



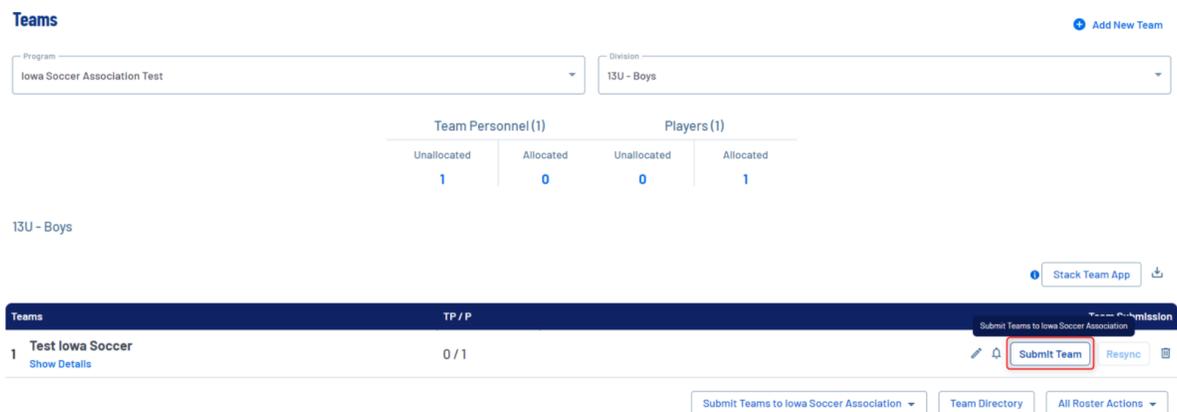
Registering Teams to Iowa Recreational Leagues

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.



The screenshot shows the 'Teams' management page in Sports Connect Club. At the top right, there is a blue '+ Add New Team' button. Below it are two dropdown menus: 'Program' set to 'Iowa Soccer Association Test' and 'Division' set to '13U - Boys'. A summary table shows the team's personnel and player counts:

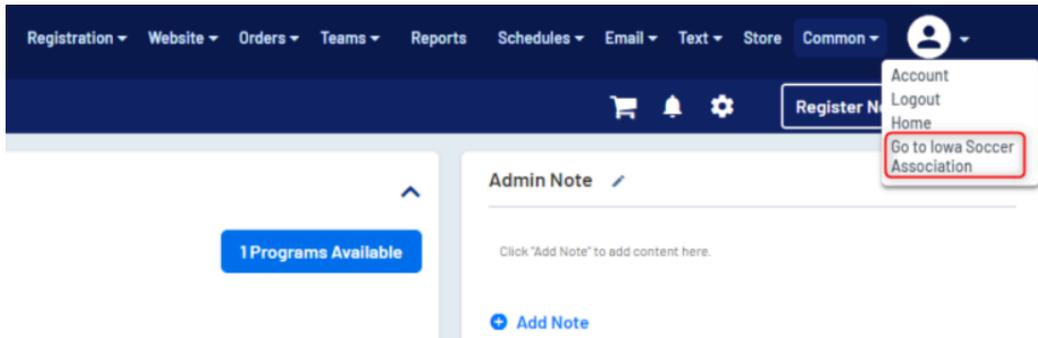
| Team Personnel (1) | | Players (1) | |
|--------------------|-----------|-------------|-----------|
| Unallocated | Allocated | Unallocated | Allocated |
| 1 | 0 | 0 | 1 |

Below the table, the text '13U - Boys' is displayed. On the right side, there is a 'Stack Team App' button with a download icon. At the bottom, a table lists the team:

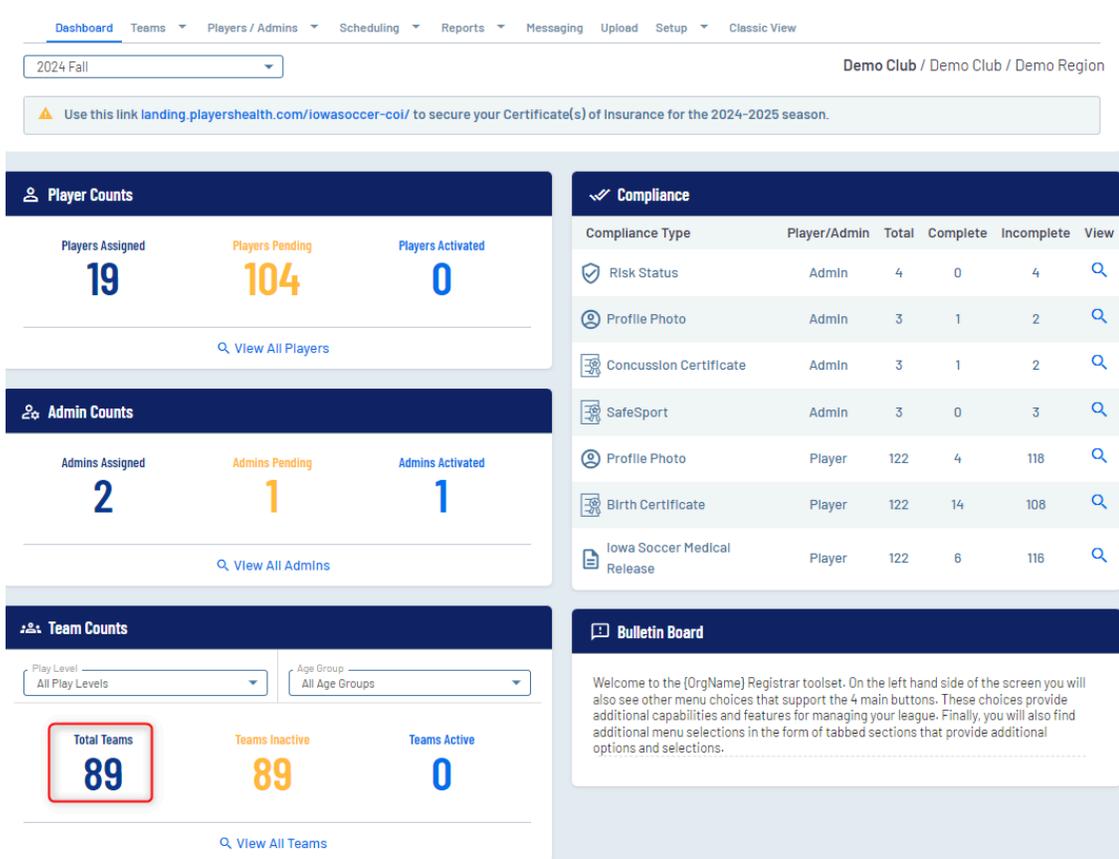
| Teams | TP / P | Submission |
|--|--------|--|
| 1 Test Iowa Soccer Show Details | 0 / 1 | Submit Team Resync |

At the bottom right, there are three buttons: 'Submit Teams to Iowa Soccer Association', 'Team Directory', and '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.



The screenshot shows the main dashboard with the following sections:

- Player Counts:**
 - Players Assigned: 19
 - Players Pending: 104
 - Players Activated: 0
 - [View All Players](#)
- Admin Counts:**
 - Admins Assigned: 2
 - Admins Pending: 1
 - Admins Activated: 1
 - [View All Admins](#)
- Team Counts:**
 - Play Level: All Play Levels
 - Age Group: All Age Groups
 - Total Teams: 89** (highlighted with a red box)
 - Teams Inactive: 89
 - Teams Active: 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

Reset Search

Delete Selected Email Selected Page 1 of 3 Items 1 - 25 of 67

| 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 | D |
| <input type="checkbox"/> | <input type="checkbox"/> | 0D01-01SB13-0085 | Demo Club 25- G2010 | S | B2013 | Demo Club | 0 | 0 | D |
| <input type="checkbox"/> | <input type="checkbox"/> | 0D01-01SB14-0086 | Demo Club 25- G2010 | S | B2014 | Demo Club | 0 | 0 | D |

- 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 Register

- 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.....

