SportsPilot Sync Packet

CYO Team/Roster Synchronization, Team Blackouts & Team Strength Instructions

- ▶ Your Member Sync Portal will not change
- ▶ Can manage Team Strength and Blackouts in same portal, add same blackout for all teams at one time. Team Blackout Dates must be entered by the CYO season Deadline. Reference Bylaw 5-2-2.
- ▶ Print CYO Fee Summary Form (Detail of all teams registered in season with fees). This form must accompany your check payment. Your Athletic Director profile record must appear on each team registration as well as your correct member name so that you can access this report.
- ▶ A 15% late fee penalty will be assessed after the regular deadline. A team who registers or syncs after the regular deadline 9 am is assessed an $100 added fee to the regular team fee.
- ▶ When entering data in SportsPilot do not type in capital letters.

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VERY IMPORTANT
WHEN SYNCHRONIZING TEAM NAMES

You cannot Sync a Team Name *Unassigned

Prior to synchronizing team names, you must add your team names to each league. All Team Names MUST begin with the Member Name (as indicated in the CYO school listing), and Coaches Last Name added to the end in parenthesis.

Team Name Examples: St. Peter - Lorain (Adams) / St. Timothy (Brown) / St. Ann (Smith). Do not add verbiage to your team name i.e. St. Peter – Lorain Boys, St. Peter – Lorain Gold

To add team names, while on the Registration/Roster Page Team Tab, where you see the Program/League/Team = *Unassigned, Back out Unassigned in the team name box and enter a new team name and select "Add New Team" button. This will add the team name to the Drop Down List for that league. Then select the Add New Team button. Add the coach to the team and highlight his name, then select the button "Set Primary Coaches". This will add the coaches last name to the team name.

When you are ready, you can move players from the Unassigned team to the team of your choice. Once teams are formed and there is no players in the Unassigned Team, you can sync the rosters to the CYO's Database, either with the Team Names or to the teams you already synced.

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VERY IMPORTANT-TEAM NAMES WILL NOT SYNC IF THE PARISH/SCHOOL ATHLETIC DIRECTOR IS NOT ON THE TEAM ROSTER

When you create your team names in your Database, you must add the Athletic Director to every team Roster Prior to Syncing Team Names.

▶ After creating a team name, select the Add Coach Button

▶ Enter the last name of the Athletic Director and select the Search Button

▶ Select the Athletic Director from the list with AD2024 added to the end of the name

  ▶ If you do not see your Athletic Director with the AD2024, contact CYO or SportsPilot

▶ Select the Save and checkout option

▶ Checkout with No Payment Required and your initials

YOU CAN NOW SYNC THIS TEAM TO DIOCESE OF CLEVELAND CYO

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Parish/School Athletic Director

▶ All Teams should have an Athletic Director present on the Team with the Role as Athletic Director.

▶ All Athletic Directors names should be present in the CYO List - make sure your Athletic Director name ends in AD2024 (First name, last name, AD2024).

▶ If you do not find the AD2024 Athletic Director account in your parish list, then please contact SportsPilot or CYO.

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There are Two Options to Synchronizing your Teams/Coaches and Athletes Info to DIOCESE OF CLEVELAND CYO

1. **Sync your Team Names Only by the CYO's Team Registration Deadline.**
   - ▶ **Log in later to Sync rostered coaches and athletes to the team names you already synchronized by CYO's Roster Deadline**

2. **Synchronize your team names and rostered coaches and athletes at the same time by the CYO's Team Registration Deadline.**
   - ▶ **Requires you have completed registration and all players have been placed on a team**

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Synchronizing Team Registration Names ONLY to DIOCESE OF CLEVELAND CYO

To Sync Team's Registrations ONLY, you must select ONLY the Team Check Box

Synchronizing Team Names and Rostered Coaches and Athletes at the same time to DIOCESE OF CLEVELAND CYO

To Sync Teams with Rostered Coaches and Athletes you must select All Boxes

Synchronizing Rosters to Teams Registration Names that have already been Synced to DIOCESE OF CLEVELAND CYO

To Sync ROSTERS to previously synchronized Team Registration names, the Team Checkbox must be UNCHECKED, and Players/Family Members/Coaches MUST be checked. You will have to select the Matching Teams from Source Org. (Your Parish) and Destination Org. (DIOCESE OF CLEVELAND CYO), and the Sync will only update the Team with Rostered Players and Assistant Coaches.

1. Select your Program from Source Org. and the matching Program from Destination Org.
2. Select matching Leagues from Source Org. and Destination Org.
3. Select your Team Name and Click Add Sync Button

Repeat the process for each League/Division until all your Teams are in the que for synchronization

Select the X to remove a Team from the Sync Que

Once all Teams are in que for Synchronization, select the Sync Button to upload the data to your CYO Database. You must select the Sync Button in order to upload your team registrations to CYO.

