

**SPORTSPILOT
NON-SYNC
MANUAL
INSTRUCTIONS**

SportsPilot Packet

Non-Sync Member Instructions

- Register your Teams and add Coaches/Players to your Roster, Checkout
- Manage Team Blackouts. Team Blackout Dates must be entered by the CYO season Deadline. Reference Bylaw 5-2-2.
- Enter Player Jersey Numbers
- Enter Team Strength with the number of players by Grades
- Print CYO Athletic Eligibility Team Rosters
- Print CYO Fee Summary Form (detail of all teams registered in season with fees). The 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 registration. A team who registers or syncs after the Regular Deadline 9am is assessed an \$100 added fee to the regular team fee.
- When entering data in SportsPilot do not type in capital letters.



1) Begin your registration on the CYO website Team Registration page or with the link below; you will use the same user account login that you have used in the past to login. Athletic Directors should be using the assigned login provided to you by the Diocese of Cleveland CYO Office. YOU MUST use that login and DO NOT change the First or Last Name on your account or OVERWRITE YOUR PROFILE. Registrars must use their Athletic Director login and not overwrite the Athletic Director profile.

Registration Link: <https://reg.sportspilot.com/100141/login>

Entry Dates, Deadlines, and Coaches Meetings

FALL SPORTS INFORMATION	
Fall Early Registration Begins	6/15/16
New Athletic Director Orientation at Assumption Parish 6-9 p.m.	6/25/26
Deadline to add tackle football athletes & coaches to rosters in SportsPilot	7/9/26
Teams Meetings: Neighborhood Children	7/9/26
Tackle Football Weigh In	7/11/26
Mandatory Fall Coaches Meeting	7/15/26
Dick's Sporting Goods CYO Shop Days	7/17-20/26
Fall sports season opens, assessments & practices may begin	7/20/26
Football Coaches Continuing Education (Huntington Bank Field)	7/25/26
Fall early registration ends 9 am, regular registration begins	7/27/26
Mandatory Fall Coach's Meeting	7/28/26
Mandatory Fall Coach's Meeting	7/29/26

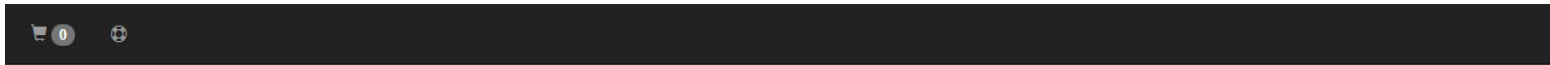
General Registration Information

Please note: Members who manually register their teams in SportsPilot may use the link below to access online registration. Sync members must register through their sync portal URL they received from SportsPilot when their sync database was created.

ONLINE REGISTRATION



2) Once you login to your athletic director account, you will be taken to your account summary screen where you will have account actions (pay/view open invoices, view CYO available programs & details, begin registration, or edit your account login details) & Family Members. Do not add any players or coaches in this section. To start, you will click on 'Begin Registration'.



Account

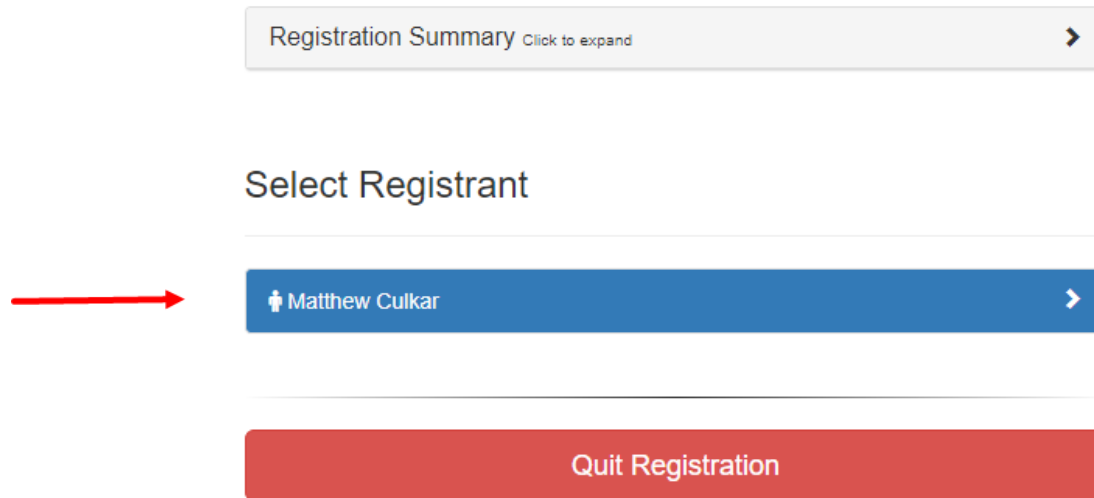
Account Actions
You may take the following actions by using the buttons below.

