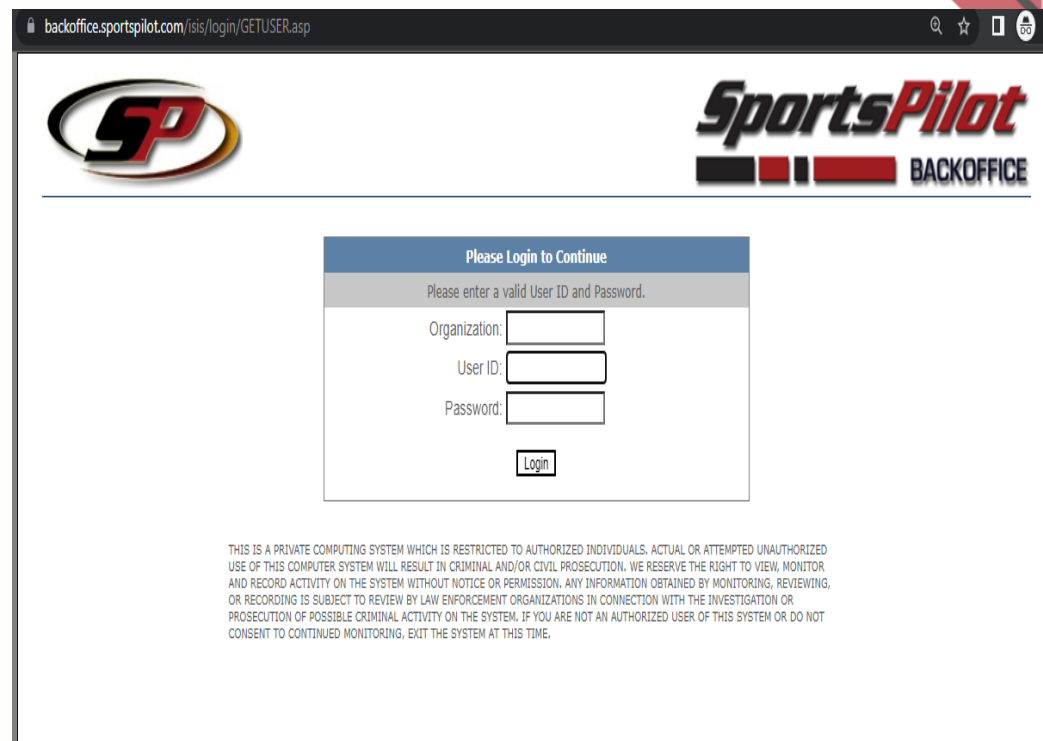


SPORTS PILOT SYNC INSTRUCTIONS

SportsPilot BackOffice Login

- Using your BackOffice account you can manage your teams/coaches/players.
- Use the following link for BackOffice access: <https://backoffice.sportspilot.com/admin>
- Organization: will be provided to you by SP
- Each parish/school will have its own account.
- User ID-Password: your school primary contact will receive login details from SP.
 - You can add additional admin users by going to admin - admin users.



backoffice.sportspilot.com/isis/login/GETUSER.asp

SportsPilot
BACKOFFICE

Please Login to Continue

Please enter a valid User ID and Password.

Organization:

User ID:

Password:

Login

THIS IS A PRIVATE COMPUTING SYSTEM WHICH IS RESTRICTED TO AUTHORIZED INDIVIDUALS. ACTUAL OR ATTEMPTED UNAUTHORIZED USE OF THIS COMPUTER SYSTEM WILL RESULT IN CRIMINAL AND/OR CIVIL PROSECUTION. WE RESERVE THE RIGHT TO VIEW, MONITOR AND RECORD ACTIVITY ON THE SYSTEM WITHOUT NOTICE OR PERMISSION. ANY INFORMATION OBTAINED BY MONITORING, REVIEWING, OR RECORDING IS SUBJECT TO REVIEW BY LAW ENFORCEMENT ORGANIZATIONS IN CONNECTION WITH THE INVESTIGATION OR PROSECUTION OF POSSIBLE CRIMINAL ACTIVITY ON THE SYSTEM. IF YOU ARE NOT AN AUTHORIZED USER OF THIS SYSTEM OR DO NOT CONSENT TO CONTINUED MONITORING, EXIT THE SYSTEM AT THIS TIME.

