



Requesting Team Activation

After assigning players/coaches to your teams and finalizing rosters, you can request team activation for your roster to be approved by Iowa Soccer. The following rules apply for team activation.

** Required rules are **hard stop rules** and must be met in order for you to submit a request

** Warning rules still allow you to submit a request and will require Iowa Soccer to manually approve the team

- All coaches over 18 must have cleared background checks - REQUIRED
- At least one coach over 18 must be assigned to the team - REQUIRED
- All players must be age/ID verified - REQUIRED
- Players may NOT play down - WARNING
- Players can only play for one club (set once a team is approved) - WARNING
- Players can only play on one approved team within a club - WARNING
- Team names must be unique for the age group within the club - REQUIRED
- Concussion Training must be completed - REQUIRED
 - ★ Coaches (Head & Assistant) are required to upload a concussion certificate through their member account or a club admin can upload the certificate from the SAM system
 - ★ For Team Managers, if you want the background check ran and the club is willing to pay the \$8.00 fee (coach fee) for these individuals:
 - Register team managers under the coach registration
 - [Click here for the document to upload in the place for the concussion certificate requirement](#)

**Be sure to complete the Association Reporting Options for your team before submitting a request for Team Activation. Select the team in your folder tree, make any necessary changes to how you will report the team to Iowa Soccer, and click the Update button.

Association Reporting Options

Final Roster Date:

Sat 08/31/2019

Program Type:

Select ▼ Apply to All Teams and Subfolders

Gender:

Male ▼ Apply to All Teams and Subfolders

Age Group:

U13 ▼ Apply to All Teams and Subfolders



To request a team to be approved, click the “Request Team Activation” button.



The screenshot shows a sidebar on the left with a tree view under 'Coach Pool' > 'Boys' > '13U'. Two teams are listed: '[1/4] Test Club 13U Boys Blue' and '[1/0] Test Club 13U Boys White'. The main panel is titled 'Coaches & Players' and contains a 'Request Team Activation' button. Below it is a table with columns 'Coaches' and 'Title', showing 'Coach Example' as 'Head Coach'. At the bottom is a 'Participants' table with columns 'Participants', 'Jersey #', and 'Home Phone', listing 'Test, Player 1' and 'Test, Player 2' with green checkmarks in the Jersey # column.

Request Team Activation

Requesting team activation will indicate to your governing body that the team is ready for approval. If your team is approved, you may continue to reassign players and team admins within your organization. However, each team admin and player must meet roster requirements before being added to an approved team.

Do you wish to request team activation?

Request Team Activation Cancel

If there are any required or warning errors, they will show when you request activation:

Team Activation Errors

The following team(s) cannot be activated due to the listed errors/warnings. Please correct these issues and resubmit your request if you find any errors for team activation.

- 13U Boys Blue**
This team does not meet the team activation requirements
 - Assistant Coach** does not have a cleared background check
 - Players assigned to the team are not yet age/ID verified
 - Concussion Training is required: **Assistant Coach**
 - Player 8 Test** is too old for this age group

Close

REQUIRED errors do not allow the request to go through. These errors must be corrected before submitting another request.

WARNING errors will allow your request to be submitted to Iowa Soccer.



Team Activation Requested

When the request for activation is submitted, the button can no longer be selected. You will see the Approval Status in the Association Reporting Options show as "Pending Approval" if any there are any warnings to be reviewed:

Association Reporting Options

Final Roster Date: Sat 08/31/2019

Program Type: Select

Gender: Male

Age Group: U13

Team Approval Status: Pending Approval

Team Connect Code: ZZG-8CH-42P

To view Team Approval statuses for all teams, click on the Event in your folder tree, select the Find button, then click on the Teams tab. You can filter by age group, gender, by teams that have requested activation, etc. You can also request activation for teams in bulk from this screen.

PARTICIPANT COACH **TEAM** MEMBER OFFICIAL

Find in Select

Team Name Team Contact Status

Team Number Registered in a League

Age Group Choose age group

Gender Male

Coach Name Team Approval Status All

Team Activation Request All

Find

1 1 1 < > 25 results per page 3 Results

<input type="checkbox"/>	Name	Team Number	Age	Gender	Coach Name	Event		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Test Club 12U Boys Blue	003022	12U	Male	Coach Example	Select - Players		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Test Club 13U Boys Blue	003023	13U	Male	Coach Example	Select - Players		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Test Club 13U Boys White	003015	13U	Male	Coach Example	Select - Players		<input checked="" type="checkbox"/>

