

Catholic Charities 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.

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.

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.

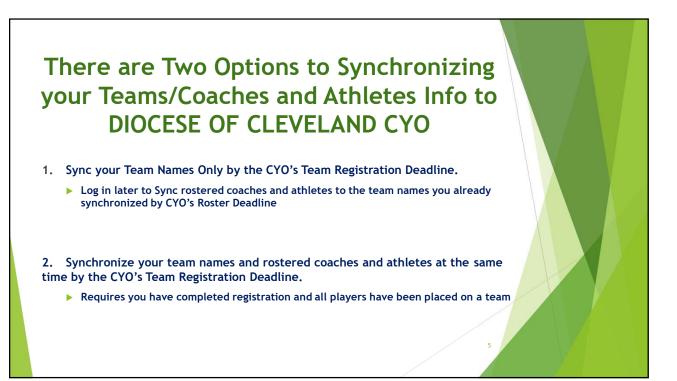
- ▶ After creating a team name, select the Add Coach Button
- ▶ Enter the last name of the Athletic Director and select the Search Button
- Select the Athletic Director from the list with AD2024 added to the end of the name
 - ▶ If you do not see your Athletic Director with the AD2024, contact CYO or SportsPilot
- Select the Save and checkout option
- Checkout with No Payment Required and your initials

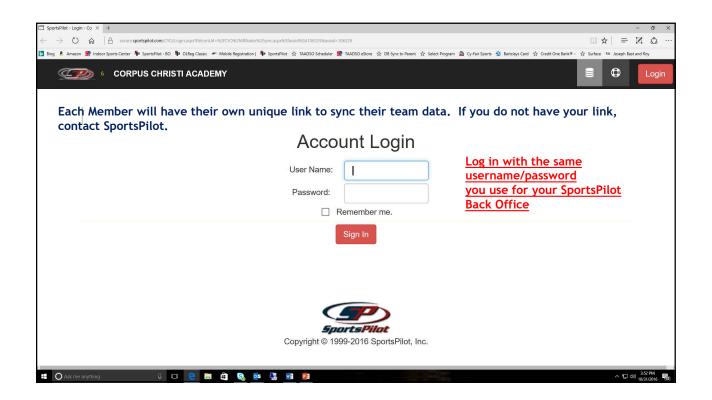
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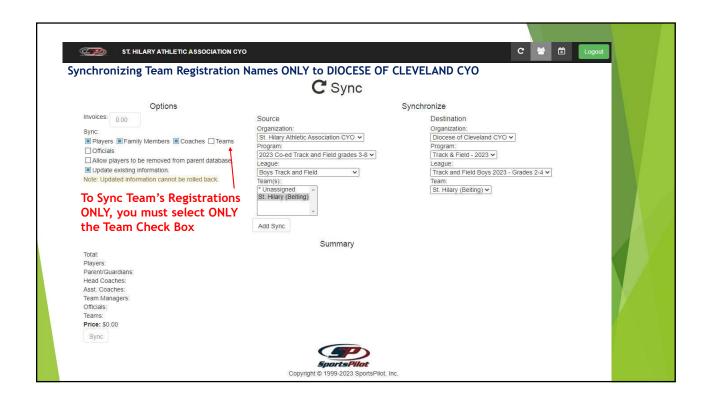
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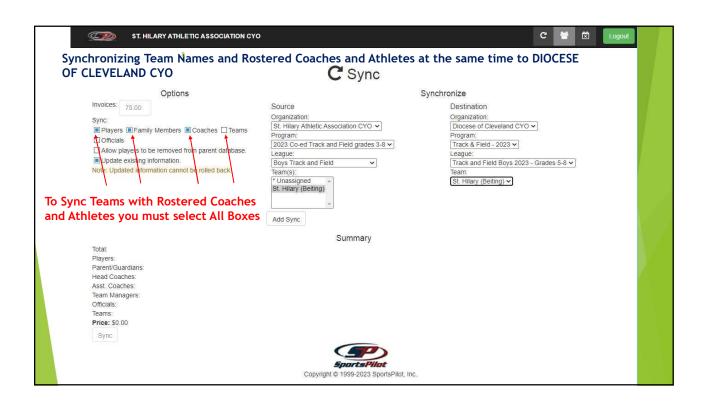
Parish/School Athletic Director