SportsPilot BackOffice Dashboard

- For CYO parish and schools SportsPilot does not charge for support and provides training to your members.
- Anytime you need your programs setup we will help you with those.
- SportsPilot sets your registration form and does updates for modifications needed.
- The Dashboard provides the overall view of the current registrations.

The screenshot shows the SportsPilot BackOffice dashboard for St. Justin Martyr CYO. The header includes the SMM-SJM Blue Eagles logo, the user name 'St. Justin Martyr CYO', and the SportsPilot BACKOFFICE logo. A navigation menu contains links for Home, Registration, Messaging, Reports, Admin., and Help. The user is logged in as 'Director: Justin Admin Martyr' with a 'Logout' option.

The main content area is titled 'Dashboard' and features a table for 'Open Programs (1)'. The table has columns for Name, Status, Players, Coaches, and Teams. One program is listed: '2025 Fall Football' with a status of 'Open', 0 players, 0 coaches, and 0 teams. A 'View' link is provided for this program. Below the table is a 'View All Programs' button and a summary row showing 'Total: 0 0 0' for Players, Coaches, and Teams respectively.

Below the table is a 'Forms and Surveys' section with a clipboard icon and a welcome message: 'Welcome to SportsPilot BackOffice homepage. This page will keep you up to date on new developments in system information, new features, and the latest SportsPilot news. We thank you for using SportsPilot and we look forward to providing you with the best service in our industry.' Below this are three links: 'Participate in our SportsPilot Customer Survey', 'Update your SportsPilot Contact Information', and 'Review the Automatic Monthly Payment Authorization Form'.

On the right side, there is a 'Quick Links' section with four buttons: 'EMAIL MESSAGING', 'CUSTOM REPORT GENERATOR', 'FIND PLAYER / COACH', and 'REGISTRATION REPORT', each with a right-pointing arrow.

SportsPilot- Programs

- Seasons are referred to as Programs, each program has Year, season, sport and gender. An example of Program name 2025 Fall Girls Volleyball.
- Under Admin - programs give you a list of your programs.
- Inactive programs can be access by updating the active filters.
- Click on program name to edit a program or use the create new program button to create one.
- To allow registrations for a program, you need to have All registration set to OPEN, Online registration Individual check box checked, and registration dates need to be current.
- The website access tab has additional controls, where Unassigned Player should be set to ON if you want to allow \$0 registrations.

The screenshot shows the 'Edit a Program' interface for '2025 Fall Football'. The page has a blue header with the title 'Edit a Program' and a navigation bar with tabs for 'General', 'Website Access', 'Information', 'News', 'Important Dates', and 'Documents'. The 'General' tab is selected.

Program Name: 2025 Fall Football

General

Last Modified By: 43937 Last Modified Date: 6/4/2025 12:34:20 PM

Program is Active:

Gender: Co-Ed (dropdown)

Season: Fall (dropdown)

Program Type: Football (dropdown)

Year: 2025 (dropdown)

Proposed Program Name

Use the Proposed Name:

Registration

All Registrations : Open (dropdown) Online Registrations : Individual Team

Begins on : 5/1/2025

Ends On : 7/20/2025 11:59:59 PM

Eligibility: (text input)

Notes: (text area)

Enable Coach Background Checks

Payment Options

Allow Credit Cards Allow Alternate Payments Allow Additional Payments

Documents

Document Menu (button)

Save (button) Cancel (button) Delete This Program (button) Add a League to This Program (button)

SportsPilot - Leagues

- Leagues are the age groups / divisions within the program. You can have them by any combination of age, gender etc.
- Under Admin - leagues and selecting the program provides you access to the leagues.
- Click on the league name to edit or create new league or open an existing league and use the duplicate league option to create new leagues.
- League play start date, end date give information to parents when the games are played.
- To open registration for a league, make sure registration active is checked, individual online registration is checked, and registration dates are current.
- The system allows 3 different pricing points, Early, Regular and late. Early and late fees can be entered on the advanced tab.
- Eligibility tab provides you the option to force registration to be within a specific date of birth range or grade range.

