

Website instructions for commissioner

Creating Teams

1. Go to frontroysoccer.com
2. Sign in using the [Admin Sign In](#) link at the bottom of the main page.
3. From the [Schedules](#) menu select [Leagues & Divisions](#).
4. Find your division under the appropriate League and click on the number of teams.
 - a. Alternatively, if you click on the division name, you can click on the teams tab at the top of the screen
5. Click the [Add Team](#) button or the [Add Placeholders](#) button
 - a. If you are adding placeholders select the number of placeholders to add and click the [Add](#) button
 - b. Otherwise, enter the team name
 - c. If it is a returning coach, select them from the dropdown and verify/edit their information, otherwise add in their information. Name and email are required information, and it is **very important** that the email is correct, and the same for every team that particular coach has as this is used by the system to identify scheduling conflicts
6. Add Conflicts
 - a. If any of your coaches have conflicts you can add them in this section there are three types on conflicts, specific date/times, recurring day/times, and team (i.e. assistant coaches) The necessary information for these is self explanatory

Adding players/volunteers to the roster

1. If you are not already logged in, follow steps 1 & 2 from Creating Teams Section
2. From the [Programs](#) menu select [Manage Programs](#)
3. Click on the desired program
4. Click on the [Rosters](#) tab
5. Click the [Assign to Roster](#) button
6. Click the [Add Filter](#) button
 - a. Select [Offerings](#) from the dropdown and click the [Add](#) button.
7. To add Coaches, select [Volunteer](#) from the Enrollment Type Filter
8. Select the correct division from the offerings filter.
9. Expand the appropriate division in the tree on the right so your team names are showing.
10. Drag and drop players/coaches from the list on the left to the appropriate team on the right. If a coach does not appear in the list on the right see the section on Enrolling coaches

Enrolling Coaches

1. If you are not already logged in, follow steps 1 & 2 from Creating Teams Section.
2. From the Customers menu select Search from the Account Management menu
3. Enter the appropriate search criteria
4. Click on the coaches name from the generated list (If the coach is not in the system have them sign up first, if you are lucky they might enroll themselves)
5. From the Account Overview tab click the Place Order button.
6. Click on the Add Enrollment button.
 - a. Select the coach's name for Enrollee
 - b. Select Volunteer for Enrollment Type
 - c. The Program is the season name
 - d. Offering is the division
 - e. Enrollment selection is Coach or Assistant Coach
7. Click Add button
8. Click Checkout button
9. Add any pertinent notes and select Jersey size
10. Click Done button.
11. Click Place Order button.