



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.

<u>NEW Please Note:</u> For the Rec Leagues you will submit <u>one</u> 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.



2. Login to Association Connect via Single Sign On

Registration - Website - Orders - Teams - Reports	Schedules - Email - Text - Store Common - Account Account Constant Logout Home
^	Admin Note 🖌
1 Programs Available	Click "Add Note" to add content here.

3. 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.

Dashboard Teams 🛪	 Players / Admins	heduling 👻 Reports 👻 M	lessag	ing Upload Setup 👻						
2025 Fall Recreational Soc	ccer 🔻							Demo Clu	b / Demo Re	gion
▲ Use this link landing Use this link to view Use this link to acce Check out some Fee	playershealth.com/iowasou the Approved Coaches List ss the US Soccer Learning C atured Member Events - http	ccer-coi/ to secure your Certii - Iowa Soccer - Approved List ienter - Complete Safesport a z://www.iowasoccer.org/feature	ficate of Co nd Co ed-me	(s) of Insurance for the 202 aches - Google Sheets ncussion Training Here mber-tournaments/	24-2025 se	ason.				
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All		All		•	Age Grou					-
]						
은 Player Counts				🛷 Compliance						
Players Assigned	Players Pending	Players Activated		Compliance Type	PI	ayer/Admin	Total	Complete	Incomplete	View
0	0	0		Risk Status		Admin	0	0	0	۹
	Q View All Players			lowa Soccer Medical Release		Player	0	0	0	۹
20 Admin Counts				🗈 Bulletin Board						
Admins Assigned	Admins Pending	Admins Activated		Welcome to the {OrgNam also see other menu choi additional capabilities an additional menu selection options and selections.	e) Registrar ices that su id features f ns in the for	toolset. On the oport the 4 ma or managing y m of tabbed s	ne left ha ain butto rour leag ections	and side of th ins. These ch jue. Finally, yi that provide	e screen you w oices provide ou will also find additional	ill
	Q View All Admins									
ید: Team Counts										
Total Teams	Teams Inactive	Teams Active								
	Q. View All Teams									

4. 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.

5	5P0		NNEC	ts	
AM LOOKUP	2025 Fall Recreation	nal Soccer 🔹			
Show Additional Filter Select Region Demo Region Select Age Group All Age Groups	s 😻 ~	Select Club All Clubs Select Gender All Genders	Select Program All Programs Activation Status No Status Filter	Select Pla All Play I Search Ke	y Type/Level Levels ywords
Delete Selected	-mail Selected			Dava 🕕 efi	Reset Search
		Team Name	Lvi Age R 82010	Club Name	AD PL Coach

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

Demo Club odo1-01RB10-010	- B2010						
Team Details	Roster Admin	Roster Player	Not Ready for Activation?	⊗ T	Feam Roster	Travel Roster	Tournament
To register for a t Tournaments Select a Tourna	ournament, select Open For Regis	t the tournament y	ou wish to apply for and then	click the	"Register" butto	on.	
2025 Fall Dev 2025 Fall Pre 2025 NYSL S ISL REC CEN ISL REC NOR	elopmental Conf mier Conference ummer Showdow TRAL FALL 2025 THEAST FALL 20	erence NYSL NYSL m 25					

6. 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	
	Carthere is a
Add Comments	Continue >>

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 Sand Mail <- Back to Team
Team Info Comments Review	
Review Application	rint Page Submit Application
Shown below is the application that this user submi	tted.

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 minison@iowasoccer.org.



Non- Sports Connect Club Users

- 1. Create teams in Association <u>https://iowasoccer.sportsaffinity.com</u>
- 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

Dashboard	Teams Players /	Admins	- Reports	•	Upload	Setup	•	Classic View
Fall 2022-2023	Team Lookup	-					So	ccer Connect D
	Create							
💳 Filter Dashb	Team Creation Matrix							
- Filter Dashd	Travel Requests							
All	Post Travel Changes		— РІау Туре —					Age Grou
	Core Checking	•	All					▼ All
	Declare Multi Teams							

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	Select Region*						
Club in this league of registration.	Demo Region	~					
Create Multiple Teams	Select Club*						
create multiple realits	Demo Club - 0D01	~					
To add Multiple Teams, use the Team Creation	Select Program*						
Matrix to generate multiple teams for different	Demo Club	~					
age groups and genders.	Select Season*						
* are required fields	2025 Fall / 2026 Spring Aca	demy and Select Soccer 🛩					
	Team Level*	Age Group*					
Click on the image below to access the team	Select V Gender	* Boys 🗸 2010 🗸					
creation matrix.	Team Name						
	Demo Club - B2010						
An Arthury/Serie An Arthury/Serie senses book on search Jone Ore	Team ID // numbers are editable)*						
Default from Colo Beneric Trans Colo Default from Colo Beneric Trans Colo							
Description of the second on the	0001-013810-0033						
and the state of t	Jersey Home Colors Jersey Away Colors						
9445 by 08							
Salar Mar Baya Cala Salar Mar Baya Cala	Shorts Home Colors	Shorts Away Colors					
Salar Bi Bayi Din Mana Bi Bayi Din							
Canadi News	Socks Home Colors	Socks Away Colors					
Team Creation Matrix							
	Team Sponsor						
	Cancel	Add Team					