Editing 01 Grade Flag

Program: 2025 Fall Football League Name: 01 Grade Flag

General Eligibility Web Access Documents Advanced << Prev | Next >>

Edit a League

Modified By: Modified Date: 6/4/2025 12:11:03 PM

General Information

League Play Start Date: League Play End Date:

Type: Competitive Level:

Description:

Registration Information

Registration Active Individual Online Registration Team Online Registration

Regular Registration

Registration Start Date:	<input type="text" value="6/1/2025 12:00:00 AM"/>	Registration End Date:	<input type="text" value="8/1/2025 11:59:59 PM"/>
Team Fee:	<input type="text" value="0"/>	Returning / Member Team Fee:	<input type="text" value="0"/>
Player Fee:	<input type="text" value="50"/>	Returning / Member Player Fee:	<input type="text" value="0"/>
Coach Fee:	<input type="text" value="0"/>	Returning / Member Coach Fee:	<input type="text" value="0"/>

Fee Comments:

Save Cancel Duplicate Delete

Program Copy

- Under Admin - Additional links - locate the Program Copy link.
- Program copy allows you to copy an existing program into a new program. A very useful tool when you need to open a new season registration very similar to the old season.
- Simply select the source program, update the destination program name. Check the copy leagues check box, and the offset dates. Enter the number of months you want the registration dates and eligibility dates to be increased by.
- Click on the Copy program button - new program is created, make sure the registration dates and program year are correct.

Program Copy Tool

Program Copy Tool

Source Program: 2024 Fall Cheer

Destination Program Name: 2025 Fall Cheer

Options:

- Copy Leagues
- Copy Sync/Import Settings
- Offset Dates - In Months*

Registration Dates: 12

Eligibility Dates of Birth: 12

* - Affects registration and play dates, eligibility dates of birth, and age calculation.
(e.g. 1/1/2012 + 6 months = 7/1/2012
or
1/1/2012 + 12 months = 1/1/2013)

Copy Program

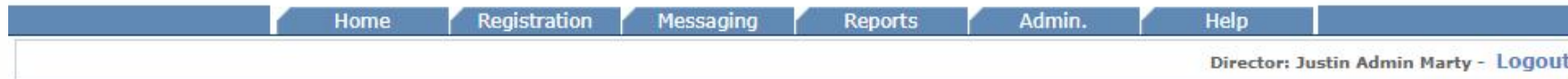
SportsPilot - Links

- Under Registration - Registration links you will find two links.
- Registration link - this link you place it on your website or open the link on Google chrome browser right click and generate the QR code to be used on a pamphlet.
- Sync link - this link allows you to transfer your data to the CYO.



SMM-SJM
BLUE EAGLES

St. Justin Martyr CYO



Registration Links

Below are the registration links you can use for your members to sign up through. We recommend you have the link open in a new browser off of your website. If you have questions about this process or if you would like to purchase a new website through SportsPilot, please contact support@sportspilot.com or call 214-472-3410 ext 105.

- **Registration: (All Eligible Programs)**
<https://reg.sportspilot.com/105856>
- **Sync Link:**
<https://secure.sportspilot.com/cyo/affiliates/sync.aspx?asoid=105856>

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's 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 AD2027 added to the end of the name
 - If you do not see your Athletic Director with the AD2027, 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

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 AD2027 (First name, last name, AD2027).
- If you do not find the AD2027 Athletic Director account in your parish list, then please contact SportsPilot or CYO.

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

Each Member will have their own unique link to sync their team data. If you do not have your link, contact SportsPilot.