- View Unpaid Invoices 8
- View Cart 0
- Browse Open Registrations >
- Begin Registration >**
- Edit Account Info >

Family Members
Select a member below to view/edit profile or photo.

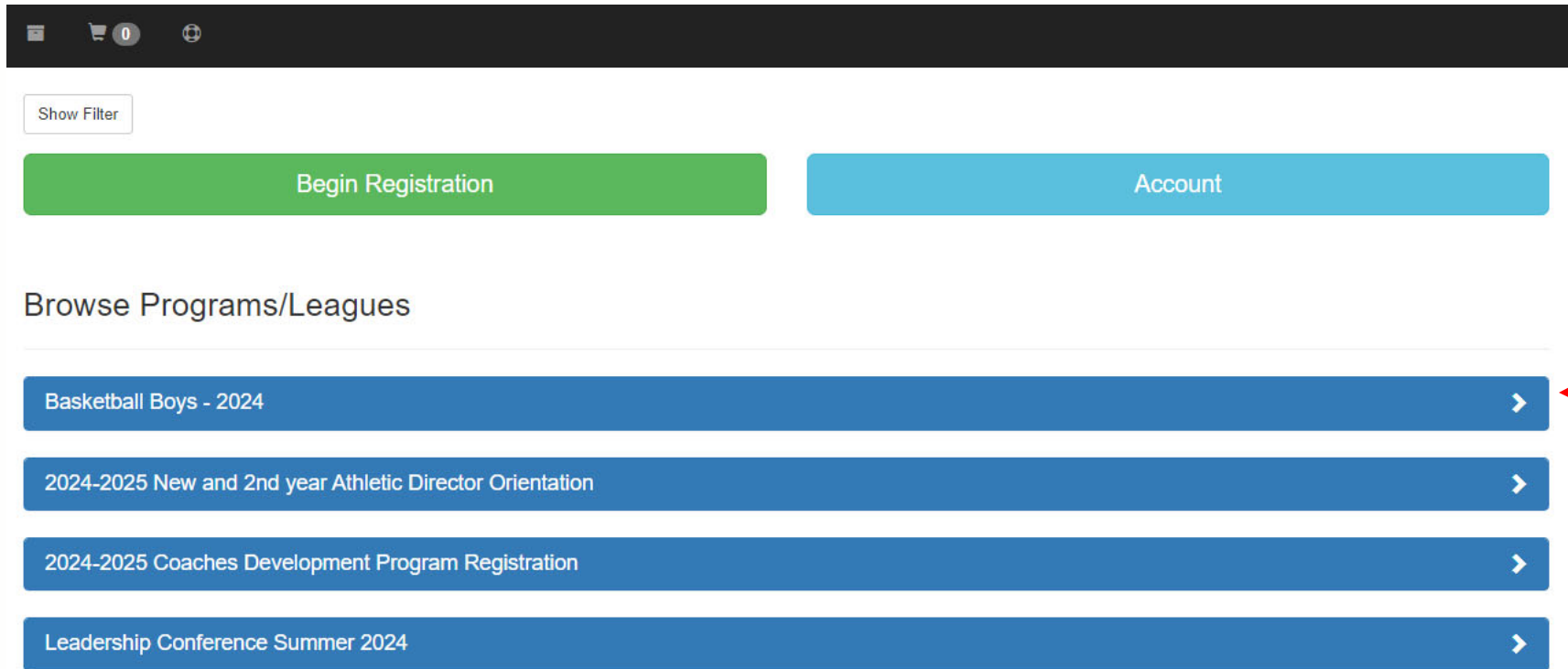
- + Add Member
- Matthew Culkar >

3) You will notice the ability to use a 'Shopping Cart' style system to register all of your teams. If you register the teams during one session, they will appear on one single invoice. Select Athletic Director (AD2027) as the member registering.