Empty text area for adding comments.

[Add Comments](#) [Continue >>](#)

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

[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

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

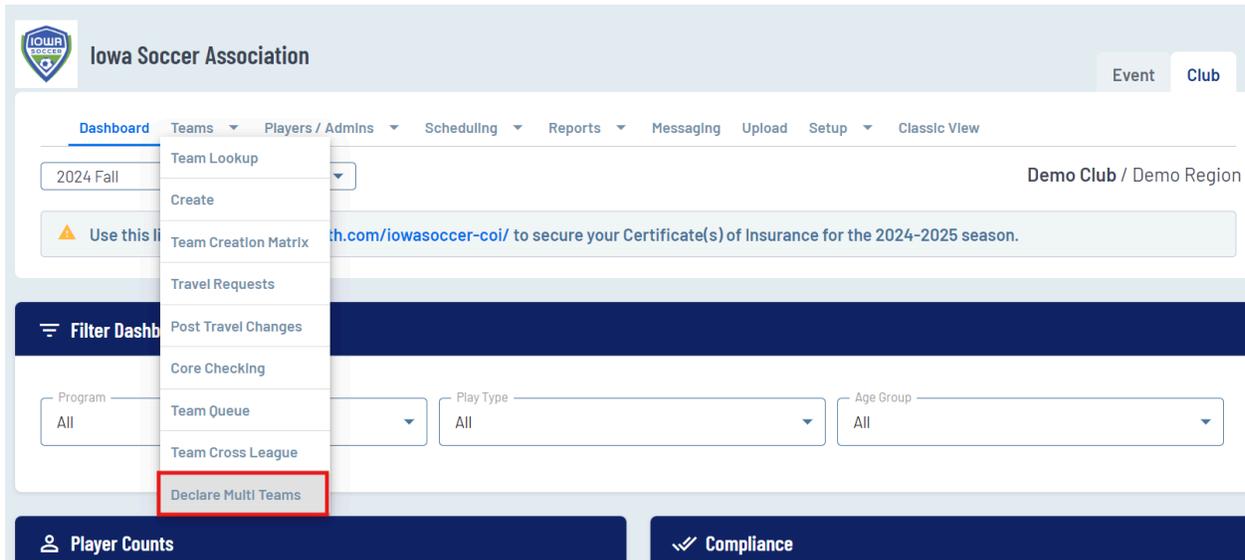
Demo Club - B2010 Blue - Boys 14U
0D01-01SB10-0089 | 2024 Fall Status: Not Activated - Reqs Not Met

[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.



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.
6. Return to each team's individual application: Teams > Team Lookup > Search team > Click the Tournament tab > Click the edit pencil next to tournament name > Select the appropriate age group for the team.

TEAM LOOKUP 2024 Fall / 2025 Spring ← Back to Team Lookup

Teams / Find, Edit, Delete a Team 6 of 72 >

Demo Club - B2008
0001-01SB08-0048

Team Details Roster Admin Roster Player Not Ready for Activation? ● Team Roster Travel Roster Tournament

Listed below are the tournament applications this team has applied for.
To view/edit the application please click "edit icon" next to the application wish to edit.

| Tournaments Registered To | Flight | Order # | Amount Paid | Amount Due | - Edit Application |
|----------------------------|--------|---------|-------------|------------|---|
| ISL STATE LEAGUE FALL 2024 | | | \$0.00 | \$0.00 |   |

