



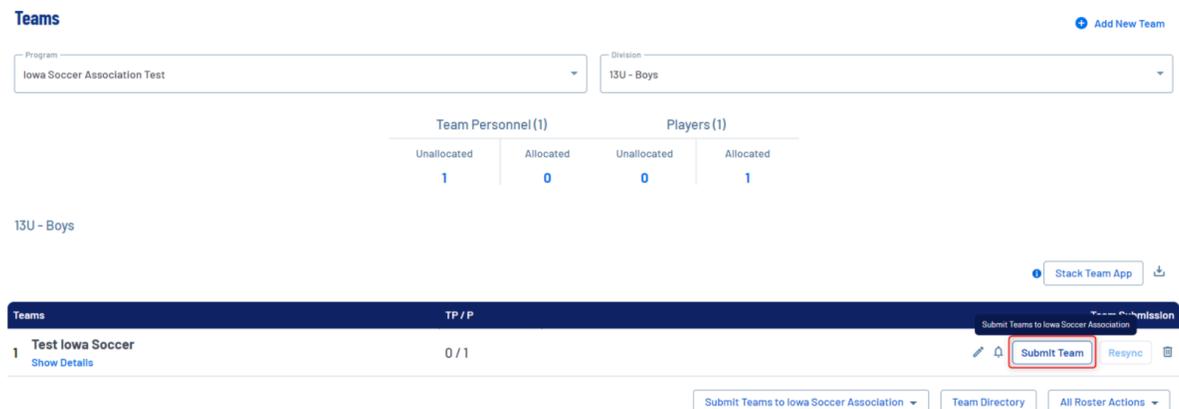
Registering Teams to Iowa Recreational Leagues

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.

NEW Please Note: For the Rec Leagues you will submit one team at a time as there are questions that will be asked for team placement. This is different from last year as we allowed teams to apply in a batch.

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 interface. At the top, there are dropdown menus for 'Program' (Iowa Soccer Association Test) and 'Division' (13U - Boys). Below these are two summary tables:

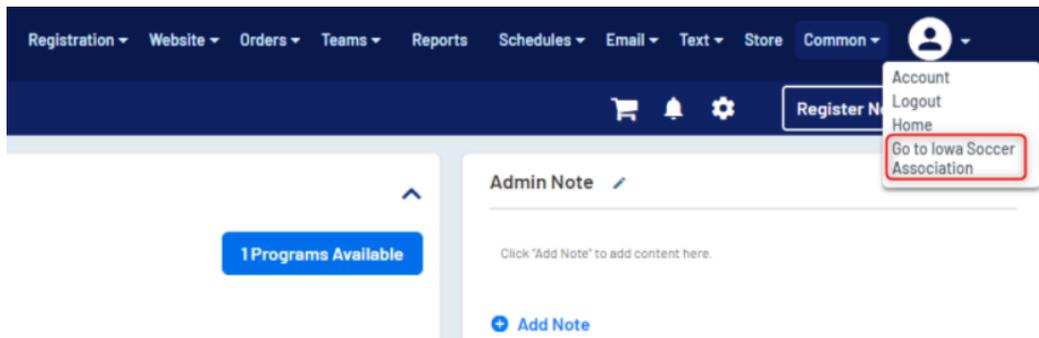
| Team Personnel (1) | | Players (1) | |
|--------------------|-----------|-------------|-----------|
| Unallocated | Allocated | Unallocated | Allocated |
| 1 | 0 | 0 | 1 |

Below the tables, the team name '13U - Boys' is displayed. At the bottom of the interface, there is a table with one row:

