

How to create eAYSO Tournament Team Roster

1. Create New Program

- A. Login eAYSO
- B. Click **Region**
- C. Click **Setup**
- D. Click **Program**
- E. Click **Create New Program**
- F. Fill in the blanks (if there is no fee, put **0** in the box and the program should be **Tournament**).

2. Create a team

- A. Login eAYSO
- B. Click **Region**
- C. Click **Team**
- D. Click **Create a Team**
- E. From the Create New Team window fill in:
 - Team designation
 - Team Name
 - Must Select a Team coach and a Team Asst. coach from the list provided. These two coaches must be age appropriate certified or high and Safe Haven Certified. If they are not on the list, the Coach or Assit. Coach is not qualify to coach this tournament team.
 - Team Division
 - Team Gender
 - Then click [Submit]

3. Putting players in a specific program

- A. Login eAYSO
- B. Click **Region**
- C. Click **Players**
- D. Click **Program**
- E. **Manage Program** window appears
- F. At the left column fill in blanks.
- G. At **Program From** box select **Primary**
- H. At **Division** box select **U10, U12, U14, etc.**
- I. At **Gender** box select **Boys** or **Girls**
- J. A list of the names of the selected **Primary season** players appears
- K. At the right column fill in the blanks
- L. At **Program To** box select **Tournament**
- M. At **Division** box the same Division will be there matching the one you selected for **Program From**.
- N. Same as for the **Gender**.
- O. Check the box of the players from the **Primary Program** that you wish to move to the **Tournament Team**.
- P. Move the players
- Q. A list of players will appear on the left column if you move them over successfully.

4. **Build the eAYSO Tournament roster**

- A. Login eAYSO
- B. Click **Region**
- C. Click **Teams**
- D. Click **Add/Move Players**
- E. **Add/Move Players to Team** window appears
- F. Fill in the blanks to add/move players to the team you want to create.

5. **Print the team roster**

- A. Login eAYSO
- B. Click **Reports**
- C. Click **Team**
- D. When Team Report window appears fill in the boxes with the following information
 - Section (e.g. 10)
 - Area (e.g. W)
 - Region (e.g. 304)
 - Membership year: FS2009
 - Program: Tournament
 - Team Gender: Boys only or Girls only
 - Division: the division the team belongs (e.g. U-12)
 - Roster sort: Jersey Number
 - Report type: Tournament Rosters
 - Report format: PDF
 - Then click **Generate report**.
- E. A tournament report will appear for the team having the Coach and the Assist. Coach printed on top of the page that includes the coaches coaching certification and Safe Haven Certification date.
- F. The players will be listed in numerical order which the coach can follow it to fill out the game card.
- G. Print two copies of the report. Have Regional Commissioner sign both copy. Send one copy to the tournament the team is applying and keep one copy for reference.