



Requesting Team Activation

After assigning players/coaches to your teams and finalizing rosters, you can request team activation for your roster to be approved by CJSA. The following rules apply for team activation.

** Required rules are **hard stop rules** and must be met in order for you to submit a request

** Warning rules still allow you to submit a request and will require CJSA to manually approve the team

- All coaches over 18 must have cleared background checks - REQUIRED
- At least one coach over 18 must be assigned to the team - REQUIRED
- All players must be age/ID verified - REQUIRED
- Players may NOT play down - REQUIRED
- Team names must be unique for the age group within the club - WARNING
- All players must be approved - WARNING
 - This requires your District Registrar to verify the residency of your players

**Be sure to complete the Association Reporting Options for your team before submitting a request for Team Activation. Select the team in your folder tree, make any necessary changes to how you will report the team to CJSA, and click the Update button.

Association Reporting Options

Final Roster Date:

Sat 08/31/2019

Program Type:

Competitive ▼

Gender:

Male ▼

Age Group:

U12 ▼

To request a team to be approved, click the “Request Team Activation” button.



The screenshot shows a sidebar on the left with a tree view under 'Competitive' > 'Coach Pool' > 'Boys'. The selected team is '[1/5] Test Club U12 Boys'. The main panel is titled 'Coaches & Players' and contains two tables. The top table has columns 'Coaches' and 'Title', with one row: 'Coach Test' as 'Head Coach'. The bottom table has columns 'Participants', 'Jersey #', and 'Home Phone', with one row: 'Test, P1' with a green checkmark in the 'Jersey #' column and '(555) 555-5555' in the 'Home Phone' column. Buttons for 'Transfer to this team', 'Request Team Activation', 'Email Coaches & Players', and 'En' are visible.

Request Team Activation

Requesting team activation will indicate to your governing body that the team is ready for approval. If your team is approved, you may continue to reassign players and team admins within your organization. However, each team admin and player must meet roster requirements before being added to an approved team.

Do you wish to request team activation?

Request Team Activation Cancel

If there are any required or warning errors, they will show when you request activation:

Team Activation Errors

The following team(s) cannot be activated due to the listed errors/warnings. Please correct these issues and resubmit your request if you find any errors for team activation.

▼ Test Club U12 Boys White
This team does not meet the team activation requirements

- ▲ Players assigned to the team are not yet age/ID verified
- ▲ P6 Test is too old for this age group
- ▲ Team name is already in use

Close

▲ REQUIRED errors do not allow the request to go through. These errors must be corrected before submitting another request.

▲ WARNING errors will allow your request to be submitted to CJSA.

⚠ Players assigned to the team are not yet approved



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This warning requires a District Registrar to verify the residency of your players assigned to the team.

Team Activation Requested

When the request for activation is submitted, the button can no longer be selected. You will see the Approval Status in the Association Reporting Options show as "Pending Approval" if any there are any warnings to be reviewed (you may need to refresh the page):

Association Reporting Options

| | |
|-----------------------|------------------|
| Final Roster Date: | Sat 08/31/2019 |
| Program Type: | Competitive ▾ |
| Gender: | Male ▾ |
| Age Group: | U12 ▾ |
| Team Approval Status: | Pending Approval |
| Team Connect Code: | ZZG-30K-NYJ |

To view Team Approval statuses for all teams, click on the Event in your folder tree, select the Find button, then click on the Teams tab. You can filter by age group, gender, by teams that have requested activation, etc. You can also request activation for teams in bulk from this screen.