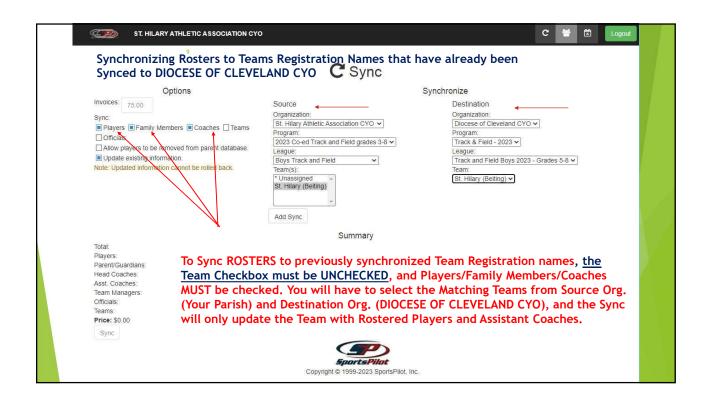
- ▶ All Teams should have an Athletic Director present on the Team with the Role as Athletic Director.
- ▶ All Athletic Directors names should be present in the CYO List make sure your Athletic Director name ends in AD2024 (First name, last name, AD2024).
- If you do not find the AD2024 Athletic Director account in your parish list, then please contact SportsPilot or CYO.

