



Welcome to the SOSA League Management System!

SOSA LMS
League
Management
System



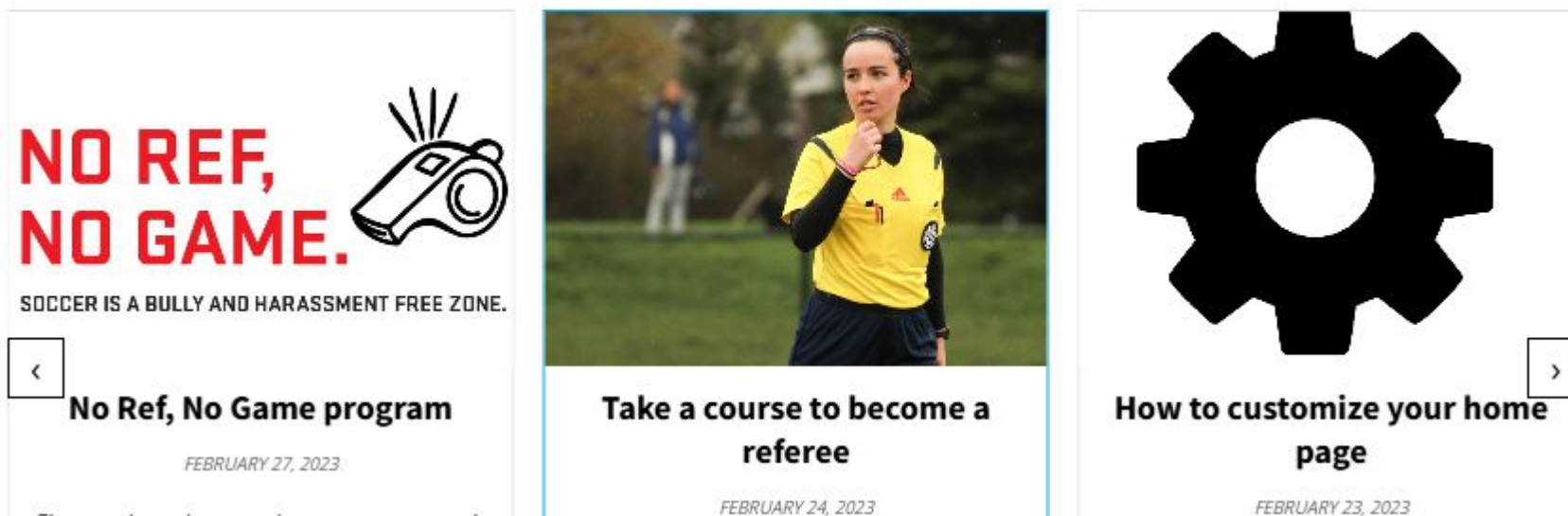
League management roles and responsibilities

