



Registering Teams to Iowa Recreational Leagues

In this documentation you will find instructions on how to register for Iowa's Rec Leagues as an Integrated Sports Connect Club user, non Sports Connect Club users and how to view registered teams.

For Rec Leagues you can batch apply teams into a League or apply one team at a time.

Integrated- Sports Connect Club Users

1. Create your Teams in Sports Connect Club, add 1 person (either Player or Admin) and submit teams to the Iowa Association.

Teams + Add New Team

Program: Iowa Soccer Association Test | Division: 13U - Boys

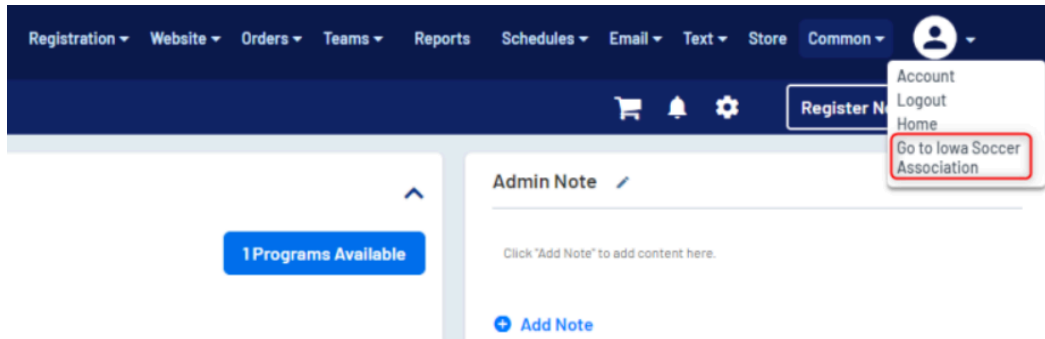
Team Personnel (1)		Players (1)	
Unallocated	Allocated	Unallocated	Allocated
1	0	0	1

13U - Boys Stack Team App

Teams	TP / P	Submission
1 Test Iowa Soccer Show Details	0 / 1	Submit Team Resync

[Submit Teams to Iowa Soccer Association](#)
[Team Directory](#)
[All Roster Actions](#)

2. Login to Association Connect via Single Sign On



- Once in the dashboard view, scroll down to the Team Counts widget. Click on the Total Number of Teams to view all of your teams.

Player Counts

Players Assigned	Players Pending	Players Activated
19	104	0

[View All Players](#)

Admin Counts

Admins Assigned	Admins Pending	Admins Activated
2	1	1

[View All Admins](#)

Team Counts

Play Level: All Play Levels | Age Group: All Age Groups

Total Teams	Teams Inactive	Teams Active
89	89	0

[View All Teams](#)

Compliance

Compliance Type	Player/Admin	Total	Complete	Incomplete	View
Risk Status	Admin	4	0	4	View
Profile Photo	Admin	3	1	2	View
Concussion Certificate	Admin	3	1	2	View
SafeSport	Admin	3	0	3	View
Profile Photo	Player	122	4	118	View
Birth Certificate	Player	122	14	108	View
Iowa Soccer Medical Release	Player	122	6	116	View

Bulletin Board

Welcome to the [OrgName] Registrar toolset. On the left hand side of the screen you will also see other menu choices that support the 4 main buttons. These choices provide additional capabilities and features for managing your league. Finally, you will also find additional menu selections in the form of tabbed sections that provide additional options and selections.

- In Team Lookup, you will see a list of all teams submitted from your Sports Connect Club portal, click on the Team Name you want to register.

TEAM LOOKUP 2024 Fall Demo Club / Demo Club / Demo Region

Show Additional Filters

Select Region: Demo Region | Select Club: Demo Club - 0D01 | Select Program: Demo Club | Select Play Type/Level: All Play Levels

Select Age Group: All Age Groups | Select Gender: All Genders | Activation Status: No Status Filter | Search Keywords: demo

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DEL		Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach
<input type="checkbox"/>	<input type="checkbox"/>	0D01-01SB12-0086	Demo U12 B May 16 Team	S	B2012	Demo Club	0	0	
<input type="checkbox"/>	<input type="checkbox"/>	0D01-01SB13-0085	Demo Club 25- G2010	S	B2013	Demo Club	0	0	
<input type="checkbox"/>	<input type="checkbox"/>	0D01-01SB14-0086	Demo Club 25- G2010	S	B2014	Demo Club	0	0	

- Once the team pulls up, click on the Tournament tab and select the league name from the drop-down menu. Click Register.