Teams to be Synchronized:
St. Hilary (Beiting)✖
St. Hilary (Beiting)✖
Summary

Total:
Players:
Parent/Guardians:
Head Coaches:
Asst. Coaches:
Team Managers:
Officials:
Teams:
Price: $1,830.00

Sync

Once the Sync is completed, you will see a total owed for the teams Synced, and the total number of members by role. Be sure to check that all of your teams synced over to CYO.

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TEAM BLACKOUTS & TEAM STRENGTH

When logged into the sync portal, you will see the Team Blackout and Team Strength icons in the top right. Once you have sync'd your teams and rosters, your Team Blackouts and Team Skill Level must be submitted by the season deadline! Reference Bylaw 5-2-2. To be accepted by CYO as a valid blackout, it must include the reason and the minimum and maximum duration of the blackout. Select these icons to update team blackouts and team strength. Team strength is not used for conferencing in 7th and 8th grade basketball.

To enter team blackouts, Click on the Blackouts Icon (Calendar with X in it) to enter your dates. You will come to a page and will only see the teams for the current season to manage. **Team Blackout Dates must be entered by the CYO season Deadline. Reference Bylaw 5-2-2.**

To enter the same blackout for all teams, select the "Check" box – all teams should then become highlighted or unhighlighted. You can also manually check off a group of teams that will have the same blackout. You can also manually check off a group of teams that will have the same blackout.

Next, hit the + 'Add BlackOuts' or 'Recurring BlackOuts' button. Enter the date, start time, duration, and reason for blackout request. For Recurring option you will also enter an end date and choose the day of the week this would occur on. Hit Update to Submit.

Team Blackout Dates must be entered by the CYO season Deadline. Reference Bylaw 5-2-2.

This is the window to enter a single event blackout request for all teams selected. Remember you must include a specific reason for the blackout request. Team Blackout Dates must be entered by the CYO season Deadline. Reference Bylaw 5-2-2.

This is the window to enter a recurring event blackout request for all teams selected. Remember you must include a specific reason for the blackout request. Team Blackout Dates must be entered by the CYO season deadline. Reference Bylaw 5-2-2.

To enter blackouts for just one team, use the ▶ arrow icon next to that team name and choose to enter a single blackout or recurring blackout. Team Blackout Dates must be entered by the CYO season Deadline. Reference Bylaw 5-2-2.

One Team Add   Add Single Event   Add Reoccurring Event

Remember you must include a specific reason for the blackout request. Team Blackout Dates must be entered by the CYO season deadline. Reference Bylaw 5-2-2.

Once team blackouts are entered, you can move to the Teams Icon in the top right (group of user icon). You will see a list of teams available to manage for the upcoming season. Your roster reports are available to the right you can view/print those as needed. To set your team strength and composition, click the edit button next to a team. Team strength is not used for conferencing in 7th and 8th grade basketball.

Set Team Strength and Number of players in each grade for the given team, add any notes, and then hit update. Team strength is not used for conferencing in 7th and 8th grade basketball. For Grades 1,2,3 and high school enter the number of players in the notes field (i.e. 9th – 12 players, 3rd – 7 players).

PRINTING CYO TEAM ATHLETIC ELIGIBLITY ROSTER DURING TEAM REGISTRATION

1) Your team Athletic Eligibility Roster Reports are available by selecting the team icon in upper right corner, and selecting CYO in the screenshot below. <u>Here you can view/print them as needed during the season CYO team registration period only.</u> Once registration closes, you do not have access to the roster in your sync portal.

PRINTING CYO TEAM ATHLETIC ELIGIBLITY ROSTER AFTER TEAM REGISTRATION CLOSES

1) Once the season CYO team registration closes, you have to go the CYO Team Registration website page, and click the online registration and log in with your CYO Athletic Director account username and password. Once you are logged in, you can go to your athletic director profile (last name ending in AD2024) and view your teams and print out the CYO TEAM ATHLETIC ELIGIBLITY ROSTER for each team which has the team ID number in upper left corner.

Give your coaches a copy of this CYO Athletic Eligibility Roster.

The Team ID number below is needed for Guest Player, Sanctioned Events and Late Additions to Roster reporting.

PRINT YOUR CYO FEE SUMMARY FORM: (This form details of all teams registered in current season with fees). Your Athletic Director profile record must appear on each team registration as well as your correct member name so that you can access this report. You must mail this form along with your check payment to the CYO Athletic Office by our published deadline. Make checks payable to Catholic Charites.

