

CYO TEAM ENTRY ONLINE INSTRUCTIONS

All sport team entries must be completed online by the Member's Pastoral Designee (PD). If someone assists the Pastoral Designee with registration, it is the Pastoral Designee's responsibility to share their username and password, and train this individual in SportsPilot software. To log into SportsPilot, each Pastoral Designee is assigned a confidential username and password. All Team Entry information can be located on the CYO athletic website www.clevelandcyo.org.

1. LOG INTO SPORTSPILOT.COM

- **Log into the CYO website www.clevelandcyo.org**, click athletics. **On the athletics home page**, Select Spring Sports from the left navigation tabs. Select Online Team Registration button. **Enter your parish pastoral designee username and password, then Select login button.**

2. REGISTERING TEAMS ON-LINE

- **On the sport registration window**, Select the program you wish to register for and enter a new team.
- Select the Division of your team/ Team Strength. **Examples listed below:**
Varsity: **1 = Large Parish/School** **2 = Small Parish/School** **3 = Parishes second and/or third teams**
Junior Varsity: **A = Highest level of competition** **AA = average level of competition** **B = lowest level of competition**
- Verify you are registering for the correct Program and League, then **select Team Registration**
- **Select the Register Link and Agree to CYO Terms of Service.**
- In the team registration window, **Select your Parish** (from drop down box), **Enter the Head Coach's Last Name**, **Select Team Strength** (in drop down box), **Enter number of Athletes per grade.**
- **DO NOT TYPE schedule related items or team blackout dates in team notes field.** Team blackout dates are to be entered in the **Manage Team Roster** window. **Select Continue.**
- Your pastoral designee (PD) profile will appear on this screen. **Do not overwrite this information.** Be sure to set the **Team Role** (drop down box) to **Designee**, then **Select Continue.**
- On the verify coach/manager screen, verify the information and **Select Continue.**
- **Select Check Out.** (You will add coaches, athletes, and team blackout dates in a later step).
- Next screen is where you **Select Payment type, either Credit Card (fill in form) or alternate payment (check by mail).**
- Confirmation and Receipt: **Select Complete Registration** (The page after completing team registration will show you your registration acknowledgement, and you will receive an email copy of that acknowledgement which you can print.)
- **Select Member Profile** to return to Pastoral Designee profile where you can add coaches, athletes, team blackout dates, and print receipt/invoice.
- To print a receipt for each team to see how much is owed; **Select your parish team** from the listing, **Select Print Receipt/Invoice link.** You will see a receipt that shows the team entry fee due which you can print for your records.
- Repeat the process for each team you wish to register.

3. ADD COACH, ATHLETES, AND TEAM BLACKOUT DATES INFORMATION

- Log into sportspilot with our pastoral designee username and password.
- **TO ADD COACHES**, **Select your parish team** from the list you wish to add coaches to. **Select Manage Team Roster** link. On the team window **Select the Add Coach** button. Team Head Coach must be listed at time of entry.
- In the screen window, **type in the coaches last name in the box**, and **Select Search by name button.** **Enter at least 3 letters of the last name.** **Select your Team coach from the list.** The database searches for all coaches from your parish only. Highlight the coach, and **click Select from the list button.** If you cannot find the coach on the list, then fill in all Head Coach's information, verify if correct, and **Select Continue** and add the rest of your coaches. Be sure to mark the **Role** drop down box by **Selecting if the coach is a head or assistant coach.**
- **TO ADD ATHLETES:** **Select your parish team** from the list you wish to update. **Select Manage Team Roster** link. On the team window. **Select the Add Athlete** button. **If entering an existing athlete, type the first 3 letters of last name and select search by name. Highlight the player you wish to enter and click select from list. Verify and update athlete information. If a new Athlete, enter all information. Repeat for all Athletes.**
- **TEAM BLACKOUT DATES:** **Select your parish team** from the list you wish to add blackout dates to. **Select Manage Team Roster** link. **Select Team Blackout Dates** link. Enter your Team Blackout Dates by **clicking on date. Enter the starting time when team cannot play and duration of hours. Enter the reason for the blackout period.** Repeat the process for each additional blackout out date. After entering these dates on your screen, **Select Continue**, then **Select Back To Team Roster.**

4. ENTRY DEADLINE

- Members must register their Teams on line and submit payment by the published deadline date. Note that there are early entry discounts available; refer to important date's document, and the CYO website www.clevelandcyo.org. Sport Entry Fees can be paid by credit card online or submit a check along with the Team Confirmation sheet to the CYO Athletic Office by the published deadline.

COMMON ONLINE ERRORS TO AVOID

The CYO online registration system is set up for use by Pastoral Designees. This individual, after receiving training, becomes familiar with the software and can process their member team registrations and minimize compromising the athletic database by avoiding common online errors.

We have identified the most common online registration errors to avoid below:

- Selecting the wrong sport program to enter
- Typing over the Pastoral Designee Profile
- Not setting the Pastoral Designee Role to Designee
- Someone that does not have the correct pastoral designee username and password registering team entries.
- Someone that does not have the CYO online guidebook and/or training registering team entries.
- Entering team blackout dates in team notes fields. **DO NOT DO THIS.**
- Not entering conflict dates (Team Blackout Dates) in the Manage Team Roster, Team Blackout Dates link where they should be entered.
- Not utilizing the last name search feature to look for coaches and athletes in the database
- Missing the sport season team entry deadline
- Submitting incorrect team entry registration payment.
- Not including Head and Assistant Coaches information
- Not selecting the correct Coach Role
- Not reviewing the online rosters to be sure all the athletes are added to the team roster
- Not selecting the correct parish or school for athletes.
- Not inputting correct athlete physical exam dates.
- Selecting a coach or sibling from the coach or player list and replacing a first name thereby overwriting the current individual's information in the database
- Overwriting the CYO default unknown coach record in the database. (Never type in this database record – CYO office uses this field when a head coach is not added to a registration)

We encourage all Pastoral Designees to utilize the online registration system and to contact the CYO athletic office (216) 334-1261ext. 14 whenever you have any questions, or need any help with your team registrations.