Teams / Find, Edit, Delete a Team Lookup Team 1 of 67 Next Team >>

Demo U12 B May 16 Team
0D01-01SB12-0086

[Team Details](#) [Roster Admin](#) [Roster Player](#) [Ready for Activation? ❌](#) [Team Roster](#) [Travel Roster](#) [Tournament](#)

To register for a tournament, select the tournament you wish to apply for and then click the Register button.
Tournaments Open For Registration

Select A Tournament

- On the Team Info tab please make sure to list your black out dates and answer all questions.

****You will have time later to add team contacts and player roster information.**

- If you are using the Declare Multiple Teams feature you can go back into the specific team and Add any comments or additional information you wish the League to note.

Demo Club - B2010 Blue - Boys 14U
0D01-01SB10-0089 | 2024 Fall Status: Not Activated - Reqs Not Met

[Team Info](#) [Comments](#) [Review](#)

Review Comments Window

Please use the space below to provide any additional team information that will assist the league with divisional placement and/or scheduling

Comments
No comments have been defined for this application

Add Comments Window (attached with this application)

For scheduling purposes please consider.....

8. Once on the Review tab click Submit Application.

Demo Club - B2010 - Boys 14U
0D01-01SB10-0081 | 2024 Fall Status: Not Activated - Reqs Not Met

[Team Info](#) [Comments](#) [Review](#)

Review Application

Shown below is the application that this user submitted.

YOU MUST SUBMIT YOUR APPLICATION BY CLICKING THE "SUBMIT APPLICATION" BUTTON ABOVE IN ORDER TO COMPLETE YOUR APPLICATION

9. Once you have submitted your teams application if you have additional teams please repeat the process.

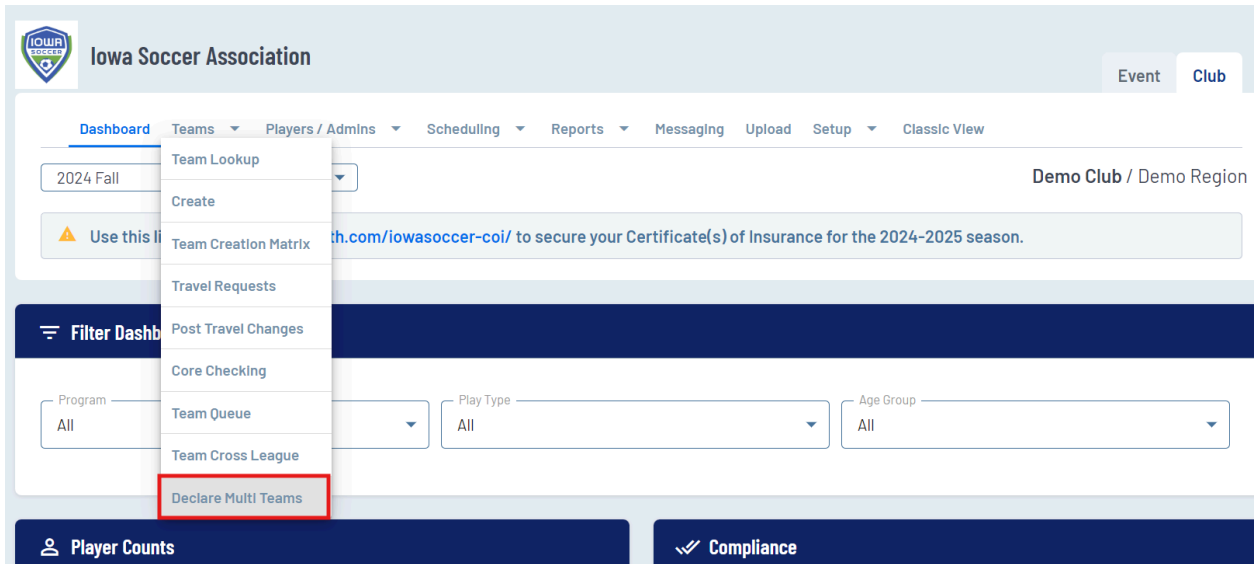
Demo Club - B2010 Blue - Boys 14U
0D01-01SB10-0089 | 2024 Fall Status: Not Activated - Reqs Not Met

[Team Info](#) [Comments](#) [Review](#)

Thank you for using our new Online Application system.