The image shows a registration interface. At the top is a grey button labeled "Registration Summary" with a right-pointing chevron and the text "Click to expand". Below this is a section titled "Select Registrant" with a white background and a thin border. Inside this section, a blue button with a person icon and the name "Matthew Culkar" is highlighted, with a red arrow pointing to it from the left. Below the blue button is a red button labeled "Quit Registration".

4) Next you will choose the sport program you'd like to register your first team. **The same process would occur if you were registering yourself or another individual for any other program offerings, such as Coach Development Program, Membership Conference, or New Athletic Director Orientation.**



The screenshot shows a website interface with a dark header bar containing icons for a menu, a shopping cart with '0' items, and a user profile icon. Below the header is a 'Show Filter' button. Two large buttons are displayed: a green 'Begin Registration' button and a light blue 'Account' button. Underneath, the section is titled 'Browse Programs/Leagues'. A list of four program options is shown, each in a blue bar with a right-pointing chevron. A red arrow points to the first option, 'Basketball Boys - 2024'. The other options are '2024-2025 New and 2nd year Athletic Director Orientation', '2024-2025 Coaches Development Program Registration', and 'Leadership Conference Summer 2024'.

Show Filter

Begin Registration Account

Browse Programs/Leagues

- Basketball Boys - 2024
- 2024-2025 New and 2nd year Athletic Director Orientation
- 2024-2025 Coaches Development Program Registration
- Leadership Conference Summer 2024

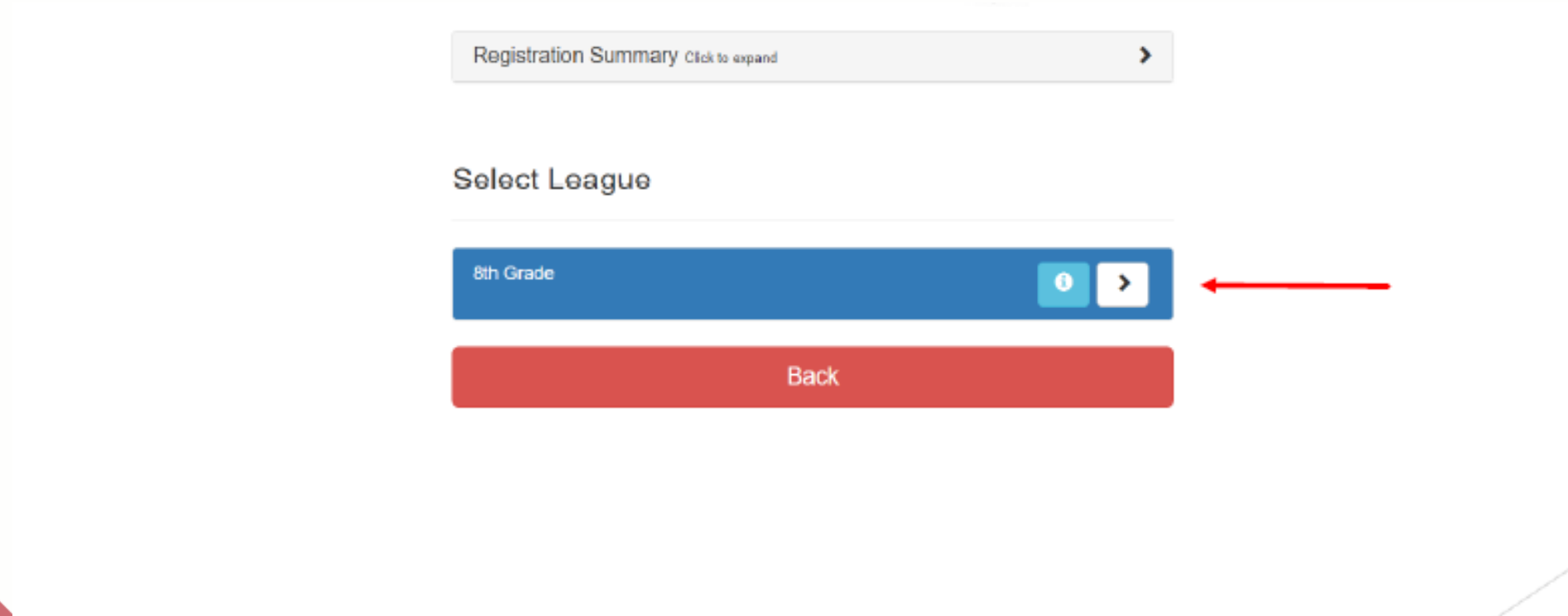
5) Select your sport grade league choice.