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

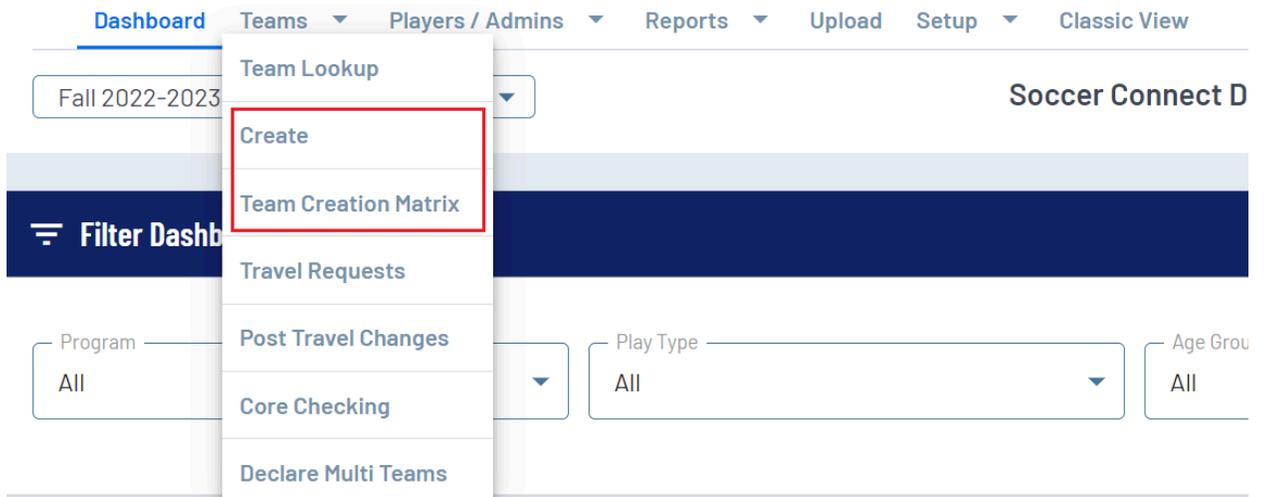
Teams Just Submitted

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 |

Non- Sports Connect Club Users

7. Create teams in Association <https://iowasoccer.sportsaffinity.com>
8. If you don't have your username and password please either contact support **800-808-7195** or the State Office
9. 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



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

Teams / Create a New Team

Use the forms to create a new Team within a Club in this league of registration.

Create Multiple Teams

To add Multiple Teams, use the **Team Creation Matrix** to generate multiple teams for different age groups and genders.

* are required fields

Click on the image below to access the team creation matrix:



[Team Creation Matrix](#)

Select Region*
Demo Region

Select Club*
Demo Club - 0D01

Select Program*
Demo Club

Select Season*
2024 Fall

Team Level* Select **Gender*** Boys **Age Group*** 2010

Team Name
Demo Club - B2010 Blue

Team ID (4 numbers are editable)*
0D01-01SB10-0089

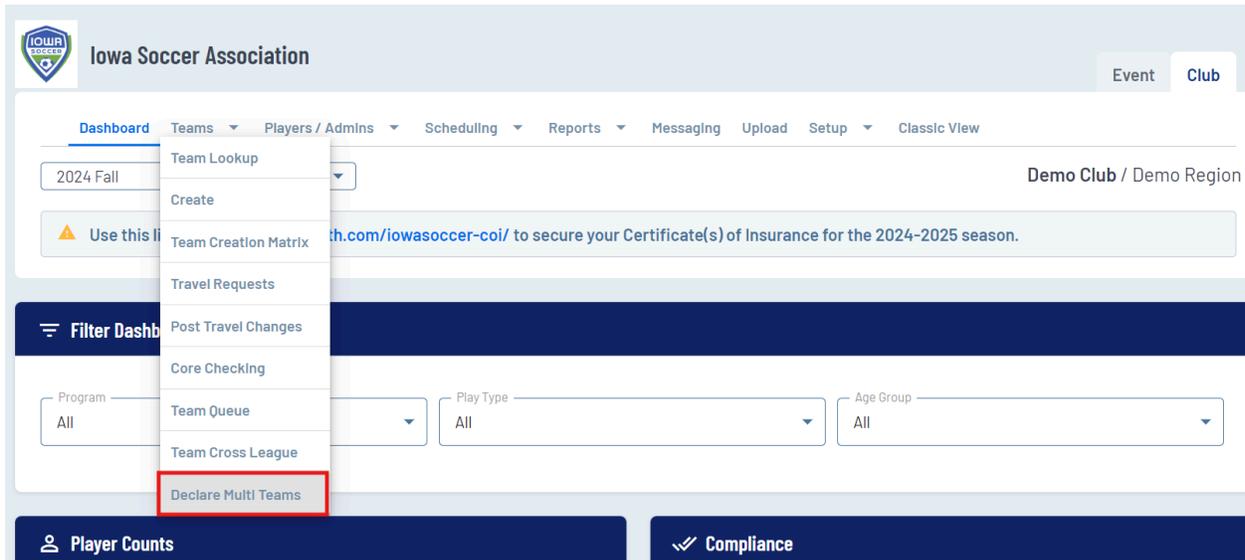
Jersey Home Colors **Jersey Away Colors**

