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## Program Administrator/Team Registration Instructions

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SLYLA is an umbrella organization that provides common rules, standards, and guidelines for youth lacrosse programs. SLYLA also provides properly marked game day fields, US Lacrosse certified officials, on site athletic trainers, and event day management. SLYLA is compliant with the US Lacrosse “Gold Stick” standard for Youth Lacrosse League administration.

Per our Program Director’s Meeting, all programs are required to register their program directors, all coaches, teams and players using the SLYLA website. Using the website to register your players and coaches uses automation to reduce the administrative burden on both the League and the individual programs.

For the programs, using the SLYLA website for registration provides many advantages including:

1. Automatic validation of US Lacrosse membership and renewal without further action on the part of the specific program.
2. Automatic population of your team rosters with all the SLYLA required information.
3. Automatic creation of team contact lists so coaches and program directors can easily communicate with their players and parents.
4. Automatic dissemination of SLYLA game schedules and any changes.
5. Immediate access to game results and team standings.
6. Parents can also opt in to receive text messaging - this can be used to mass notify players if we have a rainout Sunday of games.
7. All programs will comply with SLYLA policies regarding participant conduct, rules, and player eligibility.

For SLYLA, using the website for registration provides:

1. Compliance with league policies regarding, insurance requirements (US Lacrosse membership), participant conduct, participant eligibility, and rules of play.
2. Compliance with roster requirements will be electronic and automatic.
3. Electronic dissemination of game schedules for the regular season and end of season tournament.
4. Improved tracking of billing information.
5. Automatic collection of contact information for program directors and coaches to conduct league business.
6. The ability to provide direct dissemination to parents of SLYLA Board approved information.

SLYLA will protect any contact information collected. Information beyond player name, jersey number, and position is only available after log-in and controlled via log-in permissions. Program directors can see all the information from their associated teams. Coaches can only see information for players on their specific team. Only the SLYLA administrators have access to all members’ contact information. SLYLA access will be limited to ensuring compliance with league policies and dissemination of information as approved by the SLYLA Board. SLYLA will not provide members’ contact information to any outside entity.

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Overall information regarding the Program Administrator/Team Registration process:

1. You can register as both a program administrator and coach, but they are separate registrations with different requirements. Coaches require US Lacrosse Memberships and coaching education information (US Lacrosse Level 1 Coaching Certification requirement), Program Administrators do not.
2. You must register as a program director before you can register a team.
3. You cannot register as a coach nor a player until the team is registered.
4. Once you create the team registration, **all** the coaches (head and assistant) need to register as coaches.

Begin the process by registering as a Program Director. To register as a Program Director:

1. Go to the SLYLA Homepage: <http://leagueathletics.com/Default.asp?org=slyla.com>
2. Click on the big orange "Register Now" button.
3. Scroll down until you see the "Program Director" registration (it should be the first registration program).
4. Click on the "Begin Registration" button.
5. Click on the "Continue" button.
6. If you already have a SLYLA account (if you registered last year) you can input your account information. Otherwise, click on the "Create Account" button.
7. Follow the directions to create an account. Make sure to click the "Submit" button.
8. There is a "Participation Contract" and "100% US Lacrosse Membership" agreement that you will have to agree to by checking the "I accept the above" box. You may need to scroll down through the agreement to see the box. Make sure to click the "Submit" button at the bottom of the page.
9. After you click the "Submit" button, you will see a conformation screen.
10. Once you are on the confirmation screen, you begin registering your teams by returning to the home page by clicking the "Home" button in the upper left corner of the page (just below the SLYLA emblem).

Congrats on registering as a Program Director! Now you can register your program's teams.

1. Ensure you are on the Home page by clicking the "Home" button in the upper left corner of the page (just below the SLYLA emblem) to return to the Home Page.
2. Click the big orange "Register Your Team" button.
3. Scroll down until you see the division registration program you want. For example, if you want to register a U9 Girls team, find the "U9 Girls Team Registration". You should see an information screen that confirms the division of team and the cost.
4. Click "Register Team".
5. You should see a screen telling you that you have to register as a "Program Director" or a "Girls Coach" before you can register a team. Click on the "Continue" button.
6. Sign into the system using the account information you created in the Program Director registration.

