

## 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.

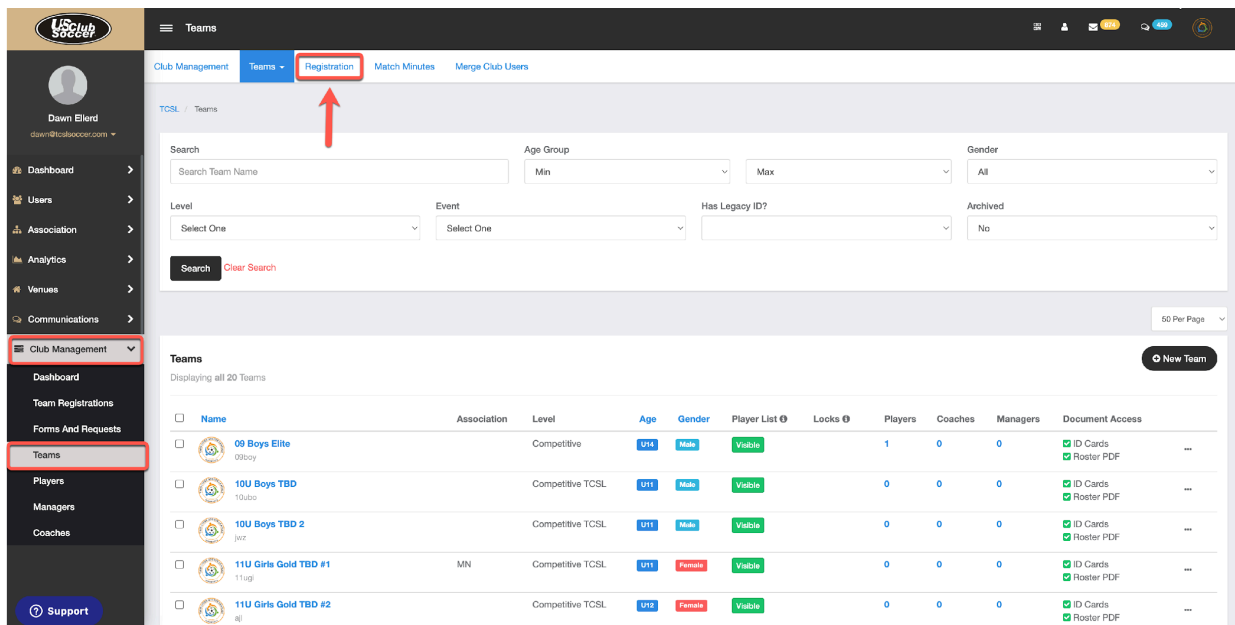
**Step 2:** Register your teams for the TCSL Passcards & Rosters event as you would your other teams

- 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.*

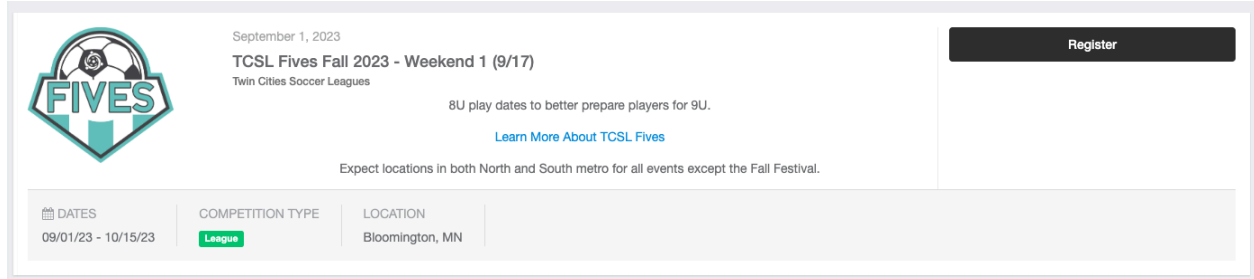
Start in Club Management : Teams using the left navigation bar, then click “Registration” in the top navigation bar once on your club’s Teams page.