1 1 1 < > 25 results per page 3 Results

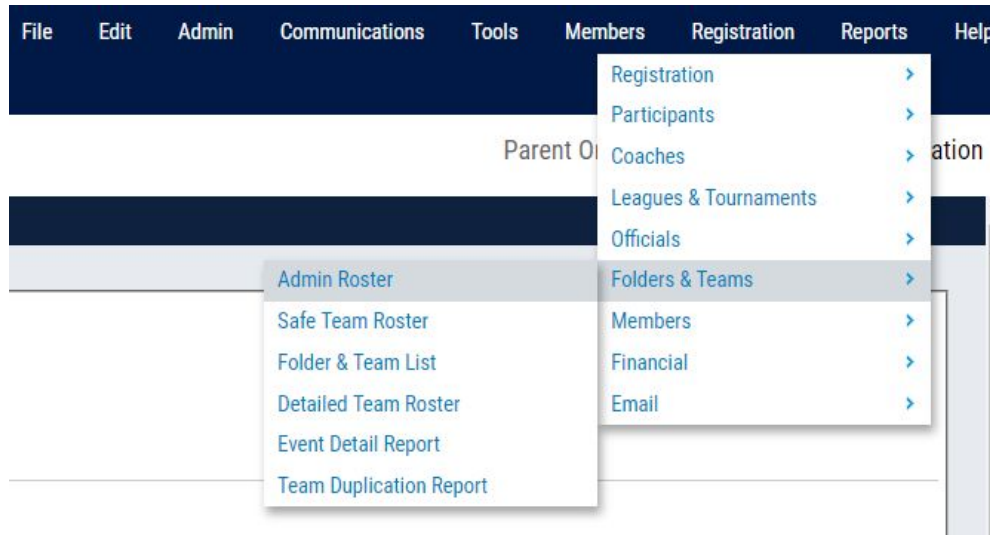
- = Team Activation Request Sent
- = Team Not Approved
- = Team Approved

**** AFTER A TEAM IS APPROVED, YOU CAN PRINT AN OFFICIAL STATE ROSTER AND PASSES.**

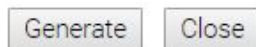
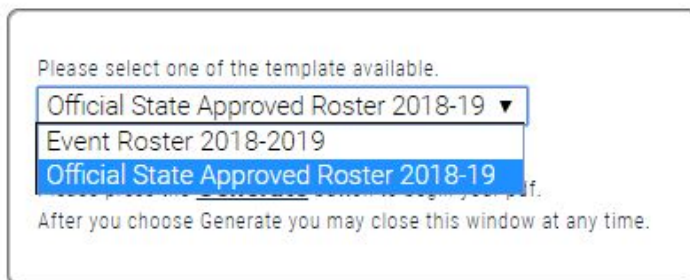


To Print the Official State Roster:

After a team is approved, you can print team rosters. Select the team in the folder tree, then navigate to the Main Menu bar and select Reports > Folders & Teams > Admin Roster



A new window will pop up, and you can select which roster template to print for your team.



event roster will be sent separately.

Print the "Official State Approved Roster 2018-19" for all Iowa Soccer events.

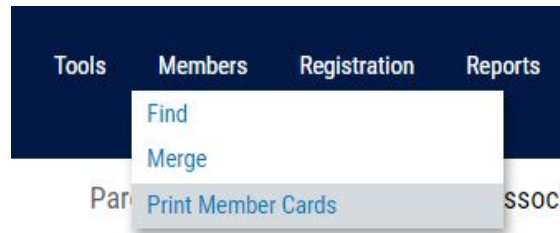
The "Event Roster 2018-2019" is for teams attending a tournament/event that need to create a roster composed of players from their own club for that specific event. Details for requesting an

After you select your template, click "Generate" and a PDF will download to print or email.



To Print Player and Coach Passes:

After a team is approved, you can print passes for players and coaches. Select the team in your folder tree, navigate to the Main Menu bar and select Members > Print Member Cards.



A PDF will download with all the player and coach passes for that team to print out. **Passes must be printed in color, with a picture either uploaded or glued on, and laminated by the players or coaches first match.**

With access into the Association system, it is possible to print a card for an individual coach or player. This is useful after you've printed passes for the entire team and have an individual pass to print, say for a player that was added to the roster during season. To print an individual pass, navigate to Association Connect, select the Player (or Coach) tab, then find the individual - search by name, utilize filters, etc.

Test Club ↗

ABOUT		PLAYERS			COACHES & VOLUNTEERS		TEAMS	
2018-2019 Season ▾	Find Name 🔍	+ Add Filter ▾		Program Type: Select (x)		Age Group: U13 (x)		
<input checked="" type="checkbox"/>	Connect ID ▾	FIFA ID ▾	Name ▾	Birthdate ▾	Member T ▾	Gender ▾	Age Group ▾	Program Type ▾
<input checked="" type="checkbox"/>			Test_Player_1	01/01/2006	Select	M	U13	Select

Click the checkbox next to the name(s), then select the button at the bottom. As long as the individual is on an approved team, you can print a pass.



*** For clubs with out-of-state players, please contact Candice Fabry for your player's official Iowa member pass.**