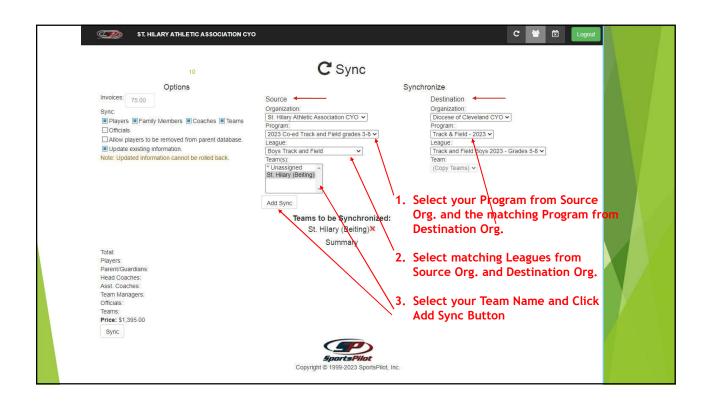


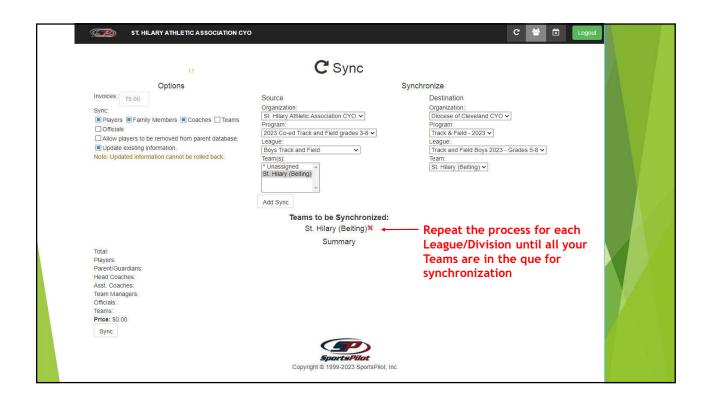


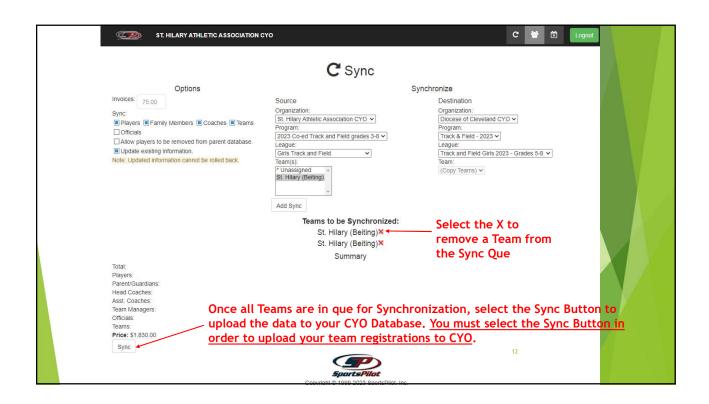




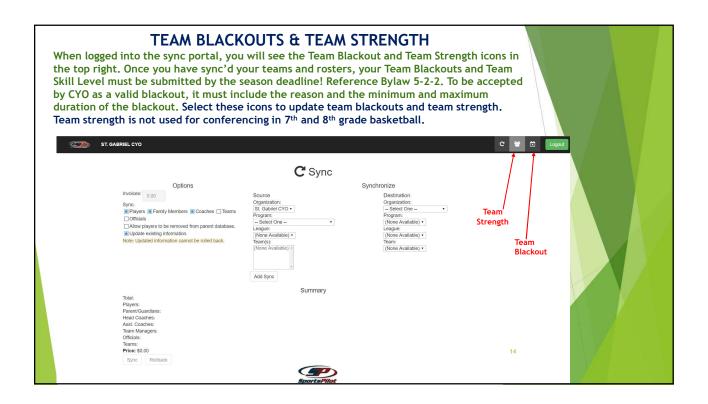


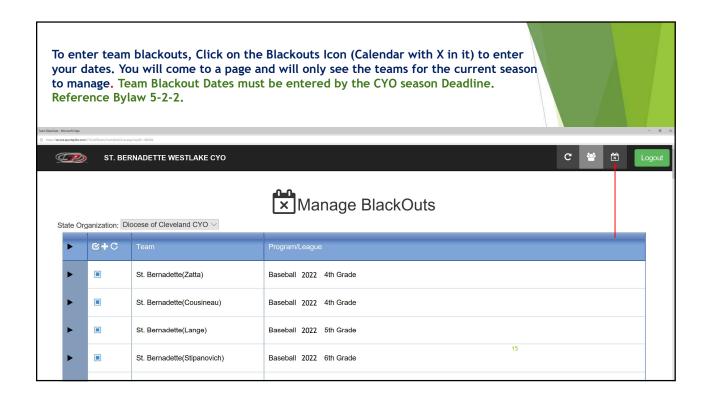


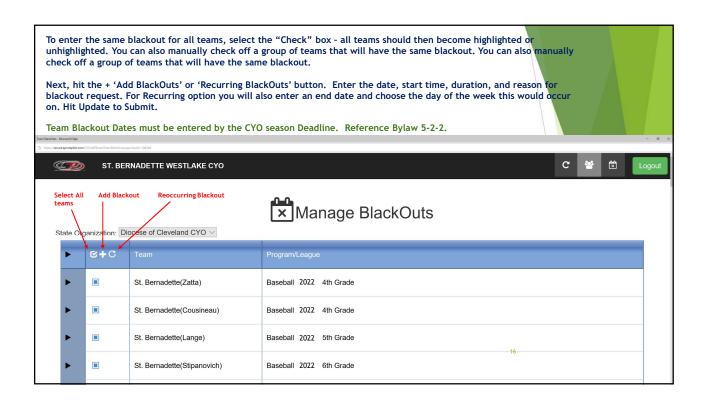


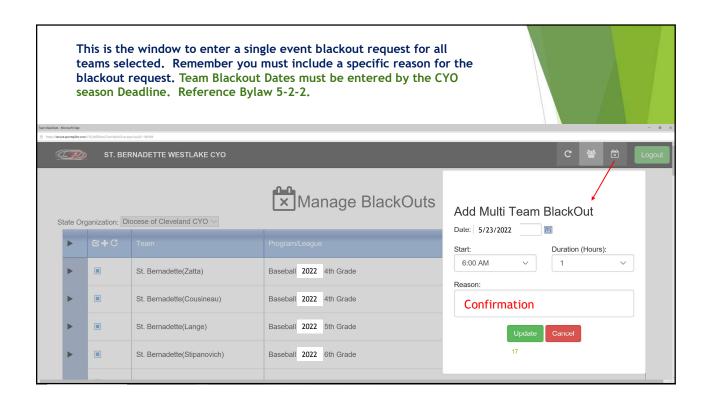


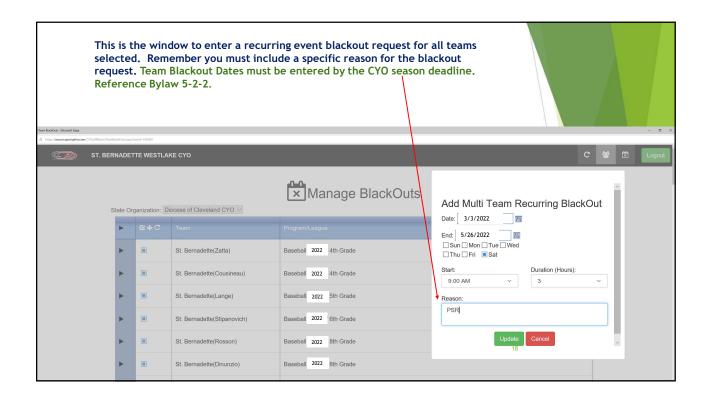


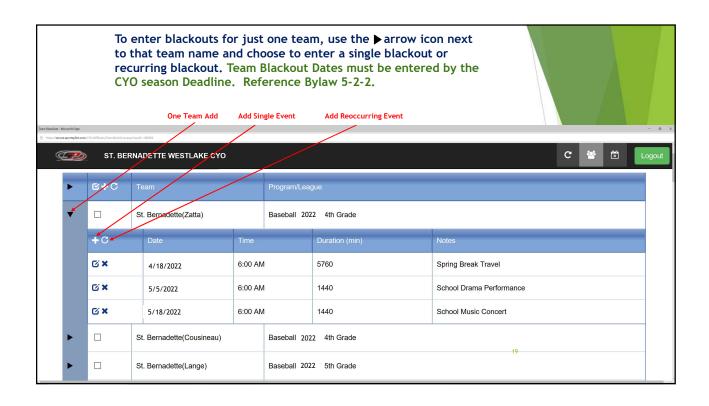


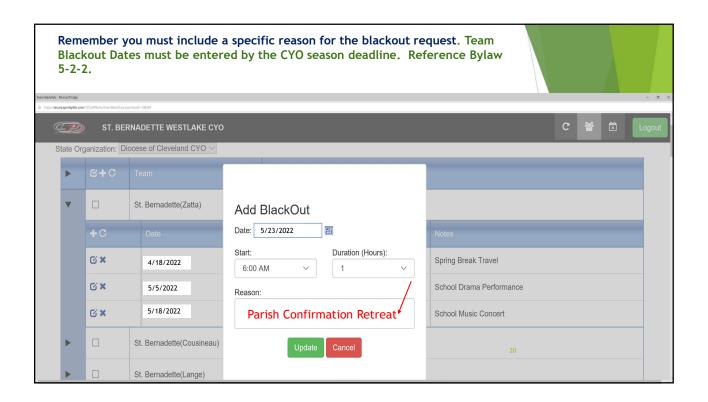


