

**BLUE STAR
SPORTS**

**ADULT LEAGUE
PROFESSIONAL**

A GUIDE FOR COACHES & TEAM OWNERS

Registering Teams and Inviting Team Members

www.bluestarsports.com

Welcome to Adult League Management

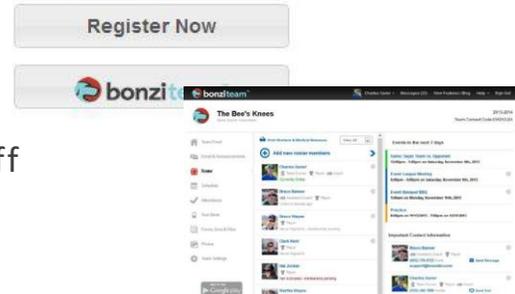
Your organization works with Soccer Connect to provide tools that help you register and manage your teams throughout the season.

Let's Get Started!

There's two parts to managing your team:

1. Get your team registered online
2. Invite your players and other coaching staff

It's easy and best of all it's online!



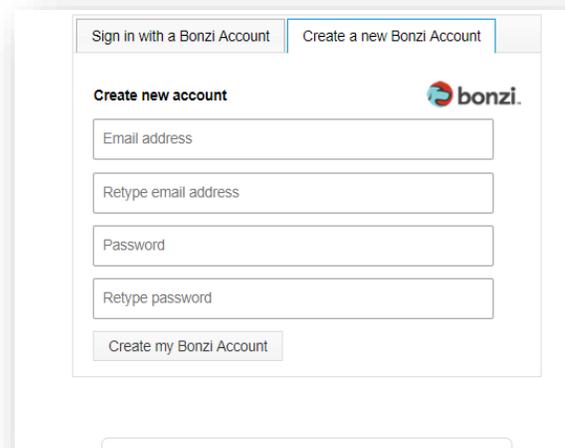
#1 - Get Your Team Registered Online

Are you looking to register an adult team with your club or league? Follow the simple steps below to help you register your team for the upcoming season.

STEP 1. Visit your league or club website and create or log in to your member account.

→ Creating a Member Account

If you do not have a member account, you can quickly create one by choosing the **Member Login** button on your league or club's home page. This will redirect you to a log in page where you can click **Become a Member** and input your personal account information including e-mail address which is required. Click **Submit** when you're done.



STEP 2. When you have successfully logged into your account, choose “**Register Now**” at the top left of your Member Home page.

This will take you to a page that displays the open registration events. Choose the appropriate registration event in which to register your team. You will be directed to a page where you can input your team information and **your** personal player and/or coach information... meaning you are the **team owner** AND a player and/or coach on the team. When you have completed entering your team information, click **Next** at the bottom of your window.



Note: The form displayed to the right is a sample. Yours may look different, but the process is the same.

A screenshot of a web registration form titled "Registration". The form has a red header bar. Below the header, there are navigation links: "Choose Category", "Registrant Information" (highlighted in blue), "Waivers", "Review & Pay", and "Receipt". The form contains several input fields: "Team Name" (required) with the value "sweet cleats", "Club Name" (required) which is empty, "Personal Information" section with checkboxes for "Coach / Team Official" and "Player", "First Name" (required) with "jamie", "Last Name" (required) with "baergen", "Nickname" (empty), "Address" (required) with "123", "Address (cont.)" (empty), "City" (required) with "dallas", and "State" (required) with a dropdown menu showing "DC".

STEP 3. Continue through the remaining steps of your registration.

There **may** be waivers and terms you need to agree to before continuing. The last step will show any fees due. Enter your billing information and click **Finish** to complete the registration process. You can return to your Member Account when you have completed registration.

#2 - Finalizing Your Team

Your team is set as **inactive** until a league or club administrator **finalizes** your team. When your team is finalized, you will receive an e-mail to let you know, and give you instructions on how to invite your players and other coaching staff.