Thank you for submitting your Team Application. Please stay tuned for future League Communications. If you have questions please contact mwilson@iowasoccer.org.

You can register one team at a time or use the Declare Multi Teams where you can batch apply multiple teams at once.



The screenshot shows the Iowa Soccer Association dashboard. The 'Teams' dropdown menu is open, and the 'Declare Multi Teams' option is highlighted with a red box. The dashboard includes a navigation bar with 'Event' and 'Club' tabs, a search bar for '2024 Fall', and various filter options like 'Program', 'Play Type', and 'Age Group'. A 'Player Counts' button is visible at the bottom left, and a 'Compliance' button is at the bottom right.

1. Select a tournament/ league name from the drop-down menu. Click Start Application.
2. Select search criteria from the various dropdown menus and choose Search. Only teams that meet the qualifications to play in the respective tournament/ league will appear in the search results.
3. Checkboxes across from teams you wish to apply. Once selections have been made, click Apply Teams
4. The Submit screen will display all the teams you have selected on the previous page. If a team was selected in error, click the Remove link across from the team name to eliminate them from this list. Once the list of teams has been verified, click Submit Applications.
5. Teams have now been submitted into the tournament/ league play. You may click on the order number to pay or submit payment information at a later time by going to the Team's tournament tab.



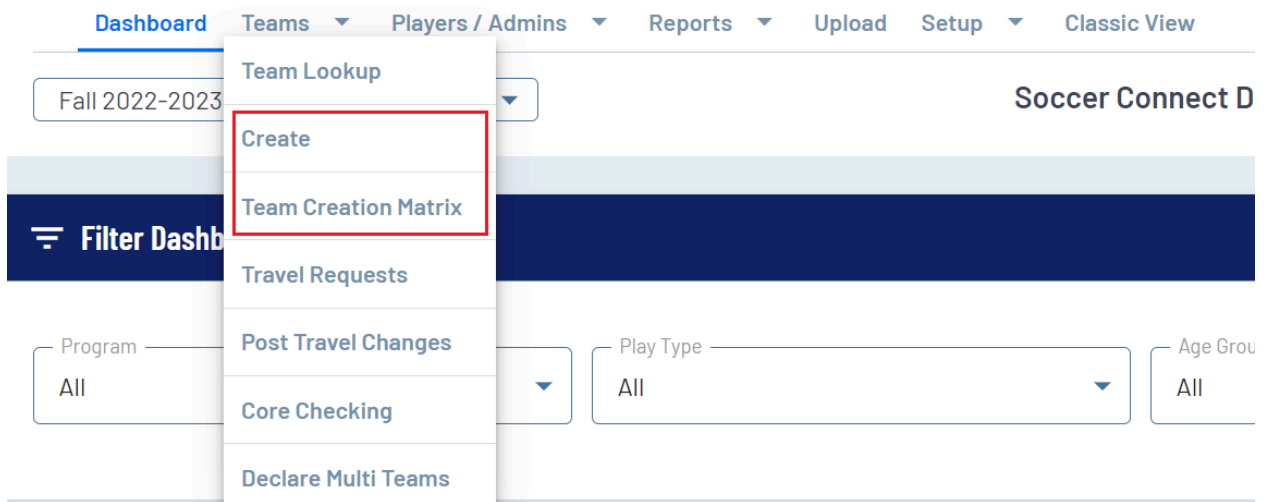
Teams Just Submitted

You may click on order number to pay or pay later from Team's tournament tab.