Registration Summary Click to expand >

Select League

8th Grade 0 >

Back



6) Choose the team registration option.

Registration Summary Click to expand >

Select Role

Team Reg – Team Fee Only >

Create Team - Team Fee: \$935.00 Includes coach and player fee

< Back

7) Next, select your role, for team registration you will select the 'Athletic Director' role. **Do not select Coach, or Asst. Coach.**

Registration Summary Click to expand >

Select Role

Roles
Asst. Coach >
Athletic Director >
Coach >

< Back





8) Next you will agree to the program's terms of service (TOS); you'll have a button 'CLICK HERE' to expand the TOS and then Hide the TOS as desired; click 'I Agree' to continue.

Registration Summary [click to expand](#) >

By proceeding you agree to Diocese of Cleveland CYO's Terms of Service. You are responsible for reading and understanding these Terms of Service



[Hide Terms of Service.](#)

Organization Terms

DIOCESE OF CLEVELAND CYO

**PERMISSION, RELEASE, AND
AUTHORIZATION TO SEEK MEDICAL
TREATMENT (MINORS)**

Powered by  SportsPilot with  QuickClub

9) On the registration form, the Member Athletic Director should be listed, do not type over this profile! Registrars must use their Athletic Director login and do not overwrite the AD profile. You can adjust any contact information you need; proceed to answer the remaining questions (fields with red star are required), enter the head coaches parish and last name only, choose your parish/school team name from the drop down. What you select will appear on the schedules.



Coach Parish:
Gesu

May we distribute Coach address to other CYO coaches and Team Dir.?:
[]

Religion:
*Select One

Race:
*Select One

Team Coach Last Name:
Smith

Team Name:
Gesu

4th Graders:
[]

5th Graders:
[]

6th Graders:
[]

7th Graders:
[]

8th Graders:
[]

Team Notes:
[]

Select parish member name in drop down list

Enter Head Coach Last Name only and Team Name in drop down list

Enter the number of athletes in team grade, enter team strength in drop down list. Click Continue to review your information.

The screenshot shows a registration form with the following fields and annotations:

- # 4th Graders: [dropdown menu]
- # 5th Graders: [dropdown menu]
- # 6th Graders: [dropdown menu]
- # 7th Graders: [dropdown menu]
- # 8th Graders: [dropdown menu with value '9'] **Annotation:** Enter number of athletes and team strength in drop down list (with arrow pointing to the dropdown)
- Team Notes: [text area]
- Team Strength: [dropdown menu with value 'A'] **Annotation:** Enter number of athletes and team strength in drop down list (with arrow pointing to the dropdown)
- Notes: [text area]

At the bottom of the form are two buttons: a red button labeled '< Back' and a blue button labeled 'Continue'. Below the form is a footer that reads 'Powered by SportsPilot with QuickClub'.

10) After confirming your current team information, you will be directed to either Checkout or Add Registration. To add another team, click Add Registration and repeat steps 3-10. Once you are done adding the registrations you want for this session, you would click Checkout to proceed to the payment screen.


Review Registrations


Total: \$935.00

Registration: \$935.00

Matthew Culkar

Basketball Boys - 2022 - 8th Grade - Gesu

 Remove

 Edit Form

Add Registration

Checkout

11) At Checkout, you can either pay for your teams online with a credit/debit card, or you can choose the Check by Mail option.