Shorts Home Colors **Shorts Away Colors**

Socks Home Colors **Socks Away Colors**

Team Sponsor

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



12. Select a tournament/ league name from the drop-down menu. Click Start Application.
13. 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.
14. Checkboxes across from teams you wish to apply. Once selections have been made, click Apply Teams
15. 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.
16. 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.

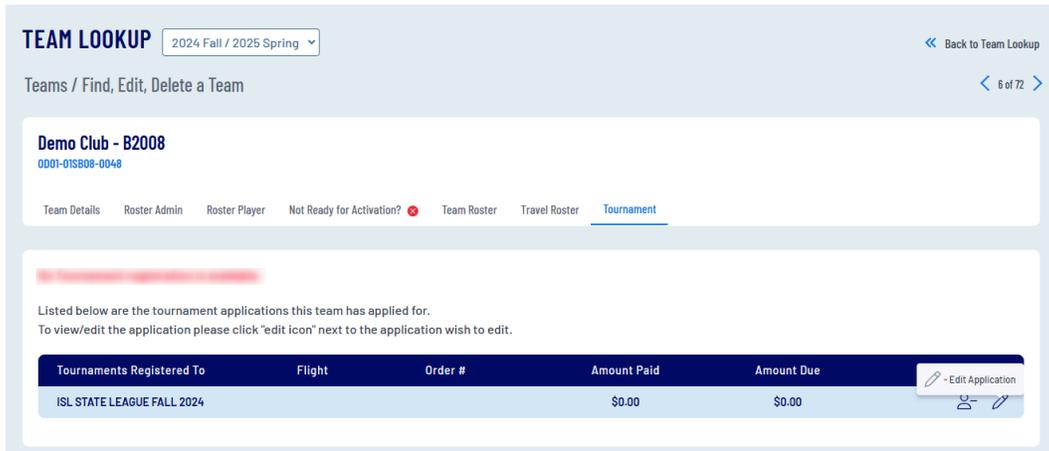


Teams Just Submitted

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 |

- Return to each team's individual application: Teams > Team Lookup > Search team > Click the Tournament tab > Click the edit pencil next to tournament name > Select the appropriate age group for the team.



TEAM LOOKUP 2024 Fall / 2025 Spring ← Back to Team Lookup

Teams / Find, Edit, Delete a Team ← 6 of 72 →

Demo Club - B2008
0001-01S808-0048

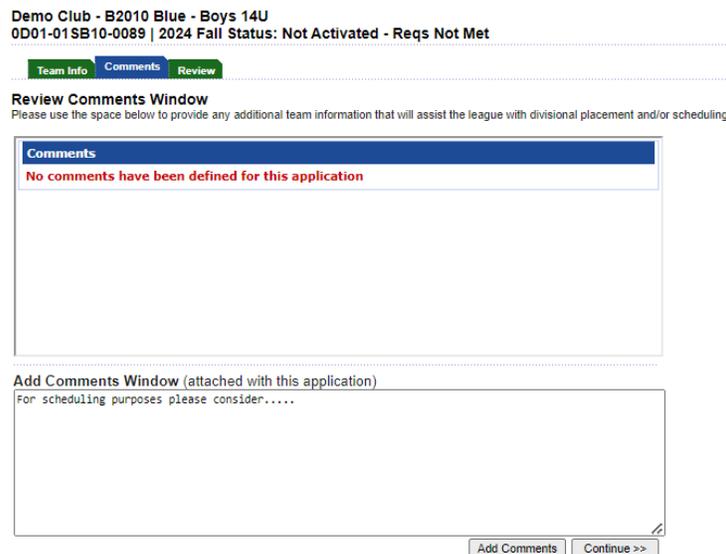
Team Details Roster Admin Roster Player Not Ready for Activation? ● Team Roster Travel Roster Tournament