Log into your member AD profile (AD2024), under Manage Teams, select a team, then select ($)Fee.

You will see the CYO FEE SUMMARY FORM for all of the teams you have registered for the season. This FORM details total fees due to CYO and **MUST ACCOMPANY YOUR CHECK PAYMENT** when you submit it to our CYO Athletic Office, 7911 Detroit Ave, Cleveland, OH 44102 by our deadline date. Make checks payable to Catholic Charities.

CYO Fee Summary Form — SAMPLE
5/7/2023

Season:	Winter	Year:	2023			
		Due Date:	November 01, 2022			

THIS COMPLETED FORM MUST BE RETURNED WITH YOUR PAYMENT by Due Date above.
Akron Office: 795 Russell Avenue, Akron, OH 44307 (1.330.379.3636 ext. 11) Cleveland Office: 7911 Detroit Avenue, Cleveland, OH 44102
(216.334.1261 ext. 23)

Parish/School: **Gesu** City: **University Hts**

Form Completed By: _____ Total Amount Paid: $ _____

Program - League	Coach	Qty	Fee ($)	Sub Fee ($)	Office Use Only	
Basketball Boys - 2023-3rd Grade	Kuester	1	850.00	850.00	Check #	Paid
Basketball Boys - 2023-3rd Grade	Fitzpatrick	1	850.00	850.00	Check #	Paid
Basketball Boys - 2023-3rd Grade	Barilla	1	850.00	850.00	Check #	Paid
Basketball Boys - 2023-4th Grade	Necastro	1	850.00	850.00	Check #	Paid
Basketball Boys - 2023-4th Grade	Clutterbuck	1	850.00	850.00	Check #	Paid
Basketball Boys - 2023-4th Grade	Malone	1	850.00	850.00	Check #	Paid
Basketball Boys - 2023-5th Grade	Barilla	1	850.00	850.00	Check #	Paid
Basketball Boys - 2023-5th Grade	Abate	1	850.00	850.00	Check #	Paid
Basketball Boys - 2023-5th Grade	M. Salata	1	850.00	850.00	Check #	Paid
Basketball Boys - 2023-6th Grade	Eshleman	1	850.00	850.00	Check #	Paid
Basketball Boys - 2023-6th Grade	Reider	1	850.00	850.00	Check #	Paid
Basketball Boys - 2023-6th Grade	S. Lachman	1	850.00	850.00	Check #	Paid
Basketball Boys - 2023-7th Grade	Santelli	1	950.00	950.00	Check #	Paid
Basketball Boys - 2023-7th Grade	C. Lachman	1	950.00	950.00	Check #	Paid
Basketball Boys - 2023-8th Grade	Lembach	1	950.00	950.00	Check #	Paid
Basketball Boys - 2023-8th Grade	A. Salata	1	950.00	950.00	Check #	Paid
Basketball Girls - 2023-3rd Grade	Gozur	1	850.00	850.00	Check #	Paid
Basketball Girls - 2023-3rd Grade	Kokal	1	850.00	850.00	Check #	Paid
Basketball Girls - 2023-4th Grade	Valerian	1	850.00	850.00	Check #	Paid

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IMPORTANT REGISTRATION TIPS REMINDERS

- Log into your SportsPilot back office with your CYO athletic director assigned username and password. Do not use your coach record. Do not overwrite the athletic director profile record.
- Set up your team registrations, add coaches, and athletes roster data in your back office.
- You cannot Sync a Team Name *Unassigned.
- You must type your parish/school name exactly as it appears in the CYO schools list. Do not add any other data to the team name i.e. colors, letters, etc.
- Remember to use the search feature if they have coached or played for you before. Select them from the list.
- Only type new coaches and athletes complete information into the form. All required fields must have data entered. Do not enter any made up data.
- Coaches correct address, phone, and email must be updated in the record. Do not type any made up data in these fields. Our office needs to communicate with them so their record needs to be added to each team and the info must be accurate.
- Check your team rosters to make sure all athletes are entered and physical dates updated.
- You can manage Team Strength and Blackouts in same portal, add same blackout for all teams at one time. No blackouts will be honored after the season deadline date.
- In your sync portal, when your team and/or athlete registrations are complete with all required information, be sure to select SYNC so your teams data transfers to CYO.
- Teams will not sync if your parish/school athletic director record 2024 is not assigned to each team.
- CYO Fee Summary Form – this form only must be printed out and submitted with your check payment to the CYO office. Log into your member AD profile (AD2024), select a team, under Team Options, select REPORTS.

Please call or email us if you need any help or experience trouble synchronizing your teams and rosters.

SportsPilot Inc.

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