Checkout

Cancel Checkout

Please select a payment type:

Credit/Debit Card

Credit/Debit Card

Check by Mail

Order Total: \$ 935

Registration \$ 700

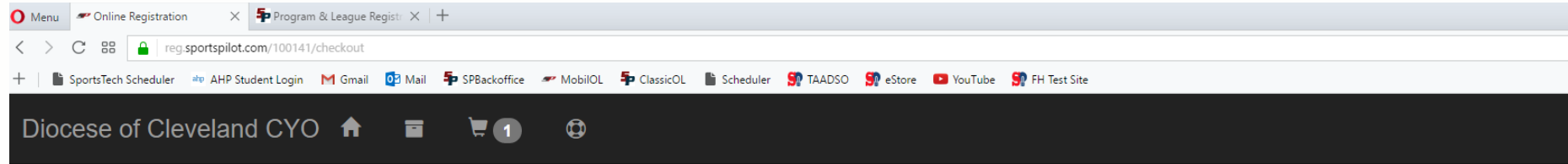
Matthew Culkar \$935 935

Next

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12) Check by Mail: to complete the registration you will follow the instructions presented to you on the screen. You must send the **CYO Fee Summary Form** with your check payment.



Checkout

Cancel Checkout

Back to Cart Items

Order Total: \$ 935

⚠ Payment Instructions:

Please send check payment, include the **CYO Fee Summary Form**, and mail to the **Diocese of Cleveland CYO, 7911 Detroit Avenue, Cleveland, OH 44102.**

Checkout



13) Pay by Credit/Debit: simply enter your card information and billing address.

Checkout

Cancel Checkout

Back to Cart Items

Order Total: \$ 935

Name:

Card Number:

Accepted: MASTERCARD VISA

Card Code:

Month: Year:

14) After checkout process is completed, you will receive an email Confirmation. You must send the CYO Fee Summary Form (page 29) NOT the email confirmation with your check payment.

Manage Jersey Numbers/Edit Team Ranking/Enter Team Blackouts Instructions

1) Once your teams are registered, you will need to supply CYO with your Team BlackOut dates, Team Strength, and list of players and coaches for each team. You will have the ability to print your CYO Athletic Eligibility Roster Form, Manage Jersey Numbers, and PRINT OUT YOUR CYO FEE SUMMARY FORM as well. Remember to provide each coach with a copy of their Team Eligibility Roster. From your account home page, you will click on your Athletic Director Member Profile under the Family Member section.


Review Registrations

Total: \$935.00

Registration: \$935.00

Matthew Culkar

Basketball Boys 2023 8th Grade - Gesu

 Remove

 Edit Form

Add Registration

Checkout

18

2) On your profile summary screen, you will see the athletic director's member information which is correct and can be updated by clicking the **Edit Info button**. (DO NOT CHANGE YOUR NAME OR OVERWRITE THIS RECORD). Your Teams/Registration history will be on the right. Select the Current Season to see your list of teams. Select a Team to access the Team Options Page.

Matthew Culkar AD2024



Add/Change Photo

Member Info.

	Edit Info.
Name:	Matthew Culkar AD2024
Date of Birth:	[Redacted]
Sex:	[Redacted]
Address:	[Redacted]
City:	[Redacted]
State:	OH
Zip:	44118
Country:	US
Main Phone:	4408406411

Registration History

2024 - Fall	>
2023 - Winter	>
Program: Membership Conference Winter 2023 League: January 11, 2023 Membership Conference Team: *Unassigned	>
Program: 2023 Winter Basketball Sites League: 2. Basketball Site Director Team: Gesu	>
Program: Basketball High School Boys - 2023 League: 12th Grade Team: Gesu Coach: Price	>
Program: Basketball High School Boys - 2023 League: 11th Grade Team: Gesu Coach: Ord...	>

3) Under Team Options, select Register Team Members.