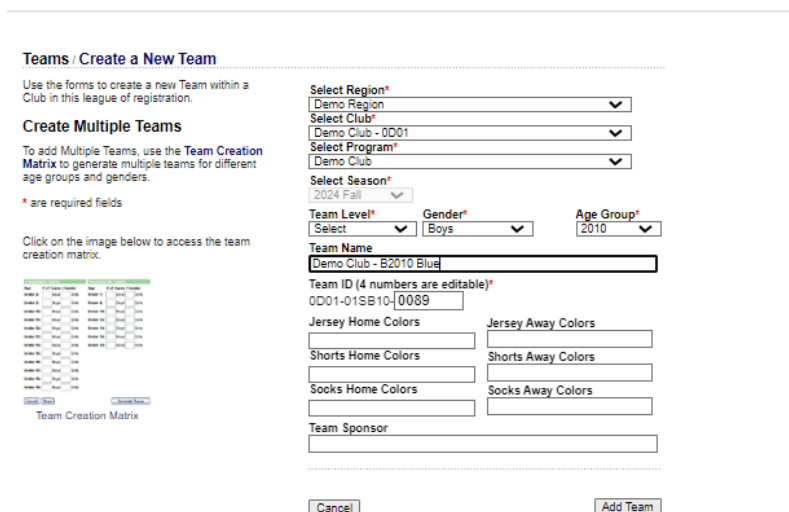
TeamCode	Team	Status	OrderNum	Age	TourTab
CS01-01CG11-0028	Soccer Connec - GU11	Submitted	2-6498254	Girls Under 11	Go
CS01-01CG13-0031	Soccer Connec - GU13	Submitted	2-6498254	Girls Under 13	Go
CS01-01CG12-0029	Soccer Connec - GU12	Submitted	2-6498254	Girls Under 12	Go

Non- Sports Connect Club Users

6. Create teams in Association <https://iowasoccer.sportsaffinity.com>
7. If you don't have your username and password please either contact support **800-808-7195** or the State Office
8. Click on Teams in the Navigation
 - i. Click Create to create one team at a time
 - ii. Click Team Creation Matrix to create multiple teams at once



