CLUB ADMINISTRATOR RESOURCES

How to Register Teams for TCSL Fives

Step 1: Create all Teams you wish to register for TCSL Fives, setting the competitive level as "Recreational".

How to Create Teams

NOTE: if you have not registered recreational players with US Club Soccer, you may need to submit a support ticket to request that the recreational competitive level be activated for your club.

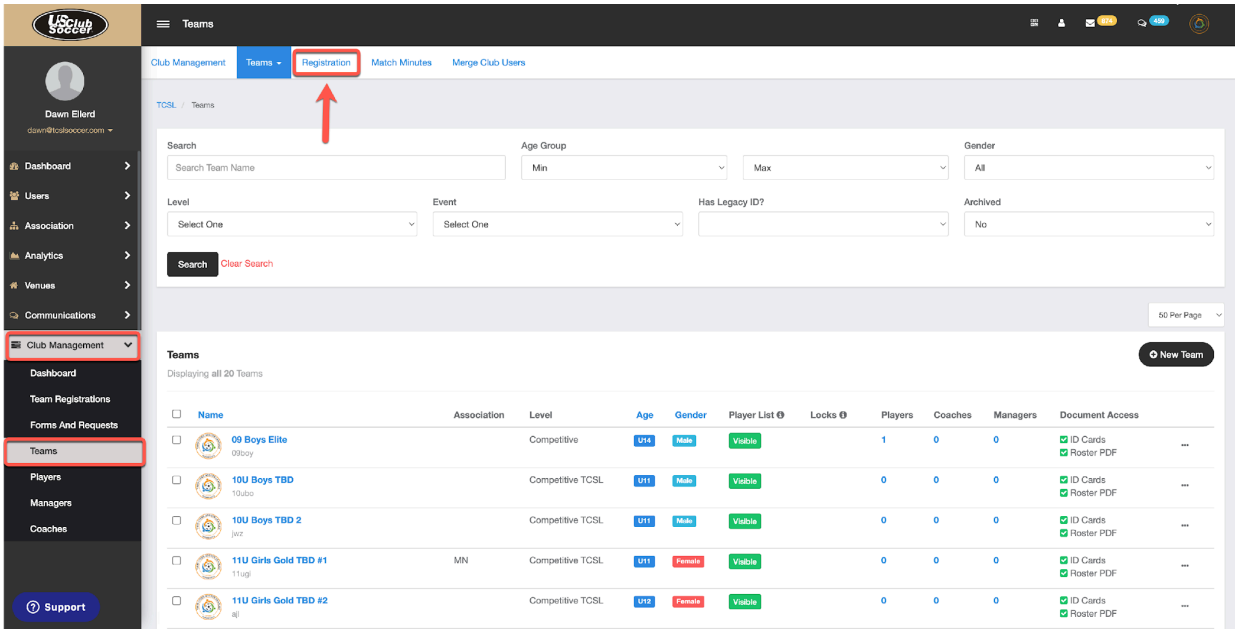
Step 2: Register your teams for the TCSL Passcards & Rosters event as you would your other teams

- NOTE: they will be set up as "competitive" teams here, but as no memberships are purchased here (see the recreational registration information here), there is no repercussion for this.
- Why register them here? This serves as the source roster for all of the Fives events so we have the primary coach information to use for scheduling.

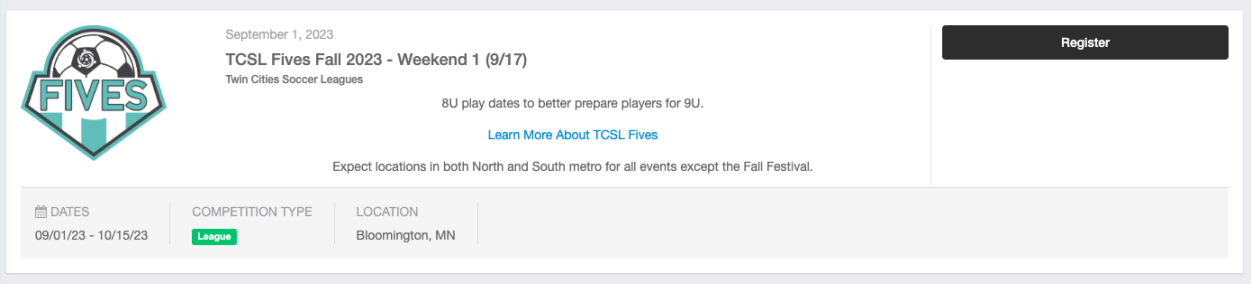
Step 3: Register the teams for each TCSL Fives event you would like them to participate in, being sure to set the team competitive levels as "recreational".

Teams are registered in bulk (in much the same way registration happens for our other leagues) by Club Administrators or Registrars for each individual Fives event they wish to participate in. Complete the steps below for each TCSL Fives event you wish to register teams to.