Gesu Roster

Program Name: Basketball Boys - 2023
League Name: 8th Grade
Team Name: Gesu

[Back to Profile](#)

Team Options

- Invite Coach >
- Invite Player >
- Email Team Members >
- Register Team Members >**
- Team BlackOuts >
- Team Details >
- Team Emails >
- Jersey Numbers >
- Reports >

Coaches

- Chris Cooney
chriskcooney@yahoo.com
- Matthew Culkar AD2024
mculkar@churchofthegesu.org
- Christopher Lembach
cjlembach@hotmail.com

Players

- Jimmy Comerford
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

4) Select Add +Player or +Coach.

Program:	Basketball Boys - 2023
League:	8th Grade

Manage Team [Register New Members](#)

[Back To Roster](#)

[+ Player](#)

[+ Coach ▾](#)

[🛒 Checkout](#)

The members below are not added to your team until you checkout using the button above.

Coaches - 👤 0

Players - 👤 0

5) You will see a list of previous players to select from. You can also search by name. Select Add New to enter a new player's info manually.

Manage Team Previous Members

Back

Add New Member

Filter by name...

Previous Team Members

Coaches - 4 (▼ 4)

Jim Baker

Tom Landry

Tommy Boy

Tommy Paddler

Players - 9 (▼ 9)

Georgia Landry

6) After adding all players and coaches select Checkout. Checkout will be \$0 as CYO charges you by the Team.

Program:	Basketball Boys - 2023
League:	8th Grade

Manage Team [Register New Members](#)

[Back To Roster](#)

[+ Player](#)

[+ Coach](#)

[🛒 Checkout](#)

The members below are not added to your team until you checkout using the button above.

Coaches - 0

Players - 2

Georgia Landry - \$120.00



andry - \$120.00



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h QuickClub .

8) **Team Blackouts will be entered one team at a time. Team Blackout Dates must be entered by the CYO Season Deadline. Reference Bylaw 5-2-2.**

Select Team Blackout button, then select Add New button, enter all info and Add Blackout. To be accepted by CYO as a valid blackout, it must include the reason and the minimum and maximum duration of the blackout. You must include a specific reason for the blackout request.

Repeat for each Team as needed.

Edit Team BlackOut

Program Name: Basketball Boys -

League Name: 8th Grade

Team Name: Gesu

Date:

05/17/2022

Start:

6:00 AM

Duration:

1

Reason for Request:

9) Select Jersey Number to edit player jersey numbers and save.

Program Name: Basketball Boys - 2023
League Name: 8th Grade
Team Name: Gesu

Back to Team

Member	Number	Size
Matthew Culkar AD2024 (C)	<input type="text"/>	<input type="text"/>
Chris Cooney (C)	<input type="text"/>	<input type="text"/>
Christopher Lembach (C)	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	Youth I
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	Youth I
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Update

Cancel

10) Selecting Team Details will allow you to enter your team strength for CYO. Team strength is not used for conferencing in 7th and 8th grade basketball. You will need to enter the number of players by Grade and Save. For Grades 1,2,3 and high school enter the number of players in the notes field (i.e. 9th grade - 12 players, 3rd grade - 7 players).

Gesu Roster

Program Name: Basketball Boys - 2023
League Name: 8th Grade
Team Name: Gesu

[Back to Profile](#)

Team Options

- Invite Coach >
- Invite Player >
- Email Team Members >
- Register Team Members >
- Team BlackOuts >
- Team Details >
- Team Emails >
- Jersey Numbers >
- Reports >

Coaches

- Chris Cooney**
chriskcooney@yahoo.com ⋮
- Matthew Culkar AD2024**
mculkar@churchofthegesu.org ⋮
- Christopher Lembach**
cjlembach@hotmail.com ⋮

Players

- Jimmy Comerford**
⋮
- ⋮
- ⋮
- ⋮
- ⋮
- ⋮

11) **PRINT YOUR CYO FEE SUMMARY FORM:** (This form details of all teams registered in the current season with fees). Log into your member AD profile (AD2027), select a team, under Team Options, select REPORTS. Select the CYO FEE SUMMARY - MANAGER. 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. This CYO Fee Summary form must accompany your check payment when you submit it to the Diocese of Cleveland CYO, 7911 Detroit Avenue, Cleveland, OH 44102. Make checks payable to Catholic Charities.