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7. Click "Continue".
8. You will see all your personal information you submitted as a Program Director. You can make changes, otherwise click "Submit".
9. Please type in your team's name using the following format:  
Age (UX)  
Division (A or B if available)  
Gender (Boys or Girls)  
Team Name  
Example: U15A Girls Styx Panthers
10. Just below the team name is the block titled "I am the team's"; select "Club Representative" from the pull down menu.
11. Click on the "Register New Team" button.
12. If you have more teams to register, click on the "Back to Registration" button at the bottom of the page and register your additional teams. You will not have to log in again, but the other steps remain the same.
13. After you are complete, go back to the Registration Page by clicking "Back to Registration" button. Then click the "Log Out" button in the upper right hand corner of the page.

Now that you have registered your teams, your players and coaches can register using the "Register Now" button on the SLYLA home page. We have separate handouts for coaches and players. The steps are similar except they will need to provide US Lacrosse Membership information. If their membership expires before the end of the SLYLA season they will be directed to the US Lacrosse website to update and pay for their membership. They will not be able to register until their membership is current through the end of the season. Coaches will also be required to provide Coaches Training information.

You can track the sign-up status of your teams on the website. The rosters; names, position, jersey number including coach information; will be public, so you should be able to check who all has signed up without having to login. You can login and see more detail. To log-in:

1. Go to the SLYLA Homepage: <http://leagueathletics.com/Default.asp?org=slyla.com>
2. Type in your e-mail and password you establish when you first registered in the upper right hand corner of the page
3. Click on the "Login" button
4. Click on the "Team" tab at the top of the page.
5. Select your team from the drop down menus:
  - a. The "Season" should be "Spring 2016"
  - b. The "League" is "Gender, Age, Bracket": for example, " Girls, U15, A Bracket"
  - c. The "Team" will follow the "Age, Bracket, Gender, Team Name" format: for example "U15A Girls Styx Panthers".
6. Click on "Roster" on the left hand side of the page to pull up the team roster
7. You should see the names/contact information of all the players currently assigned to the team.

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When you log-in, the first thing it should show you is the “team manager” manual. You can take some time to look through it. You can run your team’s whole schedule through the website including practices. That way if coach needs to cancel a practice, she can send a mass e-mail to all your players from the website. No need to have separate e-mail lists, etc.

If you have parents that say that they have registered, but they do not show on your team roster, you can use the member look-up to see if they are in the system, but not assigned to a team. Players will not show on your roster unless they are assigned to a team. If you find them in the system, follow the steps for moving players between teams (Below) to assign them to a team.

If you have multiple teams in the same age brackets and you are not sure which player will be on which team, we suggest having all the parents register their players on one team and then moving them to their correct team later. Here is how to move players between teams:

1. Go to the SLYLA Homepage: <http://leagueathletics.com/Default.asp?org=slyla.com>
2. Click on the “Team” tab at the top of the page.
3. Select your team from the drop down menus:
  - a. The “Season” should be “Spring 2016”
  - b. The “League” is “Gender, Age, Bracket”: for example, “ Girls, U15, A Bracket”
  - c. The “Team” will follow the “Age, Bracket, Gender, Team Name “ format: for example “U15A Girls Styx Panthers”.
4. Click on “Roster” on the left hand side of the page to pull up the team roster
5. You should see the names/contact information of all the girls currently assigned to the team.
6. On the right hand side of the page, there should be a yellow-orange “edit” button for each of the players
7. Click on the “Edit” button
8. You should see the player’s information and a series of tabs just under where the player’s picture would be
9. Click on the “Teams” tab
10. Under “Team” there is a pull down you should be able to select your other team from
11. Once you do that, click “Submit” and it should move the players around
12. You can also create positions and other options the same screen

You can move players between teams up to the final roster deadlines. Your coaches should also have the same rights to make those changes to rosters and assign player positions.