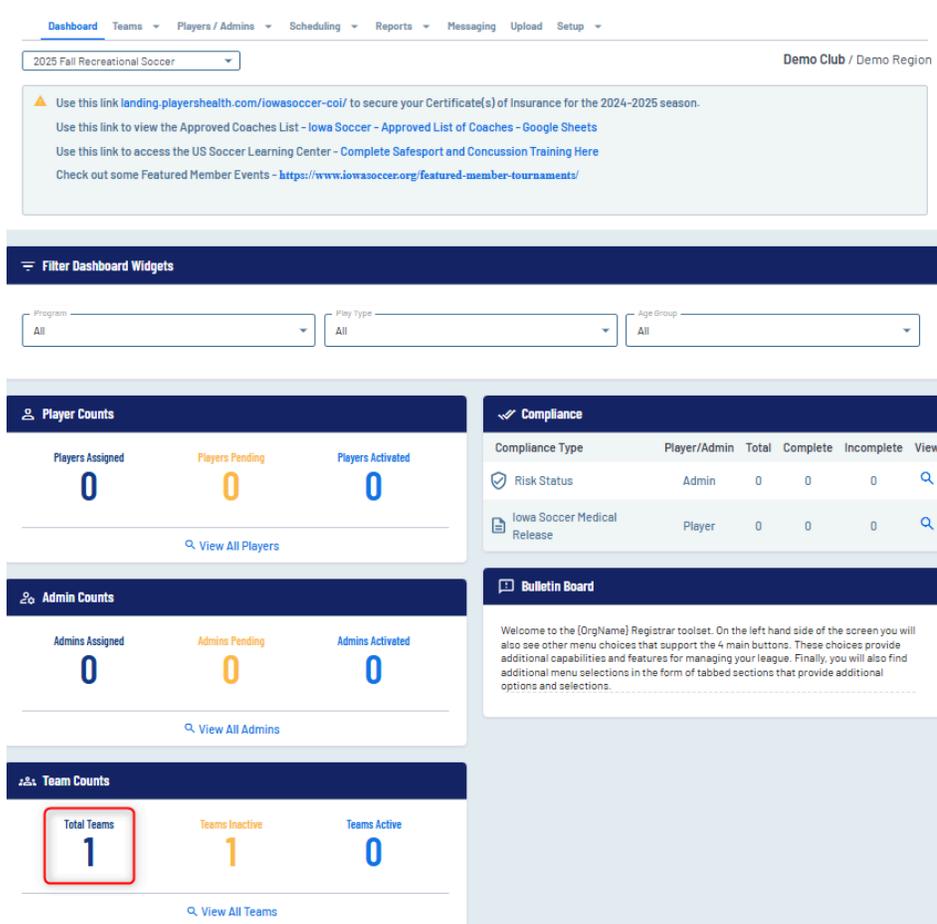
| Team | TP / P | Submission |
|--------------------|--------|---|
| 1 Test Iowa Soccer | 0 / 1 | Submit Teams to Iowa Soccer Association |

Buttons for 'Submit Team', 'Resync', 'Stack Team App', and 'Submit Teams to Iowa Soccer Association' are visible.

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 |
| 0 | 0 | 0 |

[View All Players](#)

Admin Counts

| | | |
|-----------------|----------------|------------------|
| Admins Assigned | Admins Pending | Admins Activated |
| 0 | 0 | 0 |

[View All Admins](#)

Team Counts

| | | |
|-------------|----------------|--------------|
| Total Teams | Teams Inactive | Teams Active |
| 1 | 1 | 0 |

[View All Teams](#)

Compliance

| Compliance Type | Player/Admin | Total | Complete | Incomplete | View |
|-----------------------------|--------------|-------|----------|------------|----------------------|
| Risk Status | Admin | 0 | 0 | 0 | View |
| Iowa Soccer Medical Release | Player | 0 | 0 | 0 | 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 2025 Fall Recreational Soccer

Show Additional Filters

Select Region: Demo Region | Select Club: All Clubs | Select Program: All Programs | 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 1 Items 1-1 of 1

| DEL | Team ID | Team Name | Lvl | Age | Club Name | AD | PL | Coach |
|--------------------------|------------------|-------------------|-----|-------|-----------|----|----|-------|
| <input type="checkbox"/> | 0D01-01RB10-0101 | Demo Club - B2010 | R | B2010 | 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.

Demo Club - B2010
0D01-01RB10-0101

Team Details | Roster Admin | Roster Player | Not 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

- 2025 Fall Developmental Conference NYSL
- 2025 Fall Premier Conference NYSL
- 2025 NYSL Summer Showdown
- ISL REC CENTRAL FALL 2025**
- ISL REC NORTHEAST FALL 2025**

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.**

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.....

