select All District: Club:

Central Ben Test Club

4. Select the Team you wish to add the personnel to and click on Add Existing Personnel

Select	Club	Season	Level	AgeGroup	Team	Players Count	Personnel Count
<input type="radio"/>	Ben Test Club	2008-2009 Season	Comp	U13 Boys	Brown	3	0
<input type="radio"/>	Ben Test Club	2008-2009 Season	Premier	U15 Girls	U15 GIRLS	2	0
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U10 Boys	Strikers	3	2
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U11 Boys	Strikers	5	1
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	Blazers	3	1
<input type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	Celtics	4	0
<input checked="" type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	Vikings	3	1



5. Enter the State Personnel ID then click on Continue to send an approval request to the State (you can also click on View Details to see Personnel Details and Team Affiliation).

<input checked="" type="radio"/>	Ben Test Club	2008-2009 Season	Rec	U18 Boys	Vikings	3	1
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StatePersonnelID: [View Details](#)