9. For the Team Name make sure you include your **Club's Name and Age**, this will help with team placement.

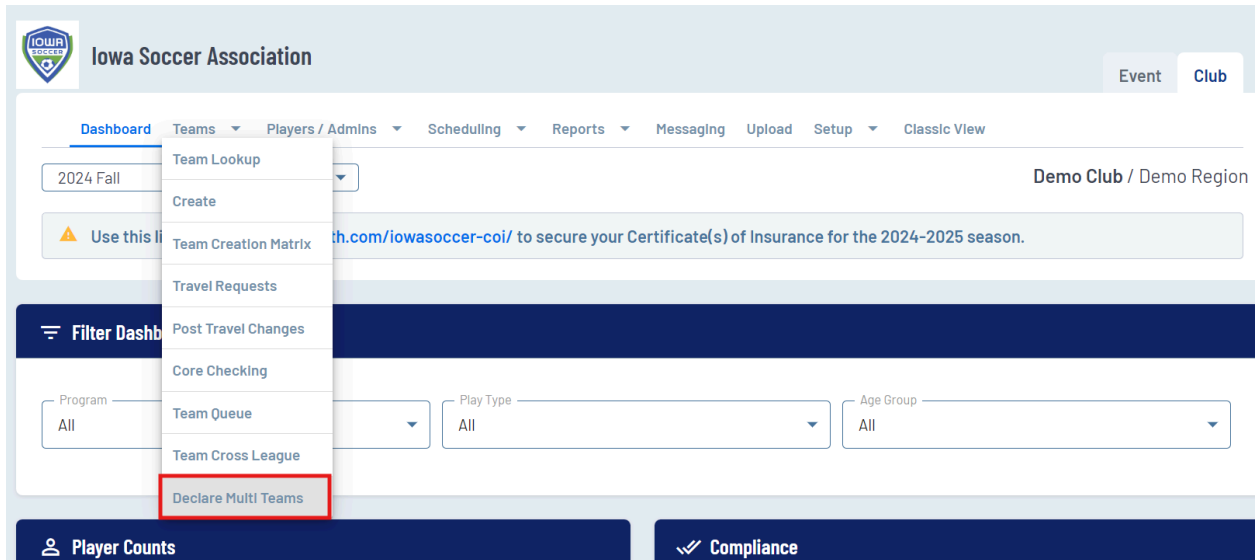


The screenshot shows the 'Teams / Create a New Team' form. The form is titled 'Teams / Create a New Team' and includes instructions: 'Use the forms to create a new Team within a Club in this league of registration.' There are two main sections: 'Create Multiple Teams' and 'Create a New Team'. The 'Create Multiple Teams' section includes a link to the 'Team Creation Matrix'. The 'Create a New Team' section contains the following fields:

- Select Region* (Dropdown menu)
- Select Club* (Dropdown menu)
- Select Program* (Dropdown menu)
- Select Season* (Dropdown menu)
- Team Level* (Dropdown menu)
- Gender* (Dropdown menu)
- Age Group* (Dropdown menu)
- Team Name (Text input field)
- Team ID (4 numbers are editable)* (Text input field)
- Jersey Home Colors (Text input field)
- Jersey Away Colors (Text input field)
- Shorts Home Colors (Text input field)
- Shorts Away Colors (Text input field)
- Socks Home Colors (Text input field)
- Socks Away Colors (Text input field)
- Team Sponsor (Text input field)

At the bottom of the form, there are two buttons: 'Cancel' and 'Add Team'.

10. Once Teams are created, from the main navigation, hover over Teams and select Declare Multi Teams.



11. Select a tournament/ league name from the drop-down menu. Click Start Application.
12. Select search criteria from the various dropdown menus and choose Search. Only teams that meet the qualifications to play in the respective tournament/ league will appear in the search results.
13. Checkboxes across from teams you wish to apply. Once selections have been made, click Apply Teams
14. The Submit screen will display all the teams you have selected on the previous page. If a team was selected in error, click the Remove link across from the team name to eliminate them from this list. Once the list of teams has been verified, click Submit Applications.
15. Teams have now been submitted into the tournament/ league play. You may click on the order number to pay or submit payment information at a later time by going to the Team's tournament tab.

1. Tournament and League 2. Teams 3. **Submit**

Teams Just Submitted

You may click on order number to pay or pay later from Team's tournament tab.

TeamCode	Team	Status	OrderNum	Age	TourTab
CS01-01CG11-0028	Soccer Connec - GU11	Submitted	2-6498254	Girls Under 11	Go
CS01-01CG13-0031	Soccer Connec - GU13	Submitted	2-6498254	Girls Under 13	Go
CS01-01CG12-0029	Soccer Connec - GU12	Submitted	2-6498254	Girls Under 12	Go

****You will have time later to add team contacts and player roster information.**

16. Add any comments or additional information you wish the League to note.

Demo Club - B2010 Blue - Boys 14U
0D01-01SB10-0089 | 2024 Fall Status: Not Activated - Reqs Not Met

Team Info Comments **Review**

Review Comments Window
Please use the space below to provide any additional team information that will assist the league with divisional placement and/or scheduling

Comments

No comments have been defined for this application

Add Comments Window (attached with this application)
For scheduling purposes please consider.....

Add Comments Continue >>

17. Once on the Review tab click Submit Application.

Demo Club - B2010 - Boys 14U
0D01-01SB10-0081 | 2024 Fall Status: Not Activated - Reqs Not Met

Send Mail
<< Back to Team

Team Info Comments **Review**

Review Application Print Page **Submit Application**

Shown below is the application that this user submitted.

YOU MUST SUBMIT YOUR APPLICATION BY CLICKING THE "SUBMIT APPLICATION" BUTTON ABOVE IN ORDER TO COMPLETE YOUR APPLICATION

18. Once you have submitted your teams application if you have additional teams please repeat the process.

Demo Club - B2010 Blue - Boys 14U
0D01-01SB10-0089 | 2024 Fall Status: Not Activated - Reqs Not Met

[Team Info](#) [Comments](#) [Review](#)

Thank you for using our new Online Application system.