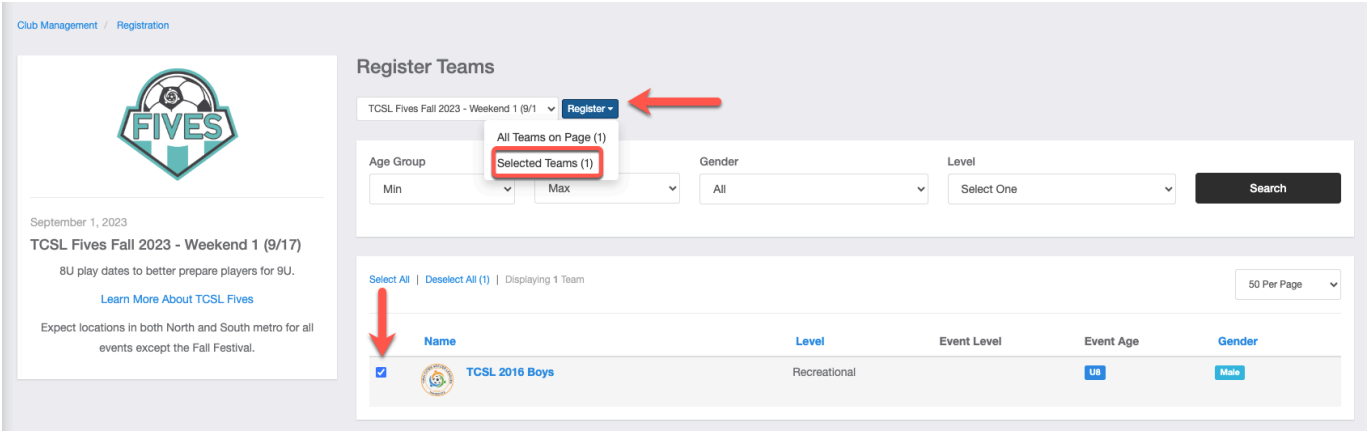
Start in Club Management : Teams using the left navigation bar, then click "Registration" in the top navigation bar once on your club's Teams page.



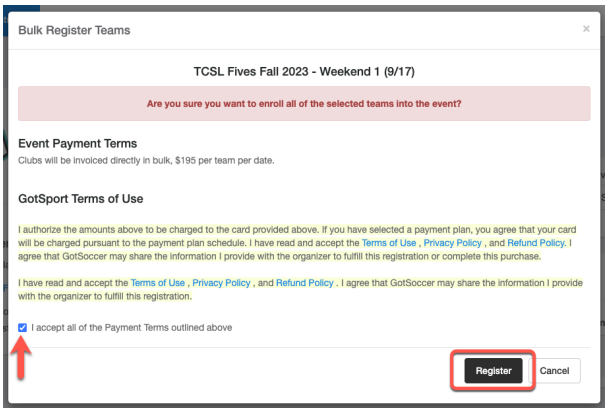
Locate the appropriate TCSL Fives event in the Registration list (there are individual events for each play date, plus the Fall or Summer Festival) and click on “Register”.



On the following page, you will see a listing of all U8 recreational teams you have set up for your club. Click the check box next to the teams you wish to register for TCSL Fives, then click “register” and choose “selected teams”.

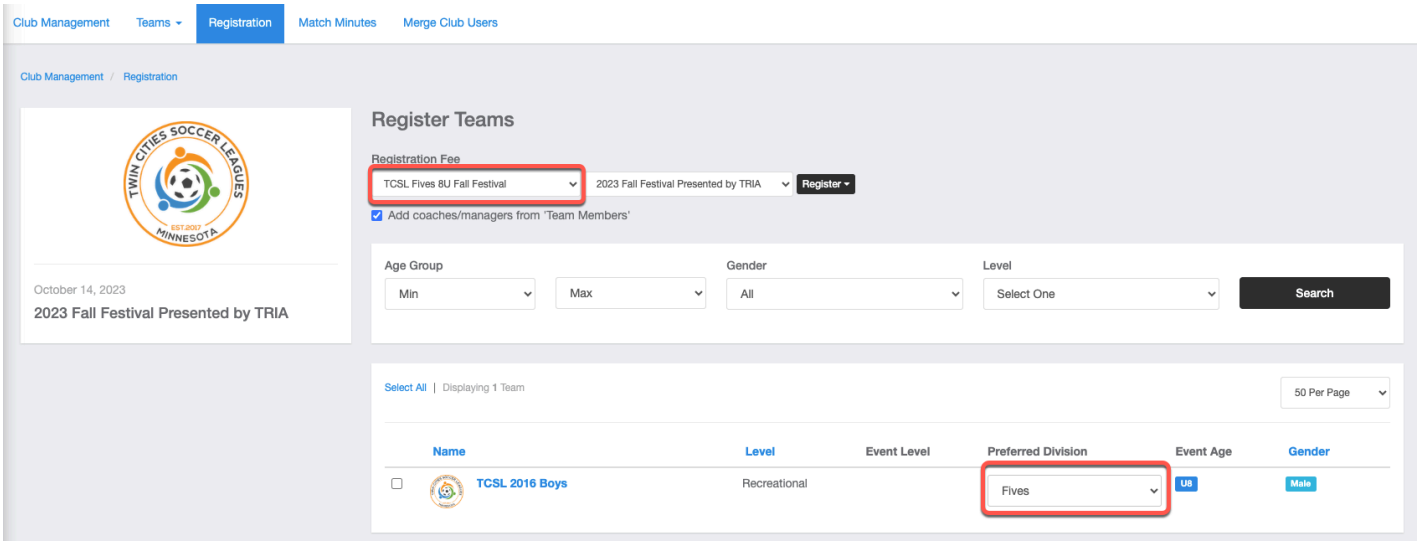


Accept the payment terms and click “register” in the popup. Your teams are now registered for that TCSL Fives date. Repeat for other Fives events you wish to register your teams for.



Special Instructions for Registering Fives Teams for the Fall or Summer Festival

Follow the process above, selecting the Fall or Summer Festival to register the Fives teams into. Once on the registration page, change the fee level to the U8 Fives fee, and set the team preferred level to Fives as well before completing their registration. This will designate these teams as Fives teams with the proper Fives event fee.



Once teams are registered in both TCSL Passcards & Rosters and for their individual Fives events, please add coaches to their team rosters in TCSL Passcards & Rosters so we have record of primary coaches designated to teams to check against when scheduling.

[How to roster players and team staff on TCSL Fives teams]