Account Login

User Name:

Password:

Remember me.

Sign In

**Log in with the same
username/password
you use for your SportsPilot
Back Office**



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Synchronizing Team Registration Names ONLY to DIOCESE OF CLEVELAND CYO

Sync

Options

Invoices: 65.00

Sync:

- Players
- Family Members
- Coaches
- Teams
- Officials
- Allow players to be removed from parent database.
- Update existing information.

Note: Updated information cannot be rolled back.

Source

Organization: St. Hilary Athletic Association CYO
Program: 2026 Track and Field
League: Boys 1st-4th Grade
Team(s): * Unassigned, St. Hilary (Wolski)

Add Sync

Synchronize

Destination

Organization: Diocese of Cleveland CYO
Program: Track & Field - 2026
League: T & F Boys 2026 - Grades 1-4
Team: (Copy Teams)

Summary

Total:
Players:
Parent/Guardians:
Head Coaches:
Asst. Coaches:
Team Managers:
Officials:
Teams:
Price: \$0.00

Sync

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

Sync

Options

Invoices:

Sync:

Players Family Members Coaches Teams

Officials

Allow players to be removed from parent database.

Update existing information.

Note: Updated information cannot be rolled back.

Source

Organization:

Program:

League:

Team(s):

Synchronize

Destination

Organization:

Program:

League:

Team:

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

Total:

Players:

Parent/Guardians:

Head Coaches:

Asst. Coaches:

Team Managers:

Officials:

Teams:

Price: \$0.00



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

The screenshot shows the 'Sync' interface in the SportsPilot system. At the top, the header reads 'ST. HILARY ATHLETIC ASSOCIATION CYO' with a logo on the left and navigation icons (refresh, home, calendar) and a 'Logout' button on the right. The main content area is titled 'Sync' and is divided into three sections: 'Options', 'Synchronize', and 'Summary'.
The 'Options' section includes an 'Invoices' field set to '65.00'. Below it, the 'Sync:' section has several checkboxes: 'Players' (checked), 'Family Members' (checked), 'Coaches' (checked), 'Teams' (unchecked), and 'Officials' (unchecked). There are also two unchecked checkboxes: 'Allow players to be removed from parent database.' and 'Update existing information.'. A note below states: 'Note: Updated information cannot be rolled back.'
The 'Synchronize' section has two columns. The left column is labeled 'Source' with a red arrow pointing to it. It contains dropdown menus for 'Organization' (St. Hilary Athletic Association CYO), 'Program' (2026 Track and Field), 'League' (Boys 1st-4th Grade), and 'Team(s)' (a list with '* Unassigned' and 'St. Hilary (Wolski)'). Below these is an 'Add Sync' button. The right column is labeled 'Destination' with a red arrow pointing to it. It contains dropdown menus for 'Organization' (Diocese of Cleveland CYO), 'Program' (Track & Field - 2026), 'League' (Boys 2026 Grades 1-4), and 'Team' (St. Hilary (Wolski)).
The 'Summary' section is currently empty.
At the bottom left, there is a 'Total:' section with 'Players:', 'Parent/Guardians:', 'Head Coaches:', 'Asst. Coaches:', 'Team Managers:', and 'Officials:' listed. Below this, 'Teams:' is listed, and 'Price: \$0.00' is shown. A 'Sync' button is at the bottom left of the form area.

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.





Sync

Options

Invoices:

Sync:

- Players
- Family Members
- Coaches
- Teams
- Officials
- Allow players to be removed from parent database.
- Update existing information.

Note: Updated information cannot be rolled back.

Total:
 Players:
 Parent/Guardians:
 Head Coaches:
 Asst. Coaches:
 Team Managers:
 Officials:
 Teams:
Price: \$1,805.00

Synchronize

Source

Organization:

Program:

League:

Team(s):

Destination

Organization:

Program:

League:

Team:

Teams to be Synchronized:

St. Hilary (Wolski) ✕

Summary

1. Select your Organization and 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





Sync

Options

Invoices:

Sync:

Players Family Members Coaches Teams

Officials

Allow players to be removed from parent database.

