



**demosphere**

THE TEAM BEHIND TEAM SPORTS

## Team Pages Guide

v. Fall 2021

## Accessing Your Team Page

Before you can login to your team, you **MUST** be added as a Team Staff member within the Club registration system with the role of **Coach, Assistant Coach, or Team Manager**, have an **approved registration status**, and a **valid email address**. *Note: If you are unable to login, please reach out to your Club Admin to request to be added as a Team Staff member.*

## Logging in to Your Team Page

To log into your team page, navigate to the public team page posted on your league's website. When you view the league schedule, you will see a list of teams participating in the current season for your league. You can access your team page from the schedule by clicking on the name of your team.

Click your team name:

**Nova Scotia Soccer League 2019 Summer**

Female U13 AA

- SFC U13AA girls
- HCU U13AA Girls
- VU 13AA Girls
- Dunbrack U13AA Girls
- CITY 13AA Girls
- UDFC U13 AA Girls - Navy

**List of teams when viewing the schedule**

**Female U13 AA**

Sun, May 5, 2019

GAME#	Time	Home	vs	Away	Location
1	11:00 am	VU 13AA Girls	vs	UDFC U13 AA Girls - Navy	Raymond Field Field
2	1:00 pm	CITY 13AA Girls	vs	Dunbrack U13AA Girls	Mainland Common All Weather SF Field 1
3	2:45 pm	HCU U13AA Girls	vs	SFC U13AA girls	Mainland Common All Weather SF Field 1

On the right hand side of the page click the "Team Log In" button:

**HCU U13AA Girls (2019 Summer)**

**TEAM LOG IN**

**Team Uniform**

HOME

AWAY

**Team Roster**

\*\* NO PLAYERS FOUND \*\*

**Team Links**

- Official Team Schedule
- Team History

**Female U13 AA**

- 01. SFC U13AA girls
- 02. **HCU U13AA Girls**
- 03. VU 13AA Girls
- 04. Dunbrack U13AA Girls
- 05. CITY 13AA Girls
- 06. UDFC U13 AA Girls - Navy

**HCU U13AA Girls Schedule** **Calendar** MR: Match Report

GAME#	Date	Time	Home	MR	Away	Location
<b>May 2019</b>						
3	Sun May 5	2:45 pm	HCU U13AA Girls	vs	SFC U13AA girls	Mainland Common All Weather SF Field 1

Click the “click here” link to retrieve your PIN to log in if you don’t have one or don’t remember. *NOTE: This pin is different from the password used to access your household account.*

Enter the email associated with your Demosphere account and click “Submit”. *Note: The email address should be the same email used when registering with your club or the email you provided to the club when requesting they add you to the team roster.*

The system will verify you are listed as a team contact and you will see the message below. Click “Return to Log In”. *Note: If the email you entered DOES NOT match the email on file with the club, you will receive a message indicating the user is not found and you need to contact your club to verify the email on file.*

You will be sent the pin needed to log into your team page via email. The email will be from [support@demosphere.com](mailto:support@demosphere.com):

Enter your email and the pin you received via email:

**TEAM LOG-IN** \*\* UDFC U13 AA Girls - Navy - Nova Scotia Soccer League 2019 Summer \*\*

Email Address

PIN#

\*\* If you don't have a PIN#, or if you've forgotten it, then [click here](#) to have it sent to you \*\*

Once you log in, you will be brought to your team start page. Here you can:

1. Access your team page. Click "Team page".

**UDFC U13 AA Girls - Navy** \*\* Nova Scotia Soccer League \*\*  
2019 Summer

Welcome back **Camille Cheatwood ...** Where would you like to start?

- Team page**
- List all team contacts in division

## Maintaining Your Team Page

Here are some key features about your team page:

The screenshot shows the team page for UDFC U13 AA Girls - Navy (2019 Summer). The page is divided into several sections:

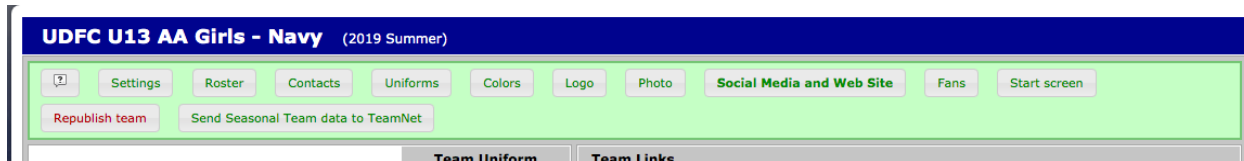
- 1**: Team name and current season (UDFC U13 AA Girls - Navy (2019 Summer)).
- 2**: Team page toolbar with buttons for Settings, Roster, Contacts, Uniforms, Colors, Logo, Photo, Social Media and Web Site, Fans, Start screen, Republish team, and Send Seasonal Team data to TeamNet.
- 3**: Placeholder for the team logo.
- 4**: Team Uniform section with HOME and AWAY color selection buttons.
- 5**: Team Contact Info section showing Coach information and an EMAIL button.
- 6**: Team Roster table with columns for #, P, Name, GP, G, and A.
- 7**: Team Links section with links for Official Team Schedule, Print Official Team Roster - ADMIN ONLY, and Team History.
- 8**: UDFC U13 AA Girls - Navy Schedule table with columns for GAME#, Date, Time, Home, Away, and Location.

GAME#	Date	Time	Home	Away	Location
1	Sun May 5	11:00 AM	VU 13AA Girls	vs UDFC U13 AA Girls - Navy	Raymond Field Field

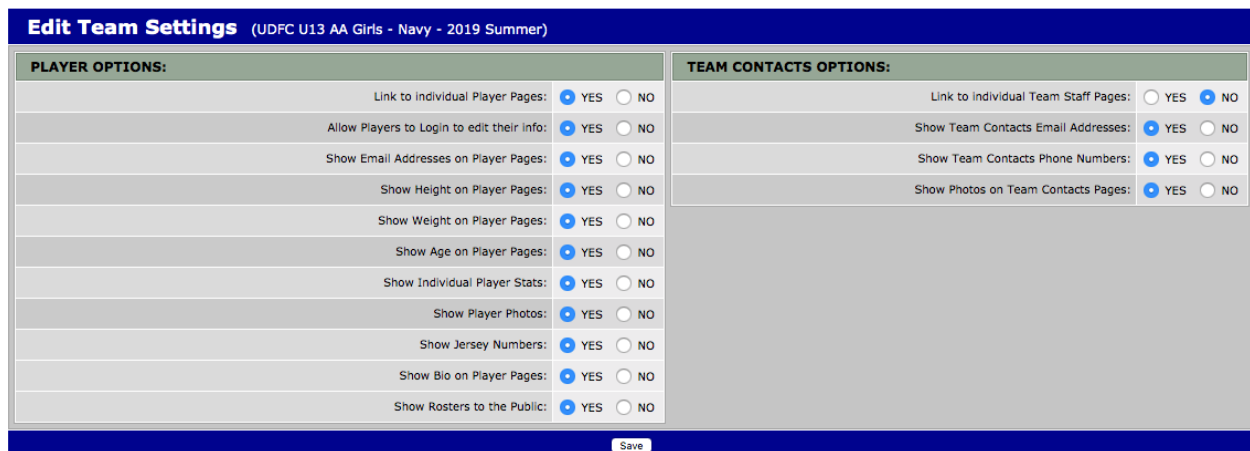
1. This is your team name and the current season
2. This is the team page toolbar team admins see when they log in.
3. If you upload a logo for your team, it will display here.
4. If you set uniform colors for your team, they will display here.
5. This is the list of team contacts for your team that have synced from your Club system. Contact your Club Admin if additional team contacts should be added.

- Here is the list of players for your team (your roster). The roster is maintained and locked via the Club Registration system. If you need to make any changes to your team roster, please contact your Club Admin. *NOTE: You do have the ability to add guest players to your team for a specific game, addressed below.*
- This is where the standings for your division will display.
- This is the schedule for your team. If needed, you can export the schedule by clicking on the "Calendar" link.

As an admin for the team, you have the option to adjust your team page settings by using the tools in the green toolbar:



Adjust the settings for your team page by clicking "settings":



You can view the roster from your team page but also view it by clicking "roster":

JER	POS	PLAYER NAME	ID.#	BIRTHDATE	PHOTO	EMAIL
01.						
02.						
03.						
04.						
05.						
06.						
07.						
08.						
09.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						

You can view your team contacts on the team page but can also view them by clicking

UDFC U13 AA Girls - Navy - Team Contacts							** Nova Scotia Soccer League ** 2019 Summer		
NAME	ROLE	ADMIN	PUBLIC	HOME PHONE	CELL PHONE	EMAIL			
	<input type="checkbox"/>	<input type="checkbox"/>	Coach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NONE	NONE	EMAIL	

You can set the uniform for your team by clicking “uniforms”:

### Edit Team Uniform (UDFC U13 AA Girls - Navy - 2019 Summer)

JERSEYS: Choose Primary (P) and Secondary (S)

<input type="radio"/> P <input type="radio"/> S	<input type="radio"/> P <input type="radio"/> S	<input type="radio"/> P <input type="radio"/> S	<input type="radio"/> P <input type="radio"/> S	<input type="radio"/> P <input type="radio"/> S
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You can edit your team colors by clicking “colors”:

### Edit Team Colors (UDFC U13 AA Girls - Navy - 2019 Summer)

Choose both: Your team's Primary and Secondary colors.