Listed below are the tournament applications this team has applied for.
To view/edit the application please click "edit icon" next to the application wish to edit.

| Tournaments Registered To | Flight | Order # | Amount Paid | Amount Due | ✎ - Edit Application |
|----------------------------|--------|---------|-------------|------------|----------------------|
| ISL STATE LEAGUE FALL 2024 | | | \$0.00 | \$0.00 | ✎ ✎ |

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

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



Demo Club - B2010 Blue - Boys 14U
0001-01SB10-0089 | 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 >>

- 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

- 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](#)

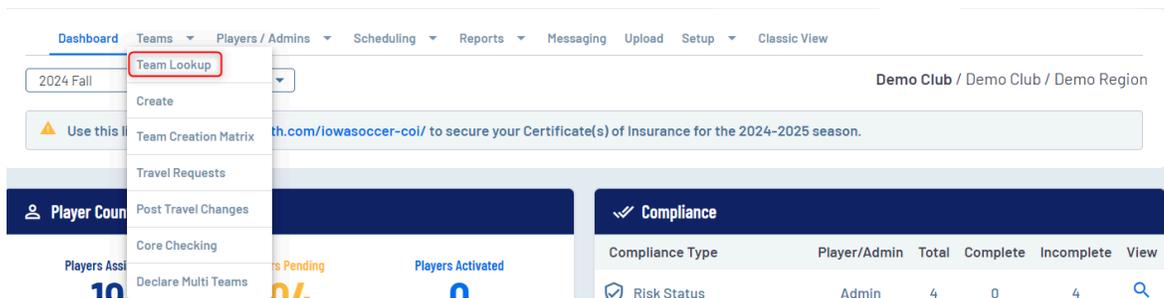
Thank you for using our new Online Application system.

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

- Click on Teams in the navigation bar, select Team Lookup



The screenshot shows the top navigation bar of the Sports Connect application. The 'Teams' menu is open, and 'Team Lookup' is highlighted with a red box. Other menu items include Dashboard, Players / Admins, Scheduling, Reports, Messaging, Upload, Setup, and Classic View. Below the navigation bar, there is a search bar for '2024 Fall' and a dropdown menu. A notification banner is visible, and the main content area shows a 'Player Count' section with 'Players Assessed' and 'Players Activated' counts, and a 'Compliance' table.

| Compliance Type | Player/Admin | Total | Complete | Incomplete | View |
|-----------------|--------------|-------|----------|------------|----------------------|
| Risk Status | Admin | 4 | 0 | 4 | View |

- Search for your teams
- 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

Page 1 of 3 Items 1 - 25 of 67 < > →

| 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** ▾

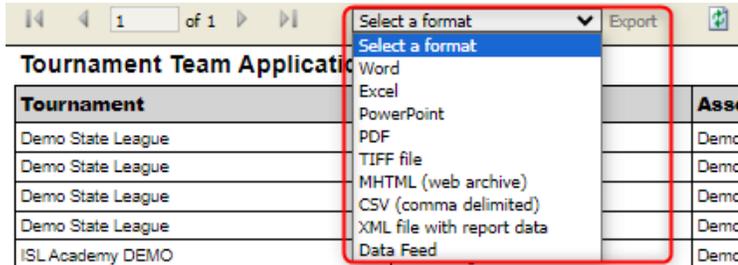
Generate Report Save Report

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. Below the dropdown, a table is visible with columns for 'Tournament' and 'Ass' (likely Association). The table contains several rows of data, including 'Demo State League' and 'ISL Academy DEMO'.