Update existing information.

Note: Updated information cannot be rolled back.

Source

Organization:

Program:

League:

Team(s):

Add Sync

Synchronize

Destination

Organization:

Program:

League:

Team:

Teams to be Synchronized:

St. Hilary (Wolski) ✕

Summary

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

Total:

Players:

Parent/Guardians:

Head Coaches:

Asst. Coaches:

Team Managers:

Officials:

Teams:

Price: \$1,805.00

Sync





Sync

Options

Invoices:

Sync:

Players Family Members Coaches Teams

Officials

Allow players to be removed from parent database.

Update existing information.

Note: Updated information cannot be rolled back.

Source

Organization:

Program:

League:

Team(s):

Add Sync

Synchronize

Destination

Organization:

Program:

League:

Team:

Teams to be Synchronized:

- St. Hilary (Wolski) **X**
- St. Hilary (Murphey) **X**
- Summary

Select the X to remove a Team from the Sync Que

Total:

Players:

Parent/Guardians:

Head Coaches:

Asst. Coaches:

Team Managers:

Officials:

Teams:

Price: \$3,140.00

Sync

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.



Add Sync

Teams to be Synchronized:

St. Hilary (Wolski)✘

St. Hilary (Murphey)✘

Summary

Total:
Players:
Parent/Guardians:
Head Coaches:
Asst. Coaches:
Team Managers:
Officials:
Teams:
Price: \$3,140.00

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.



Sync

Options

Invoices:

Sync:

Players Family Members Coaches Teams

Officials

Allow players to be removed from parent database.

Update existing information.

Note: Updated information cannot be rolled back.

Source

Organization:

Program:

League:

Team(s):

Synchronize

Destination

Organization:

Program:

League:

Team:

Team Strength

Team Blackout

Summary

Total:

Players:

Parent/Guardians:

Head Coaches:

Asst. Coaches:

Team Managers:

Officials:


Teams:





Price: \$0.00



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.

Team BlackOuts - Microsoft Edge
https://secure.sportspilot.com/CYO/affiliates/TeamBlackOuts.aspx?asoid=106084

 ST. BERNADETTE WESTLAKE CYO

Manage BlackOuts

State Organization:


	  	Team	Program/League
	<input type="checkbox"/>	St. Bernadette(Zatta)	Baseball 2025 4th Grade
	<input type="checkbox"/>	St. Bernadette(Cousineau)	Baseball 2025 4th Grade
	<input type="checkbox"/>	St. Bernadette(Lange)	Baseball 2025 5th Grade
	<input type="checkbox"/>	St. Bernadette(Stipanovich)	Baseball 2025 6th Grade

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.

Team BlackOuts - Microsoft Edge
https://secure.sportspilot.com/CYO/affiliates/TeamBlackOuts.aspx?asoid=106084

 ST. BERNADETTE WESTLAKE CYO Refresh Users Calendar Logout

Select All teams Add Blackout Reoccurring Blackout

Manage BlackOuts

State Organization:

	<input checked="" type="checkbox"/> + ↻	Team	Program/League
▶	<input type="checkbox"/>	St. Bernadette(Zatta)	Baseball 2025 4th Grade
▶	<input type="checkbox"/>	St. Bernadette(Cousineau)	Baseball 2025 4th Grade
▶	<input type="checkbox"/>	St. Bernadette(Lange)	Baseball 2025 5th Grade
▶	<input type="checkbox"/>	St. Bernadette(Stipanovich)	Baseball 2025 6th Grade

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.

