



## 2026 SOSA League

Instructions for using the  
League Management System

Go to [sosaleague.com](http://sosaleague.com)

- > SOSA League Information
- > Team Officials
- > LMS - Team Management

# How do I use Team Management?

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# League management roles and responsibilities



The SOSA League website is at <https://sosaleague.com/>



**SOSA League**

SOSA League Information ▾ My Team ▾ Games ▾ My Club



Configure your home page

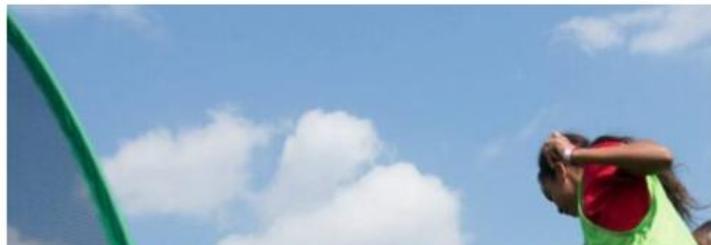
**Instructions for using the  
League Management System**

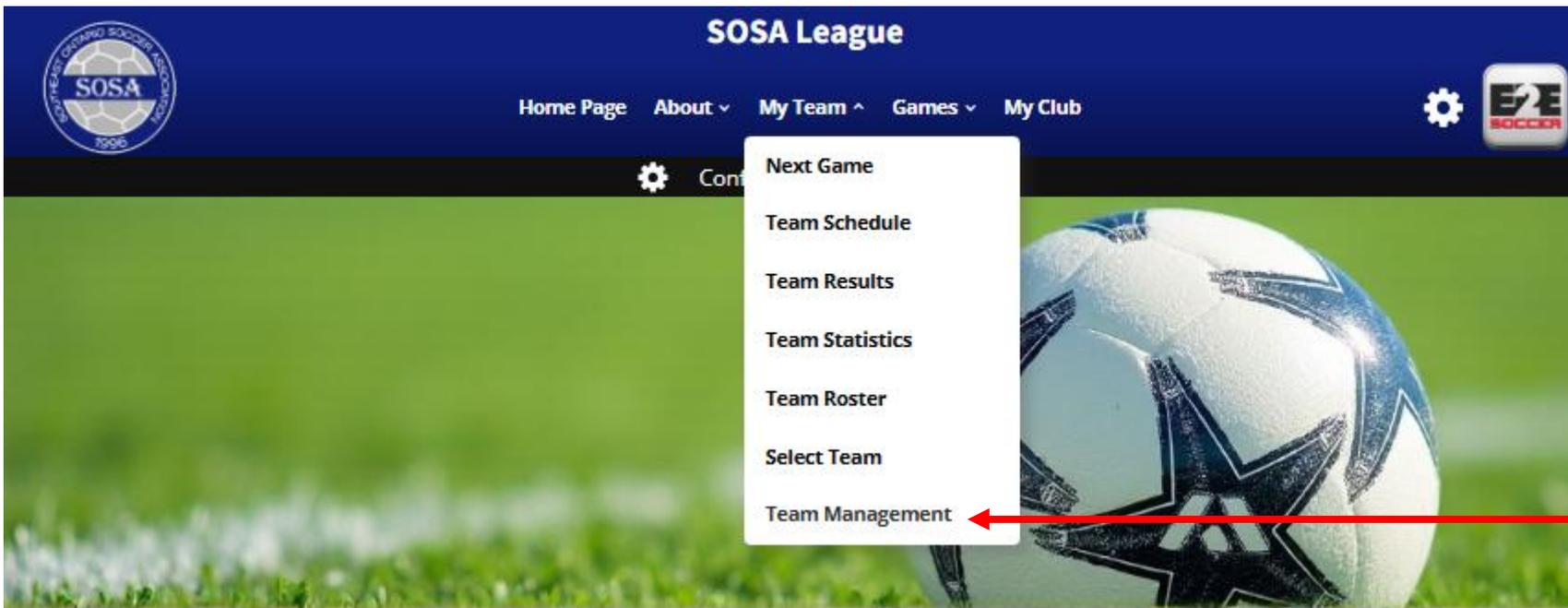
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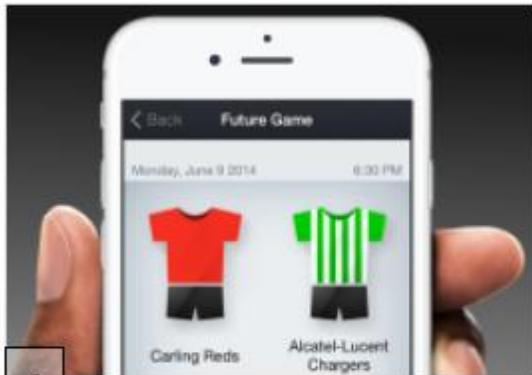