Team Reports

Program Name: Basketball Boys - 2023
League Name: 8th Grade
Team Name: Gesu

[Back to Team](#)

Reports

[CYO Team Roster](#)

[AD Report](#)

[CYO Fee Summary - Manager](#)


Documents

[Download League Documents](#)

[Download Program Documents](#)

12) 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 the deadline date. Make checks payable to Catholic Charities.

SAMPLE

CYO Fee Summary Form		6/1/2026			
		Season: Spring	Year: 2026		
		Due Date: March 24, 2026			
<small>THIS COMPLETED FORM MUST BE RETURNED WITH YOUR PAYMENT by Due Date above.</small> <small>Cleveland Office: 7911 Detroit Avenue, Cleveland, OH 44102</small>					
Parish/School:	<u>St. Mary of the Falls</u>	City:	<u>Olmsted Falls</u>		
Form Completed By:	_____	Total Amount Paid: \$	_____		
Program - League	Coach	Qty	Fee (\$)	Sub Fee (\$)	Office Use Only
Baseball - 2026-4th Grade	O'Connor	1	745.00	745.00	Check # Paid
Coach Pitch - 2026-2nd Grade	Zifcheck	1	335.00	335.00	Check # Paid
Baseball		# Teams: 2	Sport Fee (\$): 1,080.00		
3v3 Basketball - Boys 2026-6th Grade	Post	1	405.00	405.00	Check # Paid
3v3 Basketball - Boys 2026-7th Grade	O'Connor 7th	1	405.00	405.00	Check # Paid
Basketball		# Teams: 2	Sport Fee (\$): 810.00		
Lacrosse - Boys 2026-8th Grade	Sara	1	740.00	740.00	Check # Paid
Lacrosse		# Teams: 1	Sport Fee (\$): 740.00		
Volleyball - 1st & 2nd Grade - Spring 2026-1st & 2nd Grac	O'Connor 2nd	1	485.00	485.00	Check # Paid
Volleyball - Girls - Spring 2026-3rd Grade	O'Connor 3rd	1	485.00	485.00	Check # Paid
Volleyball - Girls - Spring 2026-4th Grade	Prada-Smanik	1	765.00	765.00	Check # Paid
Volleyball - Girls - Spring 2026-5th Grade	Gray	1	765.00	765.00	Check # Paid
Volleyball - Girls - Spring 2026-6th Grade	Macanga	1	765.00	765.00	Check # Paid
Volleyball - Girls - Spring 2026-Dropped Teams	Bartolone	1	765.00	765.00	Check # Paid
Volleyball		# Teams: 6	Sport Fee (\$): 4,030.00		
# of Sports: 4	# Total Teams: 11	Discount (\$): 765.00	Total Due (\$): 5,895.00		
Office Use Only	Payment: _____	Full _____	Partial _____	Check _____	Credit _____
Total Amount Paid: _____	Check/Credit # _____		Staff Initials _____		
Date Received: _____					
Activity Code Allocation:	4900 _____	4901 _____	4902 _____	4903 _____	
	4904 _____	4905 _____	4906 _____	474 _____	
Payment Posted By _____	Date: _____				
SportsPilot Inc 1/1					

IMPORTANT REGISTRATION TIPS REMINDERS

- Log into SportsPilot with your CYO athletic director assigned username and password. Do not use your coach record. Do not overwrite the athletic director profile record.
- Enter coaches last name only in the team registration window. Do not add any other data: i.e. colors, or letters.
- Select your parish/school from the drop down menu.
- From your athletic director record, select your registered team in history, select register team members to add coaches and athletes to each team.
- 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 the information must be accurate and their record must be added to each team registration.
- Check your team rosters to make sure all athletes are entered and physical dates updated. Give a team roster to your coaches so they can help you check.
- Team Blackouts must be entered into your team registration in SportsPilot by the CYO season deadline. No blackouts will be honored after this deadline.
- Team strength must be entered into your team registration where applicable.
- When your team registrations are complete with all required information, be sure to Check Out and submit registration so it transfers to CYO.
- 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 (AD2027), select a team, under Team Options, select REPORTS. Make checks payable to Catholic Charities.



www.sportspilot.com

support@sportspilot.com

972-348-0988