

Ohio Travel Soccer League

Team Declaration Instructions

Declaring Teams

When you first see the page, all of the teams you had in the prior season will be listed. You'll need to click the check box in the table to declare each team. You can also enter a comment if you have a special request for bracketing. You do not need to select a strength. Click the **Save** button when you are done.

Changing Coaches

You can change the coach of any team by clicking on the **Chg** button (make sure to click the **Save** button before changing coaches). A window will pop up that will allow you to either select an existing person from your community or enter information for a new person.

When adding a new person, remember that you'll need to provide the person's name and email address. Also, if you have a member coaching more than one team, select their name from the list; DO NOT add them twice. Once the coach has been assigned, click the **OK** button to return to the declare teams page.

New Teams

If you need to declare a team that isn't in the list, you can click on the link **Click Here To Add A Team** which is at the bottom of the declaration page. A new will be added to the list. Make sure that you select the proper age group. Feel free to enter a comment if you have a bracketing request, especially for a new team as that will help us bracket that team properly. The community rep is assigned as the coach of each new team. You can assign the proper coach by clicking the **Chg** button.

Updates

When you are done, click the **Save** button. Verify that the information is correct. You will also see the declaration fee at the bottom of the page. If any information is not correct, you can make changes and click the **Save** button again.