Bonzi Team™ (Team Dashboard for Coaches and Players)

When your team has been approved by an administrator, you will then have access to your team's Bonzi Team™ account, a team dashboard for team communication and management. ***You'll also use the tools in Bonzi Team™ to invite players and coaches to your team.***



When Bonzi Team™ has been turned on for your team, you will receive an invitation e-mail that will help you get logged in and started. You can also reach your Bonzi Team™ account by clicking the **Bonzi Team™** button on the left side of your Member Account page.

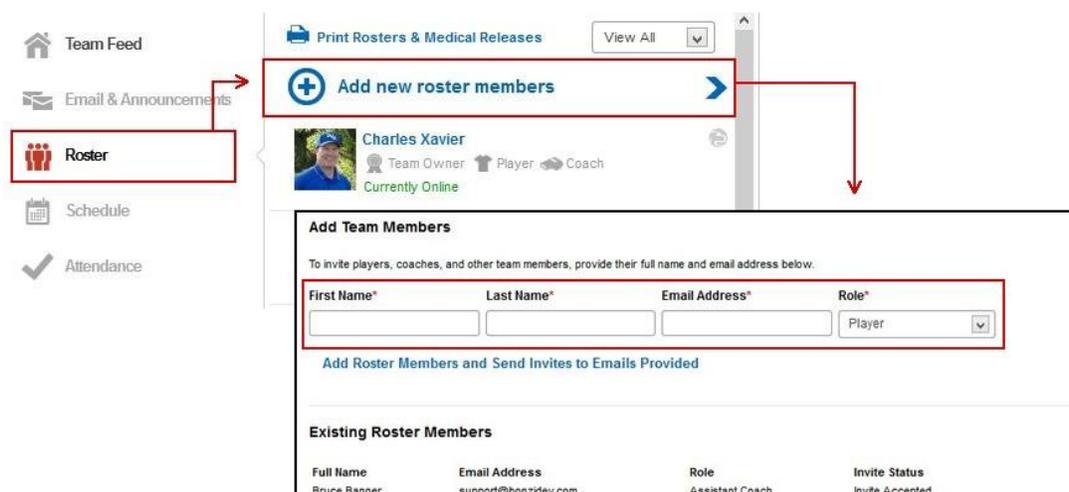
→ What If I Do Not Receive My E-mail Notice?

Make sure to check your **SPAM folder** in your e-mail software. If you still don't see your notification e-mail, contact your league or club administrator and they can re-send your confirmation e-mail.

Adding and Inviting Team Members

When first getting started on Bonzi Team™, as the team owner or coach, the most crucial step is inviting and adding members to your team roster. To invite members to your team, log into your Bonzi Team™ account and click on the **Roster** tab on the left-hand side of your browser window. Next, select the **Add new roster members** button above your currently empty roster list.

This will open a page where you can input information for those people you want to invite to join your team. Just include their name, e-mail address, and assign them a team role, such as player or coach. When you are ready, click the **Add Roster Members and Send Invites to E-mails Provided** button.



Once you have finished adding members to your team roster, an invitation will be sent to the e-mail addresses you provided. This invite asks your team members to either **Accept** or **Decline** the team invitation.

If a player declines an invitation, “**declined**” shows by the player in Bonzi Team™, and the team owner or coach can remove the player or coach from the team. Team Owners/Coaches can also remove players who have not yet accepted.

When a team member accepts an invitation, they will be directed to the league or club website registration page where they will register online.

Your newly registered team members now have access to Bonzi Team™ and your team information.

Team Roles

The **Team Owner** role is automatically assigned to the user who originally registered the team with the league or club. It is a key role with all the administrative privileges of a coach.

The **Team Owner** can change the roles of other team members. A roster member must always have at least one role assigned to them.

Those with the role of **Coach** have administrative access to their team’s Bonzi Team™ dashboard which includes administrative features such as schedule editing, mass e-mails to the entire team roster, and editing access to the public team page.

Players have access to all of their team’s information, but do not have administrative access to features such as schedule editing or sending mass e-mails to the team.

