

# **TO Soccer League** Using your club module



# About E2E Soccer

- We are located in Ottawa
- We provide IT solutions for the soccer community
- Our products allow our customers to automate their operations in a cost effective manner
- Our goal is to provide the customer with an end to end or E2E solution



# The PHSA solution



# League management roles and responsibilities





The club staff use the club module

#### The TO Soccer Leagues url is <u>www.tosoccerleague.ca</u>

#### Club staff log into the club module here.



## Log in using the email address and password that you have used in the past.

#### Use the "Forgot your password?" to reset your password

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#### The club module has 5 menus



# Within each menu is a series of tools which can be accessed by clicking on the 3 bars

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#### The tools under the This Week menu

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Click on the '? Help' icon for some assistance for each tool. Click it a 2<sup>nd</sup> time to close it.

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Under 'This Week' menu is a series of tools to help you manage the current Week. The Overview tool is a summary of all game details

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#### The 2<sup>nd</sup> tool in this menu is the 'Schedule' for the week

This will list all your clubs games for this week.



The 3rd tool in this menu is the 'Call Ups' for the week

This will list all your teams call up requests for the week.

Requests will be in the pending table. You must approve or decline them by clicking the appropriate icon



#### The 4th tool in this menu is the 'Discipline' for the week

This will list all your red and yellow cards that week.



We have now moved to the 'Set Up' menu. The first tool in this menu is 'Club Details'.

Please ensure that this section is kept up to date

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#### The bottom section list your club officials



#### To add a club roster stay on the Set Up menu and select 'Club Roster'

# You can add a single player here

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## Age group must be of the format Girls – Under 12 or Boys - Under 12 etc

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## Select your csv file with the browse button. Then click the 'Next' button



## You are now asked to map your csv file columns with the required heading.

#### When confirmed, click Import Roster

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T.O. Soccer League

E: info@tosoccerleague.ca

#### We have now moved to the 'Schedule' menu.

#### There are 2 sections in this menu



#### The first tool in this menu shows you the schedule for your club for the season



The first tool in this menu shows you the schedule for your club for the season

## Use the Search box to filter your list

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The next tool is 'Set TBD field' and allows you to set a field for a game where the field is currently set as 'To be determined'



# The select your field and kick off time for the game and click the 'Submit' button

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The next tool is the 'Our fields' tool. This is where you select your fields from the available fields for the league (left). Click on a field in the left box and it will move to your list on the right. You then use these fields to manage your schedule without the clutter of fields from other clubs.

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## The next tool is the 'Team Home fields'. This is where you set the home field for each team in your club Click the pencil to set the field



The final tool in this menu is the 'Draft Schedule' tool.

This is used for schedule generation where you can set your home fields before the Schedule is published. If there are clashes they will appear on the Field Clash tab.



#### The next menu is the 'Reports' menu

#### The first tool is a season overview showing total games for the season etc.

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## The tools in this section are reports to help you manage your club

# Eg this one lists all your teams.

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The final menu is 'Contact'

This is not shown here for privacy reasons but you can use this tool to Search for contact information of

- Your team staff
- Other club officials