Team BlackOuts - Microsoft Edge
https://secure.sportspilot.com/CYO/affiliates/TeamBlackOuts.aspx?asoid=106084

ST. BERNADETTE WESTLAKE CYO

Logout

Manage BlackOuts

State Organization: Diocese of Cleveland CYO

		Team	Program/League
▶	☑ + ↻	St. Bernadette(Zatta)	Baseball 2025 4th Grade
▶	☑	St. Bernadette(Cousineau)	Baseball 2025 4th Grade
▶	☑	St. Bernadette(Lange)	Baseball 2025 5th Grade
▶	☑	St. Bernadette(Stipanovich)	Baseball 2025 6th Grade

Add Multi Team BlackOut

Date: 5/23/2025

Start: 6:00 AM

Duration (Hours): 1

Reason:

Confirmation

Update Cancel

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.

Team BlackOuts - Microsoft Edge

https://secure.sportspilot.com/CYO/affiliates/TeamBlackOuts.aspx?asoid=106084

ST. BERNADETTE WESTLAKE CYO

Manage BlackOuts

State Organization: Diocese of Cleveland CYO

		Team	Program/League
	<input type="checkbox"/>	St. Bernadette(Zatta)	Baseball 2025 4th Grade
	<input type="checkbox"/>	St. Bernadette(Cousineau)	Baseball 2025 4th Grade
	<input type="checkbox"/>	St. Bernadette(Lange)	Baseball 2025 5th Grade
	<input type="checkbox"/>	St. Bernadette(Stipanovich)	Baseball 2025 6th Grade
	<input type="checkbox"/>	St. Bernadette(Rosson)	Baseball 2025 8th Grade
	<input type="checkbox"/>	St. Bernadette(Dinunzio)	Baseball 2025 8th Grade

Add Multi Team Recurring BlackOut

Date:

End:

Sun Mon Tue Wed
 Thu Fri Sat

Start:

Duration (Hours):


Reason:










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 Single Event

Add Reoccurring Event

Team BlackOuts - Microsoft Edge
<https://secure.sportspilot.com/CYO/affiliates/TeamBlackOuts.aspx?asoid=106084>

 ST. BERNADETTE WESTLAKE CYO Refresh Users Calendar Logout

			Team	Program/League			
	<input type="checkbox"/>		St. Bernadette(Zatta)	Baseball	2025	4th Grade	
				Date	Time	Duration (min)	Notes
				4/18/2025	6:00 AM	5760	Spring Break Travel
				5/5/2025	6:00 AM	1440	School Drama Performance
				5/18/2025	6:00 AM	1440	School Music Concert
	<input type="checkbox"/>		St. Bernadette(Cousineau)	Baseball	2025	4th Grade	
	<input type="checkbox"/>		St. Bernadette(Lange)	Baseball	2025	5th Grade	

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.



State Organization: Diocese of Cleveland CYO

Team
<input type="checkbox"/> St. Bernadette(Zatta)
<input type="checkbox"/> St. Bernadette(Cousineau)
<input type="checkbox"/> St. Bernadette(Lange)

Add BlackOut

Date:

Start: Duration (Hours):

Reason:

Notes
Spring Break Travel
School Drama Performance
School Music Concert

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.



Manage Teams

State Organization:

	Team	Program/League	AD	CYO
<input type="button" value="Edit"/>	St. Bernadette (Hornung)	Basketball Boys - 7th Grade 2025 Division 1 - (7th Grade)		
<input type="button" value="Edit"/>	St. Bernadette (Hendershot)	Basketball Boys - 7th Grade 2025 Division 3 - (7th Grade)		
<input type="button" value="Edit"/>	St. Bernadette (Moley)	Basketball Boys - 7th Grade 2025 Division 3 - (7th Grade)		
<input type="button" value="Edit"/>	St. Bernadette	Track & Field Boys 2025 Track and Field Boys 2024		

Teams Icon

Print Roster



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).