PARTICIPANT COACH **TEAM** MEMBER OFFICIAL

Find in Competitive

Team Name Team Contact Status

Team Number Registered in a League

Age Group

Gender

Coach Name Team Approval Status

Team Activation Request

Find

1 1 1 < > 25 results per page 3 Results

| <input type="checkbox"/> | Name | Team Number | Age | Gender | Coach Name | Event | | <input checked="" type="checkbox"/> |
|--------------------------|--------------------------|-------------|----------------------|--------|------------|-----------------------|--|-------------------------------------|
| <input type="checkbox"/> | Test Club U11 Fire | 003006 | U-11 | Male | Coach Test | Competitive - Players | | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Test Club U12 Boys Blue | 003008 | U-12 | Male | Coach Test | Competitive - Players | | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Test Club U12 Boys White | 003005 | U-12 | Male | Coach Test | Competitive - Players | | <input checked="" type="checkbox"/> |

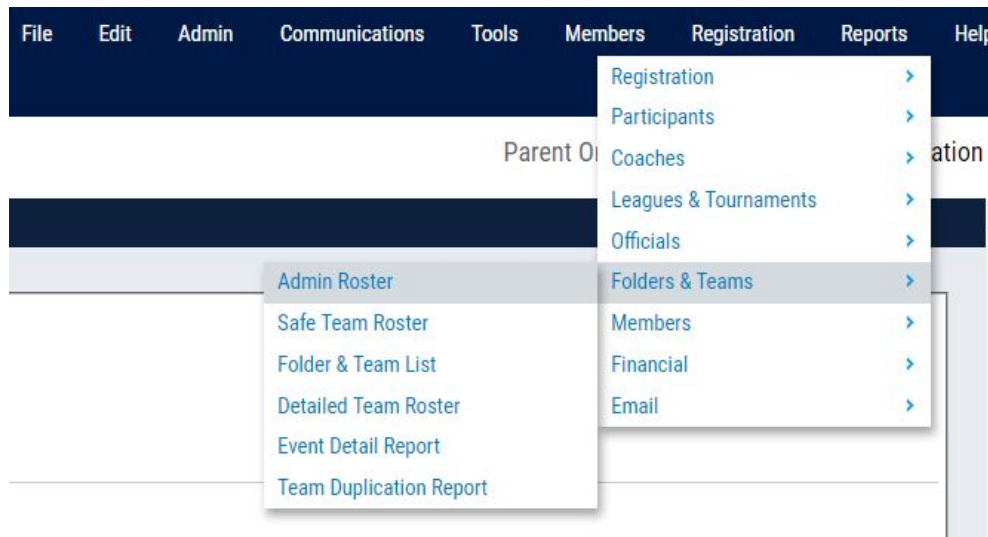
1 1 1 < > 25 results per page 3 Results

- = Team Activation Request Sent
- = Team Not Approved
- = Team Approved

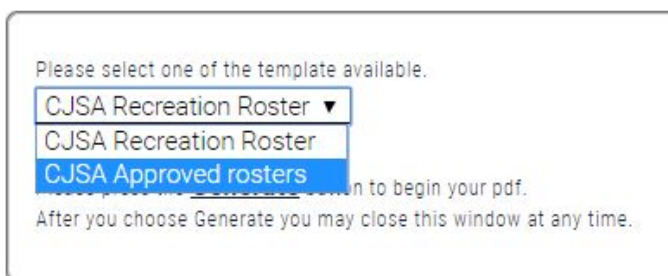
**** AFTER A TEAM IS APPROVED, YOU CAN PRINT AN OFFICIAL STATE ROSTER AND PASSES.**

To Print the Official State Roster:

After a team is approved, you can print team rosters. Select the team in the folder tree, then navigate to the Main Menu bar and select Reports > Folders & Teams > Admin Roster



A new window will pop up, and you can select which roster template to print for your team.



Print the CJSA Approved roster for all approved teams.

Print the CJSA Recreation Roster for recreation teams ONLY. This is a non-approved roster and cannot be used for any other program types.

After you select your template, click "Generate" and a PDF will download to print or email.

To Print Player and Coach Passes:

After a team is approved, you can print passes for players and coaches. Select the team in your folder tree, navigate to the Main Menu bar and select Members > Print Member Cards.



A PDF will download with all the player and coach passes for that team to print out on plain white paper. When printing passes, Page 2 is blank and does not include any member information. It is best before printing to select which specific pages you want to print (for example, Page 1 and Page 3) instead of printing the entire document.