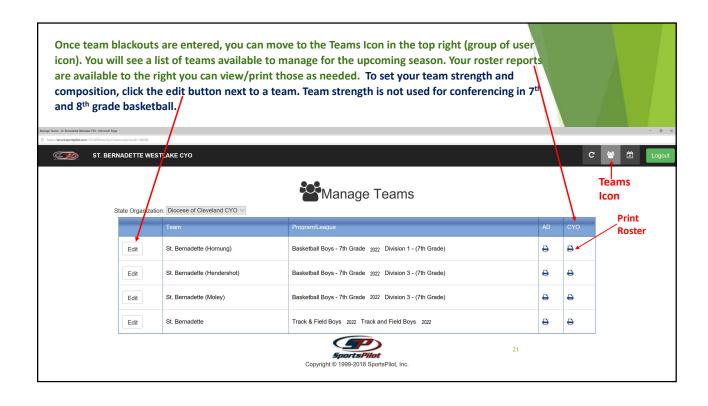


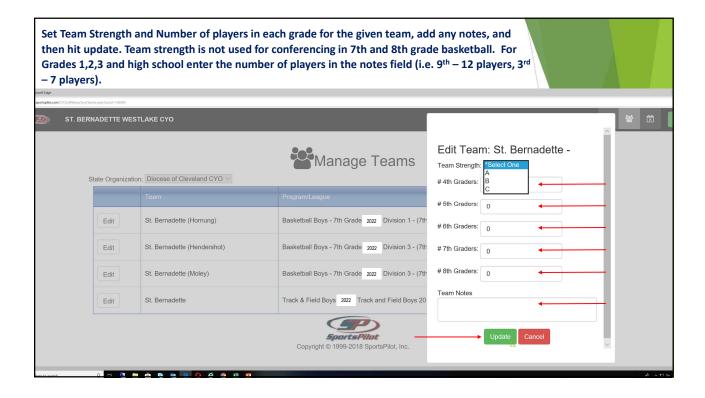


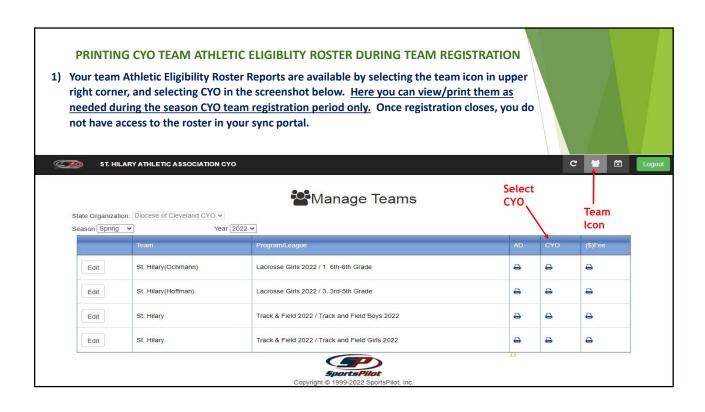


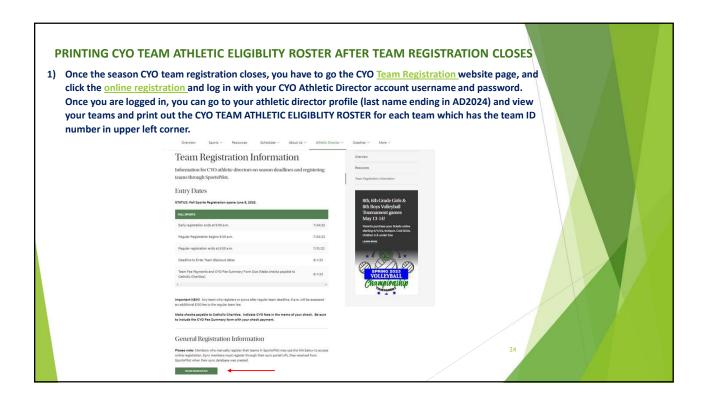


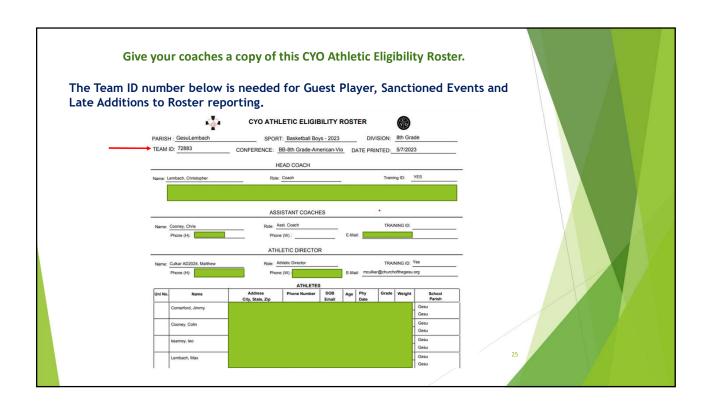


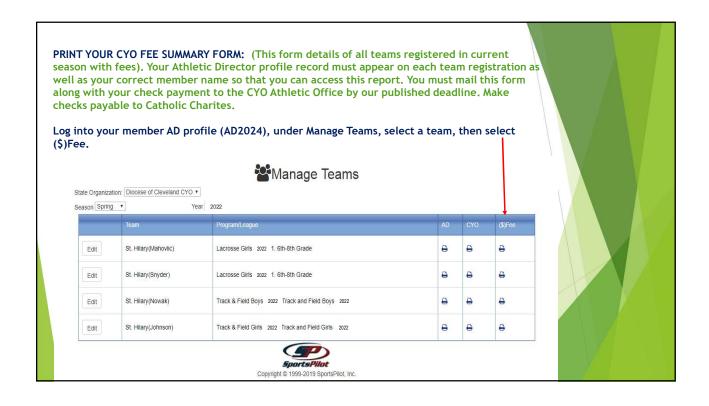




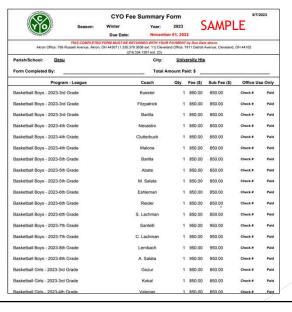








You will see the CYO FEE SUMMARY FORM for all of the teams you have registered for the season. This FORM details total fees due to CYO and <u>MUST ACCOMPANY YOUR CHECK PAYMENT</u> when you submit it to our CYO Athletic Office, 7911 Detroit Ave, Cleveland, OH 44102 by our deadline date. Make checks payable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



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 <u>select SYNC</u> 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.

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