Microsoft Edge

https://sports-pilot.com/CYO/affiliates/SyncTeams.aspx?asoid=106084



ST. BERNADETTE WESTLAKE CYO

Manage Teams

State Organization: Diocese of Cleveland CYO

	Team	Program/League
<input type="button" value="Edit"/>	St. Bernadette (Hornung)	Basketball Boys - 7th Grade 2024 Division 1 - (7th
<input type="button" value="Edit"/>	St. Bernadette (Hendershot)	Basketball Boys - 7th Grade 2024 Division 3 - (7th
<input type="button" value="Edit"/>	St. Bernadette (Moley)	Basketball Boys - 7th Grade 2024 Division 3 - (7th
<input type="button" value="Edit"/>	St. Bernadette	Track & Field Boys 2024 Track and Field Boys 20



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Edit Team: St. Bernadette -

Team Strength: *Select One

- A
- B
- C

4th Graders:

5th Graders:

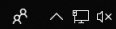
6th Graders:

7th Graders:

8th Graders:

Team Notes

here to search



PRINTING CYO TEAM ATHLETIC ELIGIBILITY 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. Here you can view/print them as needed during the season CYO team registration period only. Once registration closes, you do not have access to the roster in your sync portal.



ST. HILARY ATHLETIC ASSOCIATION CYO



Logout

Manage Teams

State Organization:

Season

Year

	Team	Program/League	AD	CYO	(\$) <i>Fee</i>
<input type="button" value="Edit"/>	St. Hilary(Ochmann)	Lacrosse Girls 2025 / 1. 6th-8th Grade			
<input type="button" value="Edit"/>	St. Hilary(Hoffman)	Lacrosse Girls 2025 / 3. 3rd-5th Grade			
<input type="button" value="Edit"/>	St. Hilary	Track & Field 2025 / Track and Field Boys 2025			
<input type="button" value="Edit"/>	St. Hilary	Track & Field 2025 / Track and Field Girls 2025			

Select
CYO

Team
Icon



PRINTING CYO TEAM ATHLETIC ELIGIBILITY 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 AD2027) and view your teams and print out the CYO TEAM ATHLETIC ELIGIBILITY ROSTER for each team which has the team ID number in upper left corner.

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



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 (AD2027), under Manage Teams, select a team, then select (\$)Fee.

Manage Teams

State Organization:

Season

Year

	Team	Program/League	AD	CYO	(\$) Fee
<input type="button" value="Edit"/>	St. Hilary(Mahovlic)	Lacrosse Girls 2019 / 1. 6th-8th Grade 2025			
<input type="button" value="Edit"/>	St. Hilary(Snyder)	Lacrosse Girls 2019 / 1. 6th-8th Grade 2025			
<input type="button" value="Edit"/>	St. Hilary(Nowak)	Track & Field Boys 2019 / Track and Field Boys 2019 2025 2025			
<input type="button" value="Edit"/>	St. Hilary(Johnson)	Track & Field Girls 2019 / Track and Field Girls 2019 2025 2025			



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.**

SAMPLE


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 # _____			
Date Received:	_____			Staff Initials _____			
Activity Code Allocation:	4900 _____	4901 _____	4902 _____	4903 _____			
	4904 _____	4905 _____	4906 _____	474 _____			
Payment Posted By	_____			Date: _____			

Online Payments

- In the Sync process you will have option to make payment.
 - By Credit Card.
 - By ACH - E-checks.
- E-checks will enable payments to processed directly and efficiently which will reduce outstanding invoices.
 - No paper. E-Checks help eliminate the time, costs, hassle, and efforts associated with using paper checks
 - Safer than paper check and they reduce the risk of fraud and bounced checks.
- An option to pay unpaid invoices will be added and, in the future, only after the unpaid invoices are settled new teams will be allowed to sync.

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's name exactly as it appears in the CYO schools list. Do not add any other data to the team's 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 team's data transfers to CYO.
- Teams will not sync if your parish/school athletic director record 2027 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 (AD2027), select a team, under Team Options, select REPORTS.

The background features a collage of geometric shapes including triangles and squares in shades of red, grey, and black. Some shapes are solid, while others are outlined. There are also clusters of small grey dots on the left and right sides.

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

SportsPilot Inc.

www.sportspilot.com

support@sportspilot.com

972- 348 -0988