7. 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

8. 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

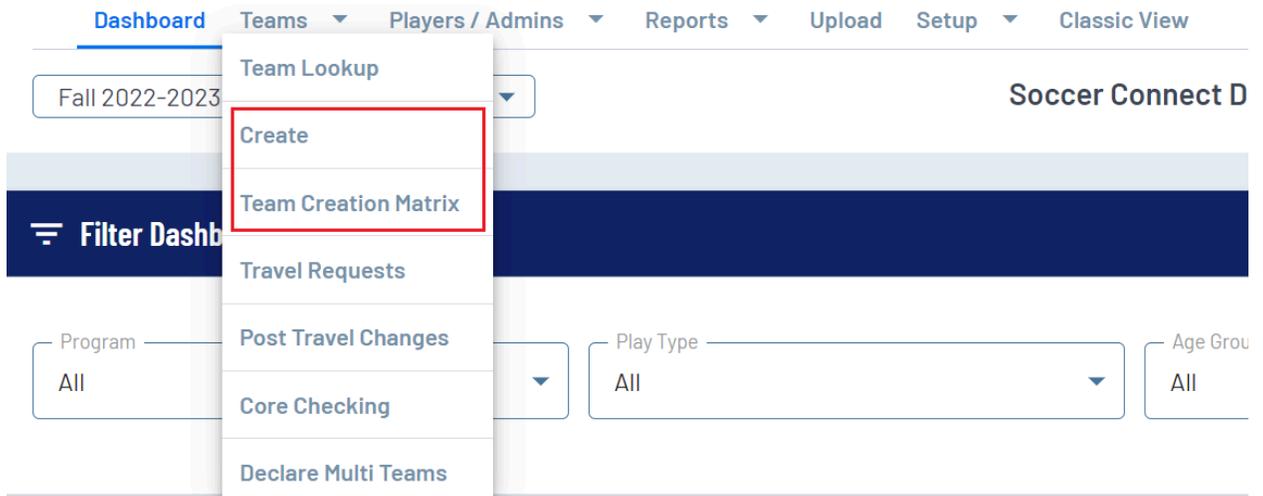
[Team Info](#) [Comments](#) [Review](#)

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.

Non- Sports Connect Club Users

1. Create teams in Association <https://iowasoccer.sportsaffinity.com>
2. If you don't have your username and password please either contact support **800-808-7195** or the State Office
3. 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



4. 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.



Select Region*
Demo Region

Select Club*
Demo Club - 0D01

Select Program*
Demo Club

Select Season*
2025 Fall / 2026 Spring Academy and Select Soccer

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

Team Name
Demo Club - B2010

Team ID (4 numbers are editable)*
0D01-01SB10-0099

Jersey Home Colors **Jersey Away Colors**

Shorts Home Colors **Shorts Away Colors**

Socks Home Colors **Socks Away Colors**

Team Sponsor

Cancel Add Team

- Once Teams are created click on the team and then the Tournament Tab.
- Select the Rec League and click Register.

Demo Club - B2010

0D01-01RB10-0101

Team Details Roster Admin Roster Player Not 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

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- 2025 NYSL Summer Showdown
- ISL REC CENTRAL FALL 2025**
- ISL REC NORTHEAST FALL 2025**

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

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

Demo Club - B2010 Blue - Boys 14U

0D01-01SB10-0089 | 2024 Fall / 2025 Spring Status: Not Activated - Reqs Not Met

Team Info Contacts Player Roster Disciplinary Comments Review

Team Information

Please select your age group and complete all required information for your team.
Team Scheduling Blackout Days

Home Away

Add a date

| Blackout Date | Home | Away | |
|---------------|--------------------------|--------------------------|--------|
| 09/14/2024 | <input type="checkbox"/> | <input type="checkbox"/> | delete |
| 10/26/2024 | <input type="checkbox"/> | <input type="checkbox"/> | delete |

Team Name*

(up to 25 characters)

Demo Club - B2010 Blue

Team ID

0D01-01SB10-0089

Home Jersey Colors

Away Jersey Colors

Team Gender*

Boys

Playing Age Group*

Boys 14U

Team Primary Contact Name*

q

Team Primary Contact Email Address*

q

Team Primary Contact Phone #*

q

- 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**

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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.

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

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Team Info Comments **Review**