Each team manager and coach is required to set up an account with the site.

Head Coaches need to activate the team account by March 31<sup>st</sup>.

At least one other Team Official must be activated on the site by May 1<sup>st</sup>. This is usually the Team Manager. All Team Officials must be activated by the start of the season. If not, their names are not printed on the game sheets and they are not allowed on the sidelines.



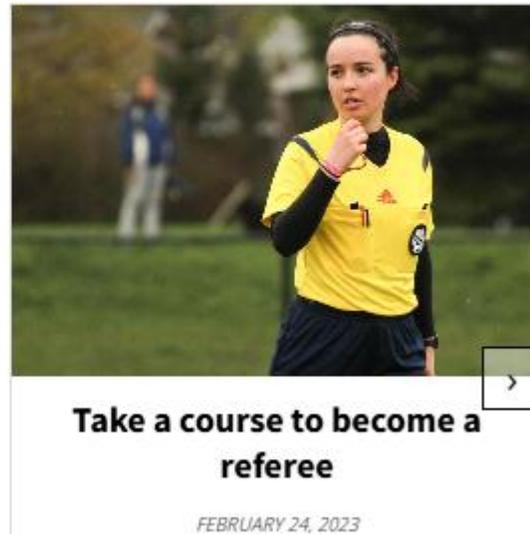
**Follow your team on our mobile app**

FEBRUARY 18, 2023



**No Ref, No Game program**

FEBRUARY 27, 2023



**Take a course to become a referee**

FEBRUARY 24, 2023



## Team Management

If you have a team management account please log in below

Email address

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

Select your club

Activate

To activate your account, go here and enter this activation code.

**2026sos@ (case sensitive)**

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

Then click the Activate button



## Team Management

Team

Position

First Name

Last Name

Email address

Phone Number

Registration # *(Leave blank if unknown)*

NCCP # *(Leave blank if unknown or not applicable)*

Password

Retype password

Make sure that you select the correct team here from the drop-down list.

Fill in the rest of the page and click the Activate Account button.

If you leave the OS number blank now, be sure to go back and fill it in when you find it. Every Team Official must have their OS number in the system.

# Team Management

Test Blue



You will now be taken to the Team Management module

There are 4 tabs in this module

- Games
- Set Up
- Contact
- Help

Primary shirt color:

Select a shirt colour

Primary shorts color:

Select a short colour

Update Uniform

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



# Team Management

Test Blue

☰ GAMES ⚙️ SET UP 👤 CONTACT ⓘ HELP

👤 Uniform

👤+ Roster

📅 Shirt Numbers

🔒 Privacy

👤 My Account

🏆 My Certification

🚪 Logout



In each tab is a series of tools

Click on the button to visit that tool



## Team Management

Test Blue

	GAMES	SET UP	CONTACT	HELP
--	-------	--------	---------	------

Primary shirt color:

Pink

Primary shorts color:

Black



Update Uniform

Start in the Set Up menu

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

Click the Update Uniform button to save

## Team Management

### Test Blue

	 GAMES	 SET UP	 CONTACT	 HELP
--	---	--	---	--

Primary shirt color:

Primary shorts color:



Update Uniform

A green message will tell you that the action was successful

It will be red if there is a problem

# Team Management

Test Blue

☰ GAMES ⚙️ SET UP 👤 CONTACT ? HELP

👤 Add Single Player

📄 Import from CSV

First Name:  Last Name:   
Jersey # (optional):  Registration #:   
Date of birth:    
Email address (optional):   
Phone Number (555-555-5555 - optional):

Now stay in the set-up menu and select the Roster tool

Now enter your players

You can add them one at a time

or

You can import a csv file of your roster

Note - the green box indicating your player was added to your roster will appear.

# Team Management

Test Blue

Navigation bar with icons and labels: GAMES, SET UP, CONTACT, HELP.

Two main action buttons: "Add Single Player" and "Import from CSV". A red arrow points to the "Import from CSV" button.

Choose CSV File  Sample Upload.csv

Next

## Adding Your Roster

This can be done individually or through an CSV file.

To upload by CSV, click on the tab to Import

Choose the file from your computer. There is no template, but a sample is able on the next slide

Click Next.

The following players are currently registered to your team.

Show  entries

Search:

#	First Name	Last Name	Email	Reg #		
10	Olaf	CRAIG		SEOS4456826	<a href="#">edit</a>	<a href="#">delete</a>

Showing 1 to 1 of 1 entries

Previous  Next

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1	First Name	Last Name	Age Group	Jersey #	Registration #	Date of Birth	
2	Joe	Smith		10	SEOS7062120	2010-01-03	
3	Connor	George		2	SEOS6698260	2010-01-07	
4	John	Darn		5	SEOS3148600	2010-01-08	
5	Frank	Farmer		8	SEOS6698360	2010-01-14	
6	Bill	Monrow		9	SEOS8503650	2010-01-19	
7	Kevin	Williams		12	SEOS8097530	2010-01-21	
8							
9							
10							
11							
12							
13							
14							

This is the ideal setting for uploading a CLUB ROSTER (U10 – U13)

For Team Rosters, (U14+) remove the column titled Age Group.

# Test Team

☰ GAMES ⚙️ SET UP 👤 CONTACT ? HELP

Add Single Player Import from CSV

First Name:  Last Name:   
Jersey # (optional):  Registration #:   
Date of birth:    
Email address (optional):   
Phone Number (optional):

The following players are currently registered to your team.

Show  entries Search:

#	First Name	Last Name	Email	Reg #		
10	Steve	FORREST		SEOS5587416	<a href="#">edit</a>	<a href="#">delete</a>

Showing 1 to 1 of 1 entries

Previous  Next

After the player has been added he or she will be listed in the table below the buttons

If you need to edit or delete the player use these links

Jersey numbers can be edited or added here as well.

# Team Management

Test Blue

	 GAMES	 SET UP	 CONTACT	 HELP
---	---	--	---	--

First Name

Steve

Last Name

Slick

Email address

sslick@noemail.com

Phone Number

222-222-2222

Registration #

SEOS4456826

NCCP #

Position

Team Head Coach

Password *(Leave empty to keep your current password)*

Retype password

Update Account

My Account information can be updated including your password.

ALL Team Officials must be in the system to have their name printed on the game sheet. If you aren't on the game sheet, you are on the spectator sideline only!

# Team Management

## Test Blue



To obtain a blank game sheet scroll to the bottom of the drop down list

Select game

### Players

10 - Olaf CRAIG

### Team Officials

Steve Slick

### Suspended

None

Generate Gamesheet

### Game Sheet Process:

You will only be able to print one page at a time but give 2 sheets to the referee.

Click on the link below to open up a game sheet in a new window errors on your game sheet please inform the referee so that the errors can be corrected

After you have entered your roster you can create a gamesheet

To do this go to the **Games** tab.

Click the 3 lines icon to see the options under Games, click gamesheets.

Choose your players who will be attending the game and click Generate Gamesheet

A gamesheet will appear in a new window.

