

How to ACTIVATE your accounts on the League Management System

This file has one page of instructions followed by seven pages of the same instructions broken down into steps with screenshots added.

These are common mistakes doing this:

- You are activating your personal account AND your team account. You need to add your team's uniform colours to be finished the team account.
- If you are with more than one team, you *must* create a separate account with each team and enter your personal information under "My Account" in each.
- You may use the same email, but you must have a different password for each.
- Log out of one team account before trying to log into another.

Each team manager and coach is required to set up an account with the site. This must be done each season for each team you are rostered to. Last year's season has been archived.

Page 3

To do this go to the SOSA League website at <https://sosaleague.com/> Click the tab at the top labeled "My Team" and select "Team Management".

Page 4

Scroll down past the login box. You **do not yet** have an account for this season. To activate your account, go to the bottom box and enter this activation code. **27SOSA% (case sensitive)**

Choose your club's name from the drop-down menu. Then click the Activate button. This will take you to your "My Account" page for your personal information.

Page 5

Make sure that you select the correct team here from the drop-down list. If you realize later that you chose the wrong team, email the League Manager to delete that account. Start again at step one and create another account.

Fill in the rest of the page and click the **Activate Account** button. This activates YOUR account for THIS team. If you are with more than one team, you must repeat for each team. You may use the same email for each but you **MUST CHOOSE DIFFERENT PASSWORDS.**

Page 6

You will now be taken to the Team Management module. There are 4 tabs in this screen.

- Games
- Set Up
- Contact
- Help

Click on the 3 lines on the left of the tabs to open the submenus for each tab.

Take some time to go through each tab and familiarize yourself with the Team Management module.

Page 7-8-9

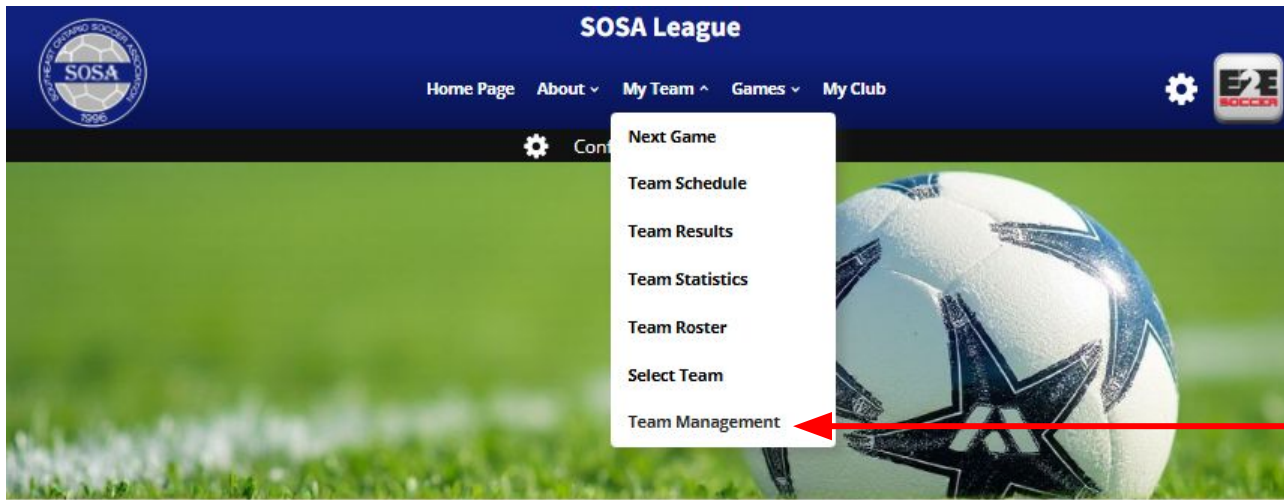
You need to do one last thing for the team account to be activated.

Enter your uniform by selecting your shirt and shorts in the drop downs.

Click the Update Uniform button to save.

A green message box in the top right corner will tell you that the action was successful. It will be red if there is a problem.

Your team account and your personal account are activated!