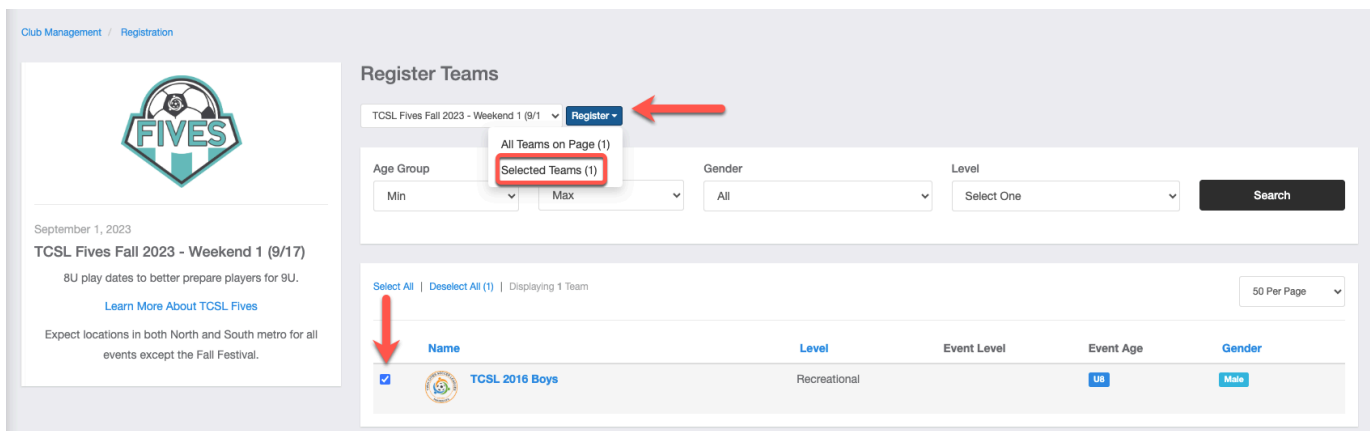
The screenshot shows the US Club Soccer Club Management interface. The top navigation bar has 'Registration' highlighted with a red box and an arrow pointing to it. The left sidebar has 'Club Management' expanded, with 'Teams' highlighted. The main content area shows a search filter and a table of teams.

Name	Association	Level	Age	Gender	Player List	Locks	Players	Coaches	Managers	Document Access
09 Boys Elite	09boy	Competitive	U14	Male	Viable	1	0	0	0	ID Cards Roster PDF
10U Boys TBD	10ubo	Competitive TCSL	U11	Male	Viable	0	0	0	0	ID Cards Roster PDF
10U Boys TBD 2	10z	Competitive TCSL	U11	Male	Viable	0	0	0	0	ID Cards Roster PDF
11U Girls Gold TBD #1	11ug	Competitive TCSL	U11	Female	Viable	0	0	0	0	ID Cards Roster PDF
11U Girls Gold TBD #2	11	Competitive TCSL	U12	Female	Viable	0	0	0	0	ID Cards Roster PDF

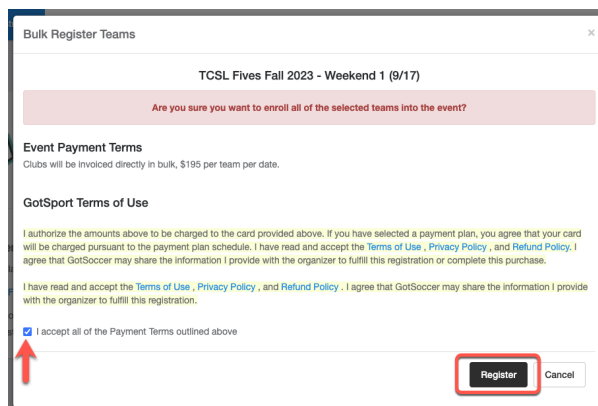
Locate the appropriate TCSL Fives event in the Registration list (there are individual events for each play date, plus the Fall or Summer Festival) and click on “Register”.



On the following page, you will see a listing of all 8U 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 8U 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.

Club Management   Teams ▾   **Registration**   Match Minutes   Merge Club Users

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Club Management / Registration



October 14, 2023  
2023 Fall Festival Presented by TRIA

### Register Teams

Registration Fee  
TCSL Fives 8U Fall Festival   2023 Fall Festival Presented by TRIA   Register ▾

Add coaches/managers from 'Team Members'

Age Group  
Min ▾   Max ▾

Gender  
All ▾

Level  
Select One ▾

Search

Select All | Displaying 1 Team 50 Per Page ▾

	Name	Level	Event Level	Preferred Division	Event Age	Gender
<input type="checkbox"/>	TCSL 2016 Boys	Recreational		Fives ▾	8U	Male

**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](#)