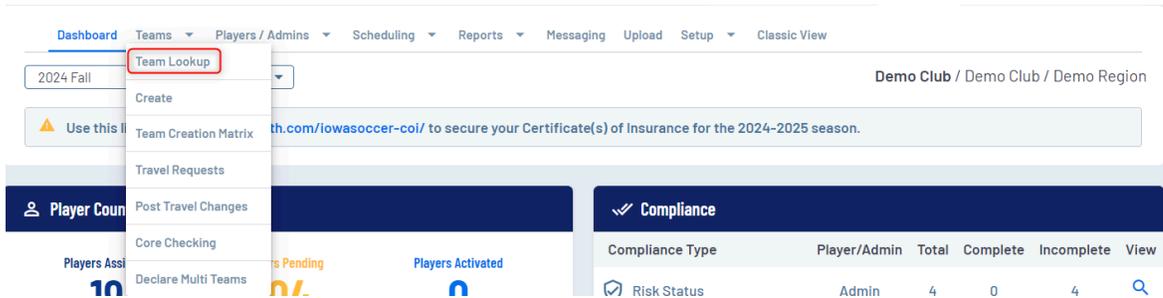
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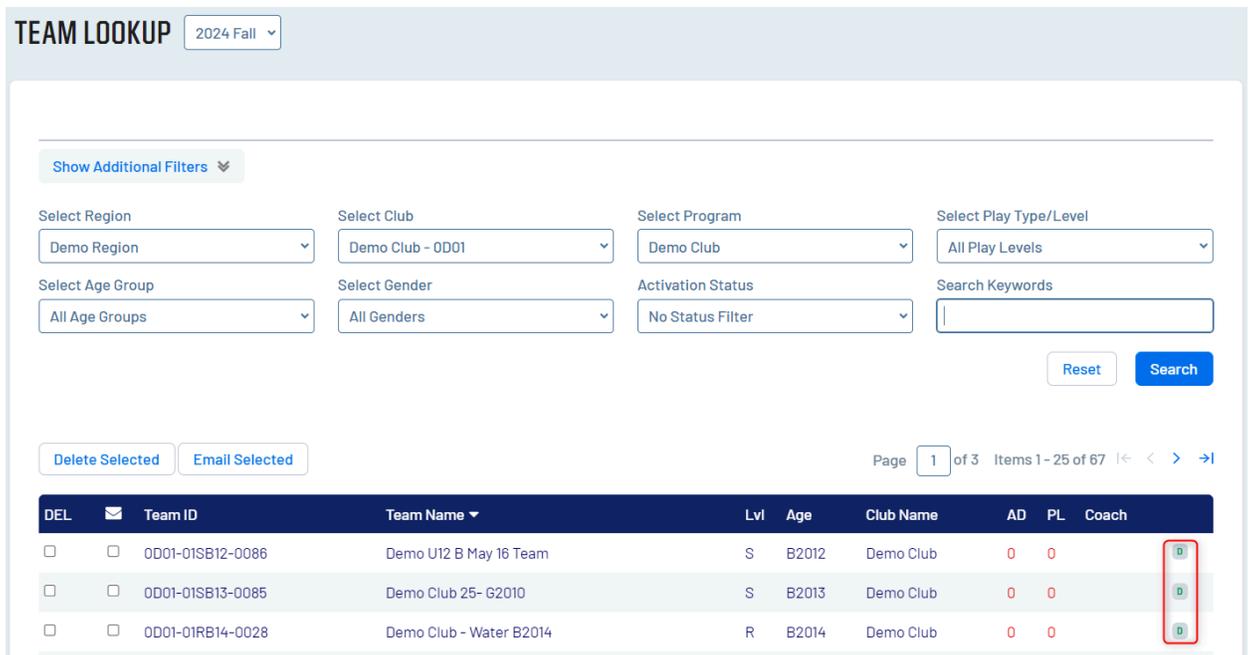
View Teams that are Registered

Team Lookup

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



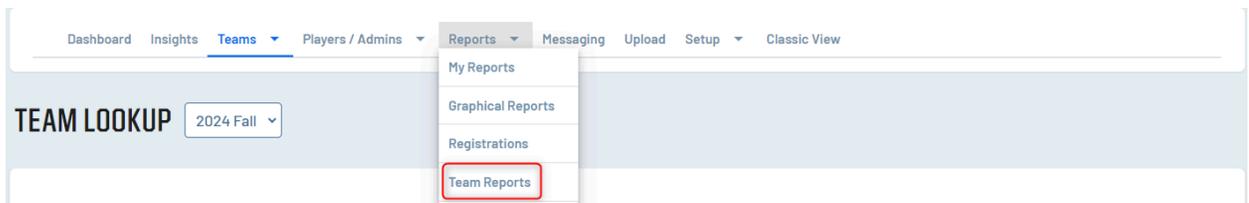
2. Search for your teams
3. Once teams have been submitted to the League you will see a green D with a circle for team Declared into a League.



Tournament Team Report

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

1. Click on Team Reports



2. Select Report Type: Tournament Team Application

