



## TASL ONLINE TEAM MANAGEMENT TOOL

Click **Save Changes** at the bottom of each page to avoid losing your changes. You can access each section of the tool using the dropdown menu.

### I. User ID and Password

User ID (UID) and password fields are case sensitive. When logging into the tool using the UID and password provided to you, note that the lower-case letter "l" can be confused for the number "1" and an upper-case letter "O" can be confused for the number "0". Be sure to try both possible characters before asking for assistance with your login.

From the **View/Edit** dropdown, you can change your user ID and password to something that is easy for you to remember.

TASL Administration can provide your login information to you in the event you forget your UID or password.

### II. View/Edit Team Information

This screen provides the following team information:

#### A. League Fee Payment Summary

Provides a summary of:

- Total Team fee due
- Deposit amount paid, date of payment, and method of payment (check, cash, or credit card)
- Fee balance amount outstanding

#### B. Player Summary Information

Provides a summary of:

- **# Of Registered** indicates the number of players that have registered for the team but that have not yet been accepted by the Team Captain. An NCASA player pass is not ordered until a player is accepted by the Team Captain.
- **# Of Accepted** indicated the number of players that have been accepted by the Team Captain. After the player pays the registration fee and TASL accepts a player into the system, the player moves from "registered" status to

“accepted”. NCASA player pass is ordered automatically upon player acceptance.

- **# Of Refund** indicates the number of fee refunds issued. This field is rarely used, as TASL normally does not refund individual player fees.
- **# Of Not Accepted** indicates the number of players dropped from the team roster. For example, if a player is injured, moves, or is otherwise unable to continue in the TASL league, the Team Captain can drop the player from the roster and move that player into "not accepted" status.

#### **C. Performance Bond**

Indicates the current Performance Bond status including the amount of the bond and how much, if any, has been used.

#### **D. Team Captain Information**

Enables you to view and edit the your user ID, password, and personal information.

#### **E. Assistant Team Captain Information**

Enables you to view and edit the Assistant Captain's personal information.

#### **F. Team Information**

Provides a summary of team details submitted during the registration process.

### **III. View/Edit Player Information**

#### **A. Summary of Player Information**

- Player names that appear in gold have "registered", but have not been “accepted” by the Team Captain, and have not had an NCASA player pass ordered.
- Player names that appear in white have paid the registration fee and have been “accepted” by the Team Captain and will automatically have a player pass ordered for them.
- The **Following Up?** column is generally for TASL use. This indicates if a player needs to be followed up in the event that the team attends a state or regional level competition. A “**Yes**” in this column identifies a player that was born outside of the US, is a current or former professional player, or both.
- The **Player ID** is automatically assigned by the system when a player registers. Player ID numbers are shown in the order in which the players registered where the lowest player ID number indicates the earliest registration.

#### **B. Viewing a Player Application**

Highlight the player name and click **View** to view the individual player application.

## 1. Fee Payment Summary

You can view the registration fee due for the player and the payment method selected by the player during registration. A payment status of "Yes" indicates the player has paid applicable registration fees.

- a) If the payment status indicates a credit card payment, you may Accept. After acceptance, the NCASA player pass will be ordered by TASL.
- b) If the payment status indicates a mail-in check option, you may not accept the player. TASL administration will accept the player and order the NCASA player pass after receiving payment of their registration fee. The check number will be noted when received.

## 2. Player Information

Provides personal contact information for the player and indicates if a player is registered or accepted.

- a) Check **Display On Roster** to list the player on the Game Day and Team rosters.
- b) Type in a jersey number for the player. The jersey number will be listed on the Game Day roster and must match the jersey number worn by the player during the game.

## IV. **View Pool Players**

Provides a list of players requesting assignment to a team. In the upper, left corner, you can select the division registered by the Pool Player.

The following information is provided for each pool player:

- Contact information
- Skill level
- Primary position

To assign Pool Player to your team:

1. Review the player information and contact them to discuss:
  - Team dues
  - Jersey information
  - Number of rostered players
  - Playing time
  - League rules
2. Obtain a statement of financial commitment from the player.
3. Email the TASL office to inform them that you have selected a Pool Player.  
**Note:** Pool Players can select only the "mail-in check" option during registration.

Most registrants mail a check to TASL to hold until they are selected for a team. Upon receipt of your email indicating selection of a Pool Player, TASL will post the payment, "accept" the player, and order the NCASA player pass.

4. After TASL has accepted the player, log in to the online Team Management tool, highlight the player name and click **Assign to My Team**.

## V. VIEW TEAM ROSTER

Provides personal contact information for Team Captains and players that have been "Accepted" and "Added to Roster". (See [III.B.2 Player Information](#) for instructions on adding a player to the team roster.)

## VI. View Game Day Roster

The Game Day roster must be printed and submitted to the Center Referee prior to each match. This roster does not include personal player information. Only players that have been added to the roster are listed. (See [III.B.2 Player Information](#) for instructions on adding a player to the game day roster.)

## VII. Email Team

You may send a Mass Email to your players with the following recipient options:

### A. All players:

All players that have registered for the team regardless of their status.

### B. Accepted players:

All players that have paid the registration fee and been accepted by the Team Captain.

### C. Registered players:

All players that have registered for the team but have not paid their registration fee. Use this option to send a payment reminder to registered players.

### D. Not accepted players:

All players that have registered for your team but that have not been picked up by the Team Captain. (See section [II.B Player Summary Information](#) for information on "not accepted" players.)

**Tip:** If your computer is idle for too long, you will lose the content of your email. Copy the contents of your email prior to clicking **Send** in the event that the system has timed out. You can also compose your email in a word processing program and copy the text into the email field to avoid losing your contents.