

CYM Team/Player Registration (Sports Pilot)

- 1) <https://isis.sportspilot.com/register/family/default.asp?asoid=106111>
- 2) If you have used SportsPilot to register a team before either for Volleyball or Basketball you can login with your existing account. If you are new to SportsPilot you will need to Create a New account. Near the bottom of page you will see **Don't have a Sports Pilot account >** Click **Create a New Account**
 - (a) Note the heading says "Primary Parent / Guardian" however this is for the coach.
 - (b) Please note where it says Parent First and Last name – that is the coach's name. It has nothing to do with being a parent or guardian; it is just a Sports Pilot basic template.
 - (c) Fill in the all information that has an * (required) at the bottom of the screen you will add your e-mail (which will be your Sports Pilot ID) and pick a password.
- 3) To register Team/coach go to the section labeled Parent/Guardians > Click on **+Add** upper corner of that box if this is not your team, if it is your team click on Register Coach



Parent/Guardians				+ Add
Name	Birth Date	Email Address	History	
Register Coach >>	Joy Kitzz	3/13/1957	joykitzerow@rexnord.com	

- 4) Select **Add a New/Parent/Guardian**
- 5) Fill in all information with an * (required) > **Submit**
- 6) Click **Register Coach** next to the coach that was just added
- 7) Choose the current program Boys & Girls-Winter-Basketball-2015
- 8) Select the League Name that you want to enter your team under
 - a) Boys League (11/12)
 - b) Boys League (9/10)
 - c) Girls League (9/12)**
- 9) Read the *Service Terms for SportsPilot* if you agree click I Agree >>
- 10) Click on **Create a New Team**
 - a) Fill in Team Name as Parish-Coach's Last Name
 - b) Fill in all fields that have an * (required fields)
 - c) If your gym is available for games please fill in the gym contact information.
 - d) Very important that if you have conflicts they get listed in the places that are available. Once we begin work on the schedules you will not be allowed to add conflicts.
 - e) *Click Continue*
 - f) *Review information if you need to make changes click Previous Page otherwise click Continue*
 - g) *If you need to enter other teams complete the above steps until all are entered*
 - h) Once completed click on **Check Out**
 - i) You will have two choice for Payment Type (all information that you need to mail check will show up)
 - i) Pay – In Person
 - ii) Check – By Mail
 - j) Click **Complete This Registration**
 - k) Click on Return to Family Profile > you may now log out.

ADDING PLAYERS/COACHES

You will have to wait for your team to be approved; this will be done within 24 hours. You will then be able to add players to your roster. Do **NOT** add children at the bottom of the page, if you do you will have to re-enter your data.

- 1) Sign back in to Sports Pilot
- 2) Find the coach you want to add players under > click on View > go down a row or two and click on View again >Click on Manage Team Roster

****there is a question under the team data asking what grade this team is predominantly made up of, for girls teams this is very important to answer.**

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To Search for a player from last year:

3) In the Player/Coach Box Click on Add New

The screenshot shows a web interface with tabs for Teams, Coaches, Players, Reports, and Tools. Under the 'Coaches' tab, there is a section for 'Coaches: (0)' with a button 'Add New' highlighted in red. Below it are buttons for 'Print Receipt', 'Move', 'Edit', 'Remove', and 'Payments'. A similar section for 'Players: (0)' also has an 'Add New' button highlighted in red, with the same set of action buttons below it.

4) Type in Last Name > Search: By Name

The screenshot shows a search form with tabs for Teams, Coaches, Players, Reports, Tools, and Advanced. The 'Players' tab is selected. There are fields for 'Full Name:', 'Leagues: Boys League (11/12)', and 'Teams: JoysTestTeam'. A 'Search:' dropdown is set to 'By Name', which is highlighted with a red box. Below it are fields for 'First Name:', 'Last Name:' (highlighted with a red box), 'Home Phone:', and 'Phone:'.

5) Select Player/Coach from list that appears; update any information that may have changed.

To add a NEW player

- 6) Fill in all required information. If you do not have a players address or other information coach may use their own information.
- 7) Click Continue
- 8) If everything looks ok click Continue if not click Previous Page
 - a. You will now receive a Player ID & Password, this information is NOT needed players cannot sign in.
- 9) Click Continue
- 10) Go through these steps until all players have been added.

Print Roster

Once all of your players are added you can print your roster(s) Click on View > Print Team Roster

User: [Joy Kitzerow](#) - [Logout](#)

Archdiocese of Milwaukee CYM Kitzerow Family Profile

Family Information		Pending Invoices (1)																						
Family Name: Kitzerow Address: 3550 S 44 Street City: Greenfield State: WI Zip Code: 53220 Main Phone: (414)475-5995 Edit Family Profile		<table border="1"> <thead> <tr> <th>Name</th> <th>Product</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Invoice #1018 - Waiting on Alternate Payment</td> <td></td> <td>\$300.00</td> </tr> <tr> <td>View Joy Kitzerow</td> <td>CYM Co-Ed Volleyball 2014 Season</td> <td>\$300.00</td> </tr> <tr> <td colspan="2"></td> <td>TOTAL: \$300.00</td> </tr> </tbody> </table>	Name	Product	Amount	Invoice #1018 - Waiting on Alternate Payment		\$300.00	View Joy Kitzerow	CYM Co-Ed Volleyball 2014 Season	\$300.00			TOTAL: \$300.00										
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