Team Members Pending Membership

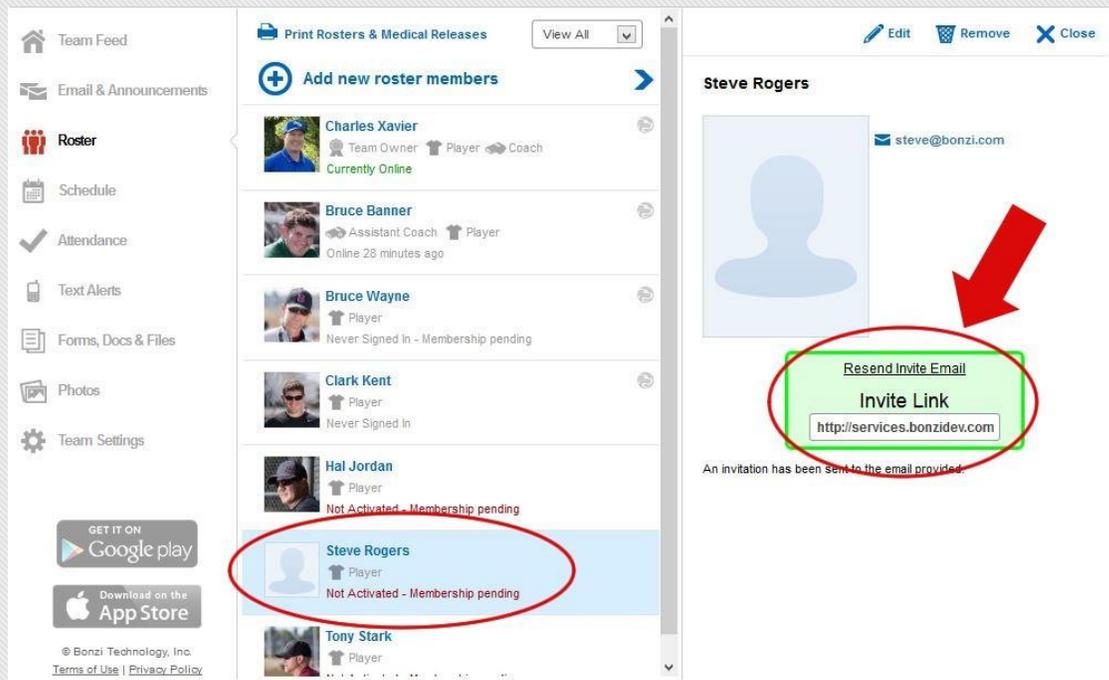
Any team members you invited that are not currently showing as members in the league or club, will have a “**membership pending**” indicator by their name. They will not be allowed to participate with the team until their membership is approved by the league or club.

Other Questions About Inviting Team Members

→ One of the people I invited to my team didn't receive their invitation e-mail. What should I do?

Players and Coaches are assigned a special invitation link just for them when they are first assigned to a team. The team member must either click the link in their invitation email or their team admins can share the link listed on their player profile inside Bonzi Team. If they did not receive their e-mail invitation, do the following:

1. Click the **ROSTER** button in Bonzi Team™ and find the player or coach name.
2. Click on the player or coach name and review their e-mail address. If it's not correct, change it and click **SAVE**.
3. Click **RESEND INVITE** to send the player or coach another e-mail message with their invitation link.



→ Ability to Limit Players to One Team

In this instance, players may only accept invitations for **one team** during a season. If your player attempts to accept an invitation when they have already accepted an invitation on another team in the same season, they will not be able to accept your invitation until they are removed from the other team by your league or club administrator.

→ Team Maximums or Roster Freeze

Your administrator can set roster limits and freeze rosters so no further players can be added to the team. Your players will receive a message should your team reach the roster limit or a roster freeze be in place.

→ Using Bonzi Team™

Once your players and coaches are invited and have accepted their position on the team, you are ready to start using Bonzi Team™. See the **Using Bonzi Team™ Guide** for more information on the available features and tools.