- PRIMARY Color** (see example at Right)  
ROYAL BLUE
- PRIMARY TEXT Color** (see example at Right)  
WHITE
- SECONDARY Color** (see example at Right)  
LIGHT GRAY
- SECONDARY TEXT Color** (see example at Right)  
BLACK

Primary Color

Primary Text

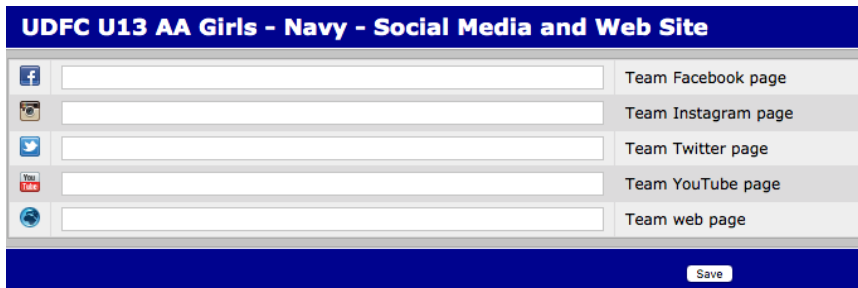
Secondary Text

Secondary Color

Click “logo” to upload a logo for your team

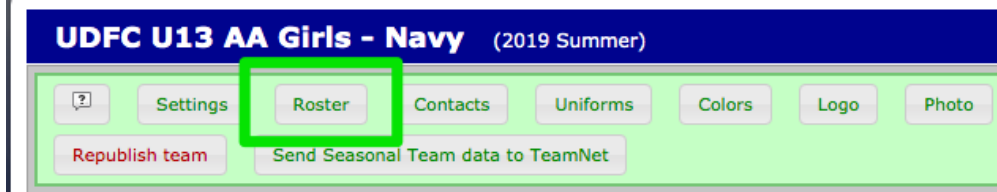
Click “photo” to upload a photo of your team

You can add your website and social media links for fans by clicking on “social media and web site”:

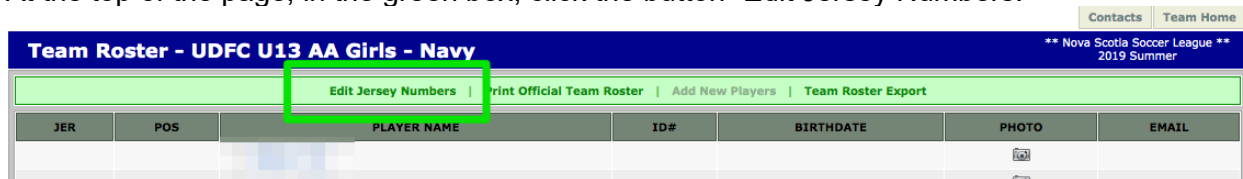


### Edit Player Jersey Numbers

From your team page, click on “roster” in the green box.



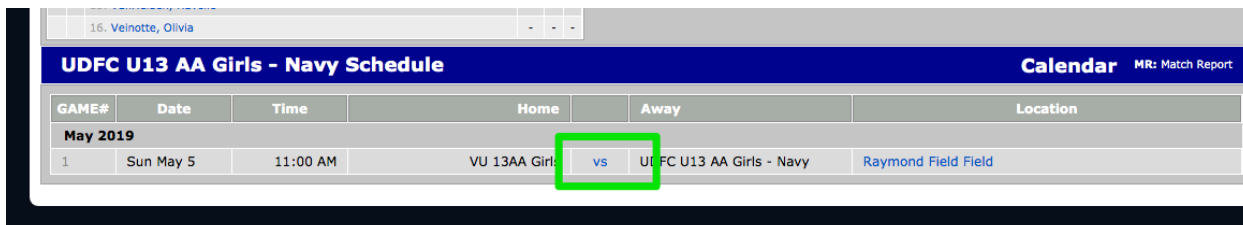
At the top of the page, in the green box, click the button “Edit Jersey Numbers.”



When you click this button, a dialogue pops up for the editing of all players jersey numbers. Enter the jersey numbers for each player and click “save.” The jersey numbers will now attach to the players and print on the game cards.