Print it out and bring it to the game

# Team Management

Test Blue

☰ GAMES ⚙️ SET UP 👤 CONTACT ? HELP

Existing Call Up Permits + Add Call Up Permit

The following are your team's call up permit requests:

Show  entries Search:

Name	Game #	Game Date	Status
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

### Status Legend

Requested: Waiting for your club's approval  
Approved: Your club has approved this request  
Not Approved: Your club did not approve this request

If Call Ups are required, go to Games/Call Ups.

You can view the existing call-ups.

To add a Call Up Permit click on the tab.



# Team Management

## Test Team

☰ GAMES ⚙️ SET UP 👤 CONTACT ? HELP

+ Call Up List 📄 Game Call Ups

Select a game

#482 - 2024-03-26 (Test Team -vs- Test Team Blue)

Select a game

#482 - 2024-03-26 (Test Team -vs- Test Team Blue)

	Name	Reg #	DOB	League	Team Name
<input checked="" type="checkbox"/>	Mick Jagger	SEOS7667576	2012-05-30	House League	

Showing 1 to 1 of 1 entries

Previous 1 Next

Update Player(s)

Select a game from your schedule.

Click the box beside the player's name, click update player(s).

A green message in the upper right corner will confirm it being added to the roster for the game.

Your club will have to approve the call up for them to appear on the game sheet.

Note: The League will not approve call ups on behalf of the club.

# Team Management

Test Blue

☰ GAMES ⚙️ SET UP 👤 CONTACT ? HELP

To obtain a blank game sheet scroll to the bottom of the drop down list

Select game

#569 - Feb 20 (Blue vs Red)

## Players

10 - Frank ZAPPA

## Team Officials

Eddy Mercury

## Suspended

None

## Call Ups

Tim BURTON

Generate Gamesheet

Once your call up has been approved they will be listed under the Call Up section to generate your game sheet.

Check the players who will be attending the game.



# Team Management

Test Blue

The screenshot shows the 'Team Management' interface. At the top, there is a navigation bar with icons for 'GAMES', 'SET UP', 'CONTACT', and 'HELP'. A dropdown menu is open under 'GAMES', listing options: 'Game Sheets', 'Game Report', 'Modify Reports', 'Schedule', 'Call Ups', 'Discipline', 'Team Fines', and 'Logout'. The 'Game Report' option is highlighted. To the right, a sidebar contains sections for 'Team Officials' (with a checked box for 'Eddy Mercury'), 'Suspended' (with 'None' listed), and 'Call Ups' (with 'Tim BURTON' listed). A 'Generate Gamesheet' button is located at the bottom of the sidebar.

Game Sheet Process:

After the game, go to the Game Report tool to submit a report.

Follow the instructions to completion.

When both teams have entered a game report, the standings will be updated for U14+ teams.

If you make a mistake completing the game sheet, contact the League Manager for it to be cleared and redone.

## NEW 2026

Following the glitches with reports not saving last season, a confirmation email will be sent when the Game Report is complete. Save these emails to avoid fines for late Game Reports.

# Team Management

Test Blue

	 GAMES	 SET UP	 CONTACT	 HELP
---	---	--	---	--

 My Team	 Other Team Contacts	 My Club Contacts
---	---	--

Team Officials

Name	Email	Phone	Position
Steve Slick	<a href="mailto:sslick@noemail.com">sslick@noemail.com</a>	<a href="tel:222-222-2222">222-222-2222</a>	Team Head Coach

Players

Name	Email	Phone	Position
Olaf CRAIG			Player

When you click on Contact, there are 2 tabs:

- My Team
- Other Team Contacts

Please use this when contacting your team or opponents.

Please contact the SOSA League staff in you need assistance setting up your Team Management account



## About E2E Soccer

- Company was founded in 2003
- We are located in Ottawa
- We provide IT solutions for the soccer community
- Our products allow our customers to automate their operations in a cost-effective manner
- Our goal is to provide the customer with an end to end or E2E solution



# The SOSA League Solution

