

# PEEL HALTON SOCCER LEAGUE

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**MENS**

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March 14<sup>th</sup>, 2011

To: All PHSL Club

Re: 2011 Team Registration

Dear Clubs,

Please find attached the registration application form for the 2011 Outdoor Season.

Please note that the application is also posted on our website.

The team fee of **\$400.00** plus a Performance Bond of **\$500.00** must be submitted along with the application by the deadline of **March 31<sup>st</sup>, 2011**.

For the 2011 Outdoor Season you must also go online via the Sche2k system online: [http://southregionsoccer.ca/sched2k\\_login.php?league=phsl](http://southregionsoccer.ca/sched2k_login.php?league=phsl) and confirm your team's participation this season. See Below helpful information on how to do this

In addition, please find attached Field Information Form. If possible please submit this form with application.

Please confirm that you have received this message.

If you have any questions please contact the league office for assistance

Thank-you

Michelle Ham  
Office Coordinator

# SCHED2K – Manual for Clubs

## **Registration of Teams with PHSL:**

1. Login to the Sched2k system
2. From Club Module – Select Add/Maintain a Team
3. Review all Team Names & Team ID Numbers currently in the system and make any necessary changes to team names and numbers before activating teams.
4. Once you are sure all team names and number are correct for the current season from Club Module – Select Confirm Team Participation
5. A list of all your previous years team will appear. In order to confirm each team you must select: Yes in Confirm Active Column.
6. At the end of each day the system will send an automatic email outlining all teams activated that day for your records.
7. PHSL will email the club a copy of club invoice manually outlining total monies owing to the league for registration fees.
8. In order for a team to be completely registered the team must be activated online and entry fees must be received in the PHSL office.

## **Registration need to be completed by deadline dates**

## **Maintaining Club Contact Information:**

It is very important to keep club contact information update in the Sched2k System. It is the responsibility of the Club to ensure it is accurate as the PHSL uses information entered in the system to send correspondence through out the season.

In addition, the club should ensure the current club users are still valid. Add any new club users if necessary and remove users that should no longer have access.

1. Login to the Sched2k system
2. From Club Module – Select Maintain Club Info and Club Contacts
3. System will bring up all contact information and club users currently in the system.
4. Ensure Club Mailing address is correct
5. Ensure Club Email address is correct
6. Ensure Club Fax number is correct
7. Ensure Club Primary and Secondary Colors are correct
8. If any changes are required simply make the changes and ensure you SAVE using button found on bottom left hand corner. (Pencil/Paper Icon)
9. Review current Club contacts in the system. Club contacts are the individuals that currently have access to the Club Module.

10. Remove/Add according and remember to SAVE

**Maintaining club contact information/users need to be completed by March 31<sup>st</sup> of each year and should be updated and reviewed regularly.**

### **Exception Dates:**

To enter Team Exception dates follow the below listed steps:

1. Login to the Schedule2K system
2. Once logged in from the Club Activities pull down menu select Add/Maintain/.Delete A team
3. Team(s) you have registered will be listed
4. Far right hand side click the file folder for Exceptions
5. The system will bring options to the top of the screen for the team you have selected
6. Click folder to add exception date.
7. Fill in tournament name and dates required
8. Make sure to click the update button after entering each exception date in order to save

The league will review all team exception dates and in the system.

### **Assigning Team Officials to Teams:**

The PHSL has transferred all the previous years Team Officials information. The Club need to review all team officials currently assigned to all teams as all information is from previous year's season. It is very important to keep this information up to date as the league uses this contact information through out the season.

1. The steps to follow to assign coaching staff would be as follows:
2. If the team official is new, meaning they were not a team official with the PHSL in 2010 club would be required to add them as a new user in order to assign them as a team official.

Following the below to add each new users to the Sched2K database:

From Club Module select

- Add/Maintain club user
- Select Add
- Enter all contact information for the user (First Name/Last Name/Phone numbers/OSA #/Email address)
- Bottom Left click on button to submit the new contact

3. Once all new users are added From Club Module select

- Assign Coaching Staff
- List of current teams will appear
- Double click on the team you wish to work on and team officials that are currently assigned to the team will appear above list of teams, if any.
- To add a new team official to the team you selected, click button to add new team staff member
- Search field option will appear, enter the users Last Name or OSA number and hit click button to retrieve
- System will bring up any matches found, select button that say this is right person and the system will add this user as a new team staff member at top of screen
- From the pull down select the position for this new team staff member. (Coach, Assistant Coach, Manager) and then hit button to update position

Please ensure that email address are entered correctly for all users as the system uses this email address to send out important notifications through out the year regarding rescheduling, discipline etc.

Also, please note: The OSA number you enter for users by default becomes their password to login to the system.

**Team Officials Information should be reviewed/verified in the system by March 31<sup>st</sup> each year.**