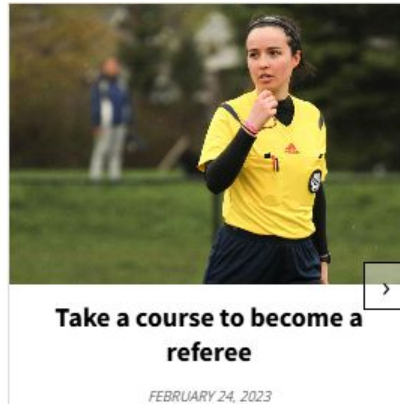
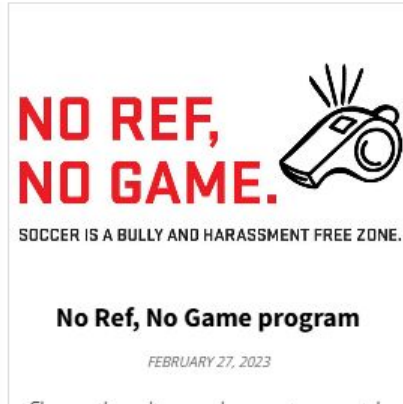
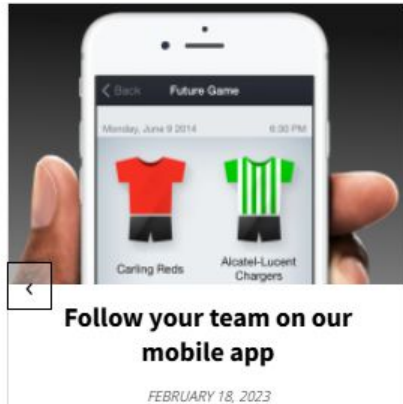
Each team manager and coach is required to set up an account with the site.

You must create an account for each team you are with.

This must be done each season. Last season has been archived.

Go to the SOSA League website:
<https://sosaleague.com/>

Go to the My Team tab and select Team Management.





Team Management

If you have a team management account you can log in below

Email address

Enter email

Password

Password

Login

☐ Remember me

[Forgot your password?](#)

If you don't have a team management account you can create one below with the activation code provided to you.

Activation code

27SOSA%

Select your club

Test Club

Activate

Scroll past the log in at the top of this page. You do not yet have an account!

To activate your account, go to the bottom of the page and enter this activation code.

27SOSA% (case sensitive)

Choose your club's name from the drop-down menu

Then click the Activate button. It will take you to your "My Account" page.



Team Management

Team	Test Blue - HL B13
Position	Manager
First Name	Eddy
Last Name	Mercury
Email address	eddie@noemail.com
Phone Number	222-222-2222
Registration # (Leave blank if unknown)	OS1234567890
NCCP # (Leave blank if unknown or not applicable)	
Password	*****
Retype password	*****

Activate Account

Make sure that you select the correct team here from the drop-down list. *(If you realize later you clicked on the wrong team, email the League Manager to delete that account. Just go back to the first step and create a new account. This happens every year!)*

Fill in the rest of the page and click the Activate Account button. This activates **YOUR** account for **THIS** team. **If you are with more than one team, you must repeat for each team.** You may use the same email for each but you **MUST CHOOSE DIFFERENT PASSWORDS.** You must fill in your Ontario Soccer number under Registration #. It is OS+ten digits. Do not leave it blank.

Team Management

Test Blue



Primary shirt color:

Select a shirt colour

Primary shorts color:

Select a short colour

Update Uniform

You will now be taken to the Team Management module.

There are 4 tabs in this module.

- Games
- Set Up
- Contact
- Help

Click on the 3 lines to the left of the tabs to open the submenus for each tab. Take some time to familiarize yourself with what is in each.



Team Management

Test Blue

The screenshot shows the 'Team Management' interface. At the top, there is a navigation bar with links: Home Page, About Us, My Team, Games, and My Club. A gear icon is in the top right corner. Below the navigation bar is the 'Team Management' title. The main content area is titled 'Test Blue'. On the left, there is a sidebar menu with the following options: Uniform, Roster, Shirt Numbers, Privacy, My Account, My Certification, and Logout. The 'Uniform' option is highlighted with a red box. In the main content area, there is a 'GAMES' tab, a 'SET UP' tab, and a 'CONTACT' tab. The 'SET UP' tab is active. Below the tabs, there is a 'Uniform' section with a 'Update Uniform' button. A red arrow points from the 'Uniform' option in the sidebar to the 'Update Uniform' button. To the right of the 'Update Uniform' button is a graphic of a white soccer jersey with a red question mark on it.

Each tab is a series of tools.

Click on a button to visit that tool.

In the Set Up tab, choose Uniform. **You MUST do this step now for the Team Account to be activated.**



Team Management

Test Blue

	GAMES	SET UP	CONTACT		HELP
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Primary shirt color:

Pink

Primary shorts color:

Black



You MUST complete this step NOW for your team account to be activated.

First enter your uniform by selecting your shirt and shorts in the drop downs.

Update Uniform

Click the Update Uniform button to save.



SOSA League

Home Page About ▾ My Team ▾ Games ▾ My Club

Howdy, E2E Support

✓ Your teams uniform has been updated

⚙️ E2E SOCCER

Team Management

Test Blue

☰ GAMES ⚙️ SET UP 👤 CONTACT ? HELP

Primary shirt color:

Select a shirt colour

Primary shorts color:

Select a short colour



Update Uniform

A green message will tell you that the action was successful.

It will be red if there is a problem.

That is all you need to enter at this time!