Thank you for submitting your Team Application. Please stay tuned for future League Communications. If you have questions please contact mwilson@iowasoccer.org.

View Teams that are Registered

Team Lookup

1. Click on Teams in the navigation bar, select Team Lookup



2. Search for your teams
3. Once teams have been submitted to the League you will see a green D with a circle for team Declared into a League.

TEAM LOOKUP 2024 Fall ▾

Show Additional Filters ▾

Select Region: Demo Region ▾ Select Club: Demo Club - 0D01 ▾ Select Program: Demo Club ▾ Select Play Type/Level: All Play Levels ▾

Select Age Group: All Age Groups ▾ Select Gender: All Genders ▾ Activation Status: No Status Filter ▾ Search Keywords:

Reset Search

Delete Selected Email Selected

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DEL		Team ID	Team Name ▾	Lvl	Age	Club Name	AD	PL	Coach
<input type="checkbox"/>	<input type="checkbox"/>	0D01-01SB12-0086	Demo U12 B May 16 Team	S	B2012	Demo Club	0	0	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0D01-01SB13-0085	Demo Club 25- G2010	S	B2013	Demo Club	0	0	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0D01-01RB14-0028	Demo Club - Water B2014	R	B2014	Demo Club	0	0	<input type="checkbox"/>

Tournament Team Report

You can run a report to make sure all teams have been registered.

1. Click on Team Reports

Dashboard Insights **Teams** ▾ Players / Admins ▾ **Reports** ▾ Messaging Upload Setup ▾ Classic View

My Reports

Graphical Reports

Registrations

Team Reports

TEAM LOOKUP 2024 Fall ▾

2. Select Report Type: Tournament Team Application

TEAM REPORTS 2024 Fall ▾

Select a Club: Demo Club - D01 ▾

Select a Program: Demo Club ▾

Select Gender: All Genders ▾ Select Team Level: ▾

Age Group: ▾ Team Status: All ▾

Report Type: Tournament Team Application ▾

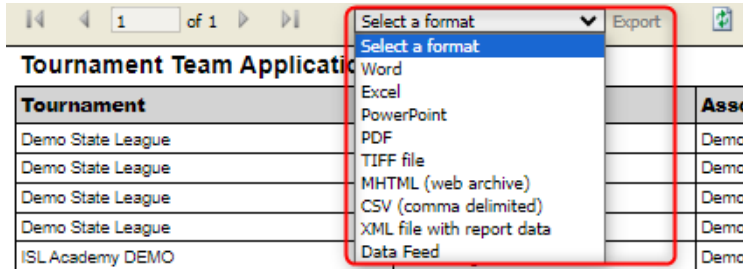
Generate Report Save Report

3. Click Generate Report

Tournament Team Application Report

Tournament	District	Association (League)	Club	Age Group	Team Name	Team Code	# of Admins	# of Players	Team Status	Application Status	Pay Status	Pay Type	Balance Due
Demo State League	Demo Region	Demo Club	Demo Club	Girls 12U	Demo Club - 02013	0001-0181013-0078	0	0	Not Activated	In Progress	Unpaid		\$100.00
Demo State League	Demo Region	Demo Club	Demo Club	Girls 8U/10U	Demo Club - 02014	0001-0181014-0040	0	0	Not Activated	In Progress	Unpaid		\$100.00
Demo State League	Demo Region	Demo Club	Demo Club	Boys 13U	Demo Club 25- 02010	0001-01811010008	0	0	Not Activated	Final Acceptance	Unpaid		\$100.00
Demo State League	Demo Region	Demo Club	Demo Club	Boys 12U	Demo U12 B May 16 Team	0001-0181012-0088	0	0	Not Activated	Final Acceptance	Unpaid		\$100.00

4. You can export the report and sort as needed



The screenshot shows a web interface for a 'Tournament Team Application Report'. At the top, there are navigation controls (back, forward, page 1 of 1) and an 'Export' button. A dropdown menu is open, listing various file formats for export: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed. The table below the dropdown shows columns for 'Tournament' and 'Ass' (likely Association). The rows include 'Demo State League' and 'ISL Academy DEMO'.