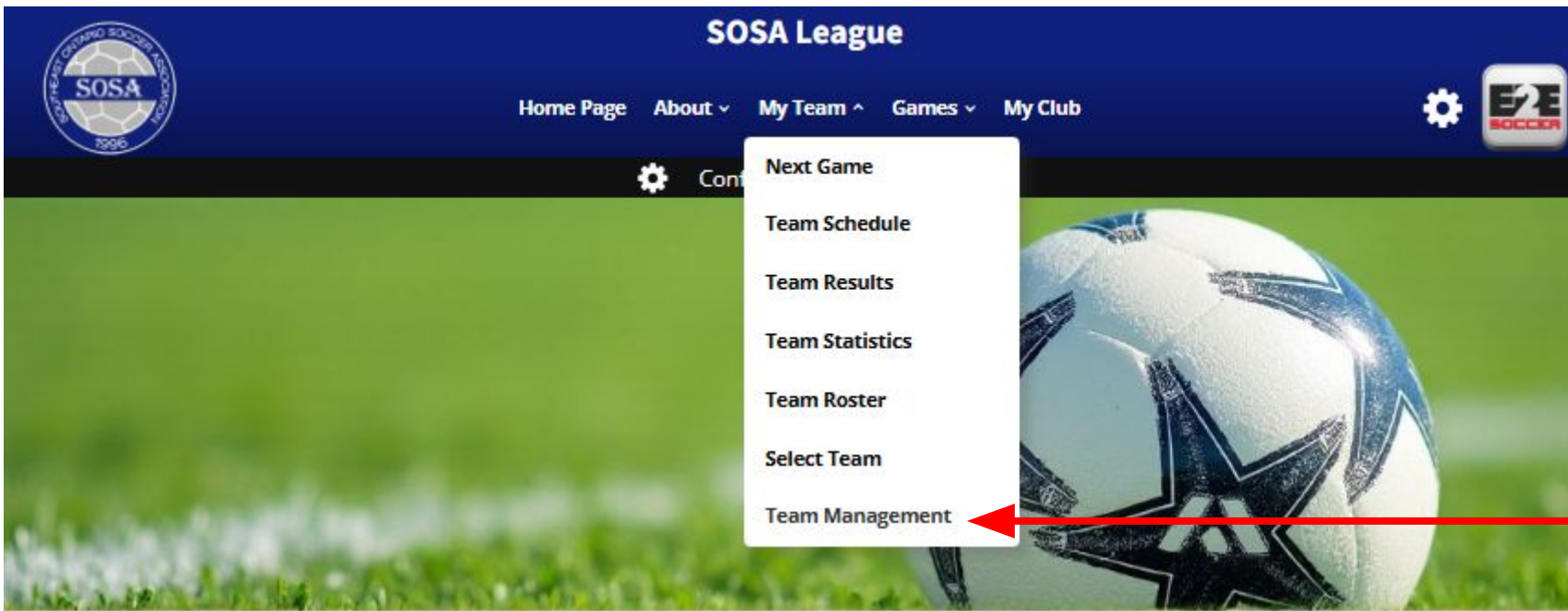




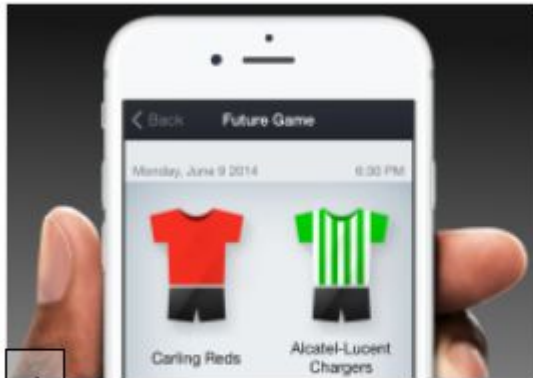
The SOSA League website is at:

<https://sosaleague.com/>





Each team manager and coach is required to set up an account with the site for each team they are rostered to.



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

AFTER MARCH 10TH

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

27SOSA%
(case sensitive)

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

Then click the Activate button.



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)*
SEOS4651681

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

Password

Retype password

Activate Account

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

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

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 open the submenus for each tab.



Team Management

Test Blue

☰

⚽ GAMES

⚙️ SET UP

👤 CONTACT

❓ HELP

👤 Uniform

👤+ Roster

📅 9 Shirt Numbers

🔒 Privacy

👤 My Account

🏆 My Certification

🚪 Logout

👕

Update Uniform

In each tab is a series of tools.

Click on the button to visit that tool.



Team Management

Test Blue



Primary shirt color:

Pink

Primary shorts color:

Black



Update Uniform

Start in the Set Up menu.

First enter your uniform by selecting the colour of your shirt and shorts in the drop down menu.

Click the Update Uniform button to save.

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.

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.

PLEASE REMEMBER if you are rostered to more than one team, you may use the same email address to log in but you **MUST** have a different password for each team account.

Team Management

Test Blue

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

 Add Single Player

 Import from CSV

First Name	Last Name
Frank	Zappa
Jersey # (optional)	Registration #
10	SEOS446213
Date of birth	
2012-07-30	
Email address (optional)	
joe@e2esoccer.com	
Phone Number (555-555-5555 - optional)	
Format: 212-555-1212	

Save Player

Cancel

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

GAMES

SET UP

CONTACT

HELP

Add Single Player

csv

Import from CSV

Choose CSV File

Choose File

 Sample Upload.csv

Next

The following players are currently registered to your team.

Show

100

 entries

Search:

#	First Name	Last Name	Email	Reg #		
10	Olaf	CRAIG		SEOS4456826	edit	delete

Showing 1 to 1 of 1 entries

Previous

1

 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.

G6						
	A	B	C	D	E	F
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.

For Team Rosters, remove the column titled Age Group.

GAMES

SET UP

CONTACT

HELP

Add Single Player

Import from CSV

First Name

Joe

Last Name

Smith

Jersey # (optional)

Registration #

SEOS12345678

Date of birth

yyyy-mm-dd

Email address (optional)

joe@e2esoccer.com

Phone Number (optional)

Format: 212-555-1212

Save Player

Cancel

The following players are currently registered to your team.

Show 100 entries

Search:

#	First Name	Last Name	Email	Reg #		
10	Steve	FORREST		SEOS5587416	edit	delete

Showing 1 to 1 of 1 entries

Previous1Next

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

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

Select game

#1 - Feb 25 (Blue vs Red)

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

PreviousNext

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
☒	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) at the very bottom of the list.

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

PLEASE NOTE: The League will not approve Call Ups on behalf of the Club.

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

Team Management

Test Blue

	 GAMES	 SET UP	 CONTACT	 HELP
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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.

Their name, OS number and YOB will appear on the sheet. it will also say (CALL UP) after their name. You must write in their jersey number on the game sheets.

Check the players who will be attending the game.

Team Management

Test Blue

The screenshot shows the 'Team Management' interface for 'Test Blue'. The top navigation bar includes 'GAMES', 'SET UP', 'CONTACT', and 'HELP'. The 'GAMES' menu is open, displaying options: 'Game Sheets', 'Game Report' (highlighted), 'Modify Reports', 'Schedule', 'Call Ups', 'Discipline', 'Team Fines', and 'Logout'. Below the menu, the 'Team Officials' section lists 'Eddy Mercury' with a checked box. The 'Suspended' section shows 'None'. The 'Call Ups' section lists 'Tim BURTON'. A 'Generate Gamesheet' button is visible at the bottom.

It is necessary for all teams to complete a Game Report within 48 hours after every game.

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.

Game Sheet Process:

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	sslick@noemail.com	222-222-2222	Team Head Coach

Players

Name	Email	Phone	Position
Olaf CRAIG			Player

When you click on Contact, there are two 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