



# SOSA InterClub House League Website Instructions

## Team Activation

1. Go to [sosaleague.com](http://sosaleague.com)
2. Click on My Team (middle menu)
3. Click on Activate (left menu)
4. Enter Activation Code – 2026sos@ (case sensitive) and click Next
5. Enter Coach Details

If the club is activating for teams, they will need to activate for each bench staff member and provide login details to the team staff.

## Adding to Roster

1. Log in to the SOSA League Site for each team
2. Click on My Team (middle menu)
3. Go to Coach Options (left menu)
4. Click on Add to Squad/Roster
5. Add each player, date of birth, and OS#
6. You may choose to import the roster following the directions provided
7. Please add jersey numbers or have the coach do so once jerseys are issued (under Coach Options menu)

## Creating a Game Sheet - BEFORE EVERY GAME

1. Log in to the SOSA League Site
2. Click on My Team (middle menu)
3. Go to Coach Option (left menu)
4. Go to Game Sheet
5. Follow prompts to finish game sheet creation
6. Print one game sheet to take to the field
7. The referee will upload both teams' game sheets to the LMS.

## Completing a Game Report - AFTER EVERY GAME

1. Log in to SOSA League Site, per team
2. Click on My Team (middle menu)
3. Go to Coach Option (left menu)
4. Click on Game Report
5. Follow prompts to complete game report
6. Game reports must be completed within 24 hours