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

Demo Club - B2010 0D01-01RB10-0101 Team Details Not Ready for Activation? 😣 Team Roster **Travel Roster** Tournament Roster Admin Roster Player 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 2025 Fall Developmental Conference NYSL 2025 Fall Premier Conference NYSL 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.

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

Team Name* (up to 25 characters)					
Demo Club - B2010 Blue					
Team ID 0D01-01SB10-0089					
Home Jersey Colors	Away Jersey Colors				
Team Gender*	Playing Age Group*				
Boys	✓ Boys 14U ✓				
Team Primary Contact Na	ame*				
q					
Team Primary Contact Email Address*					
0					
	Team Name* (up to 25 characters) Demo Club - B2010 Blue Team ID 0D01-01SB10-0089 Home Jersey Colors Team Gender* Boys Team Primary Contact Name Q Team Primary Contact En				



8. 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 sche	duling
Comments	
No comments have been defined for this application	
Add Comments Window (attached with this application)	
For scheduling purposes please consider	
Add Comments Continue >>	

9. 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 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

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



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

9	SF	POF							
Dashboard 2024 Fall	Teams Players	/ Admins 🔻 S	cheduling 🔻 Reports 🔻 Me	ssaging Upload Setup 🔻 Clas	sic View	o Club	/ Demo Clu	b / Demo Re	egion
🔺 Use this li	Create Team Creation Matrix	th.com/iowase	occer-coi/ to secure your Certifi	cate(s) of Insurance for the 2024-:	2025 season.				
	Travel Requests								
은 Player Coun	Post Travel Changes			√ Compliance					
Disuere Assi	Core Checking	o Dending	Disvers Activated	Compliance Type	Player/Admin	Total	Complete	Incomplete	View
Players Assi	Declare Multi Teams			Risk Status	Admin	4	0	4	Q

- 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.

EAM	LOOK	(UP 2024 Fall ~											
Show	v Additi	onal Filters 😽											
Select Region			Select Club		Select Program				Select Play Type/Level				
			Select Conder		Activation Status				All Flay Levels				
All Age Groups			All Genders 🗸		No Status Filter		~						
											Res	set	Search
Delet	te Selec	Eted Email Selected						Page	1 of 3 lt	ems 1	- 25 of	f67 (← <	> →I
DEL		Team ID	Team Name 🔻			Lvi	Age	Club Nam	e	AD	PL	Coach	
		0D01-01SB12-0086	Demo U12 B May 16 Team			S	B2012	Demo Clu	b	0	0		
		0D01-01SB13-0085	Demo Club 25- G2010			S	B2013	Demo Clu	b	0	0		D
		0D01-01RB14-0028	Demo Club - Water B2014			R	B2014	Demo Clu	b	0	0		D

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

2. Select Report Type: Tournament Team Application



TEAM REPORTS 2024 Fall ~	
Salacta Club	
Select a Program Demo Club - D01 V Select a Program Demo Club V	
Select Gender All Genders Age Group	Select Team Level
Report Type Tournament Team Application	
Generate Report	Save Report
4	

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 - G2013	0D01-01SG13-0075	(0	Not Activated	In Progress	Unpaid		\$100.00
Demo State League	Demo Region	Demo Club	Demo Club	Girls 9U/10U	Demo Club - G2014	0D01-01SG14-0045	0	0	Not Activated	In Progress	Unpaid		\$100.00
Demo State League	Demo Region	Demo Club	Demo Club	Boys 12U	Demo Club 25- G2010	0001-015813-0085	(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	0D01-01SB12-0088	(0	Not Activated	Final Acceptance	Unpaid		\$100.00

4. You can export the report and sort as needed

4 4 1 of 1 ▷ ▷	Select a format V Expo	rt 🔮
Tournament Team Applicat	il Word	
Tournament	Excel PowerPoint	Ass
Demo State League	PDF	Demo
Demo State League	TIFF file	Demo
Demo State League	CSV (comma delimited)	Demo
Demo State League	XML file with report data	Demo
ISL Academy DEMO	Data Feed	📕 Demo