### Add Guest Players

Scroll down to the team schedule on your team page and click on the “vs” for the game you wish to add a guest player to the roster:



On the next page, click the 'Add Eligible Players' link:

**HCSC U12 Boys Green vs. HCSC U12 Boys White**

DATE/TIME	Sat, July 10, 2021 - 8:00 am
FIELD	Mainland Common All Weather SF Field 2D
REFEREES	
DIVISION	Male U12
WEATHER	19

**HCSC U12 Boys Green** [Add Eligible Players](#)

[Edit HCSC U12 BOYS GREEN Match Stats/Events](#)

Guest players: the league allows teams to use guest players if they come from within the same club, are already an approved GAASA player, and are age appropriate.

Maximum guests: 3 for 7v7, 4 for 9v9, 5 for 11v11.

Total gameday roster size cannot exceed max roster size, inclusive of guest players and eligible players from main roster. Revised Maximum rosters sizes:

- 7v7 = 12 (U9/U10)                      11v11 = 18 (U13-U15)
- 9v9 = 16 (U11/U12)                      11v11 = 22 (U16-U19)

Should a team violate the maximum guest player rule, or exceed the roster limitations, the game will be reported as a forfeit.

Finally, check off the guest players that you'd like to add to this game's roster before clicking the save button at the bottom of the page.

## Print Game Cards

Scroll down to the team schedule on your team page and click on the "vs" for the game you wish to print the game card for:

**UDFC U13 AA Girls - Navy Schedule** [Calendar](#) [MR: Match Report](#)

GAME#	Date	Time	Home	vs	Away	Location
1	Sun May 5	11:00 AM	VU 13AA Girls	vs	UDFC U13 AA Girls - Navy	Raymond Field Field

Click "Print Game Report PDF":

[PRINT GAME REPORT PDF](#) **\*\* OFFICIAL PRE-MATCH LINEUP \*\***

**VU 13AA Girls vs. UDFC U13 AA Girls - Navy** **\*\* Nova Scotia Soccer League 2019 Summer \*\* #1**

DATE/TIME	Sun, May 5, 2019 - 11:00 am
FIELD	Raymond Field Field
REFEREES	

**VU 13AA GIRLS** [Add Eligible Players](#) **UDFC U13 AA GIRLS - NAVY**

JER	POS	MATCH ELIGIBLE	ID#
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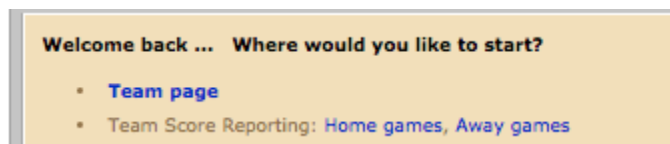




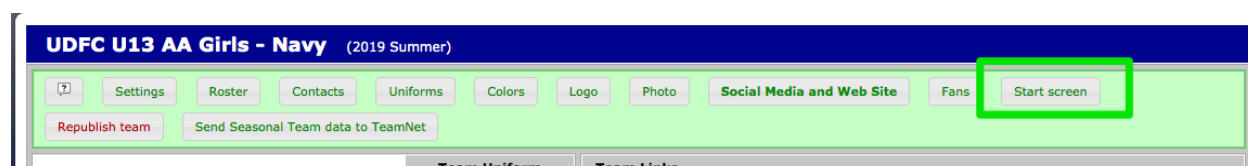
## Score Reporting for Teams

**DO NOT REPORT MORE THAN A 6 GOAL DIFFERENTIAL.** i.e. a score of 9-1 should be entered as 7-1.

To report your score, from the start screen when you log into your team page click “home games” or “away games”.



If you are already logged in, you can click “start screen” from your green toolbar navigation.



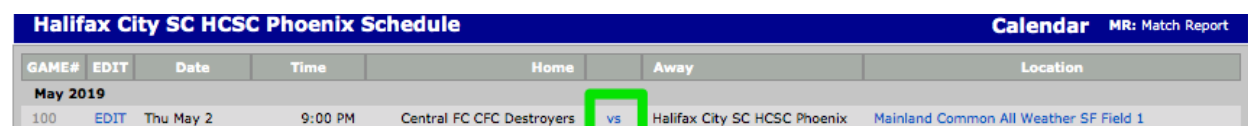
Enter the score for the game and click “save”.



## Post-Match Reporting for Teams

Log into your team page and click “team page”.

On the schedule, click the “vs” or the score if already entered.



Click the “edit match stats/events” for the team you need to enter stats for.



