

# League One Software FAQ

## How to add Student Demonstrators and Coach Trainees to a Roster

Student Demonstrators and Coach Trainees are required to complete all the paper work that is required for a participant. However, in the League One software they are treated as staff rather than participants. We have discovered a bug. You can put them into the system as a participant and change the role to Student Demonstrator; however, the software will not recognize them as a valid team member. This is how they need to be created.

1. Create them as a Staff position just like you would with any other staff position. But do not assign them to a team, or give them a job.
2. Then access the team roster, and select <ADD STAFF>
3. Type in their last name
4. When their name appears, there will be a drop down back to the left of their name. Assign them the appropriate title student demonstrator or coach trainee.

## Approving and Validating Rosters

Rosters cannot be approved until after the first Game, because our League will not complete official weigh-ins until that time. After approval is granted the League is the only group that can change information on a rostered participant except to add a new player, or drop an old player. It then has to be changed by the league. *Since we do not have official weights yet, you can not completely finish the roster for the games on August 30, 2008.* The weight on the ID card, has to match the one on the roster. Therefore, to find out if your team has been inputted properly, Go to that team's record and hit the validate button at the bottom.



Figure 1

In Figure 1 the validation says that this team is not ready to be approved because there is a child who does not have a jersey number. However, in Figure 2 the team is ready for approval.



Figure 2

**REMEMBER: DO NOT APPROVE UNTIL YOU HAVE ADDED THE OFFICIAL WEIGHTS FOR YOUR FOOTBALL PLAYERS.**

## Adding Background Checks

Background checks can be added at the Association Level. However, be very careful. If you add a background check and accidentally press fail and then add. The person will be forever “BLACK BALLED” from League One. There is NO way around this. Even if you create a new record for the person, they will be blocked if the records have the same address and birthday. The default dates should not be used for the background checks. All coaches should have been approved by July 31, 2008 if they began coaching on August 1, 2008.

To add a background check for someone, go to their staff record, and select <Add Bkg> from the row of icons at the bottom of the screen (fig. 3). The <Back> button takes you back to the previous screen.



Figure 3

Then make sure the dates are entered one month and one year from the date the volunteer form was approved. 07/31/2008 08/31/2009 And make sure you select PASSED (See Fig.4). If you have an individual who does fail a background check, then DO NOT PUT FAILED ON THE BACKGROUND CHECK, LET THE LEAGUE PRESIDENT ASSUME THAT ROLE.

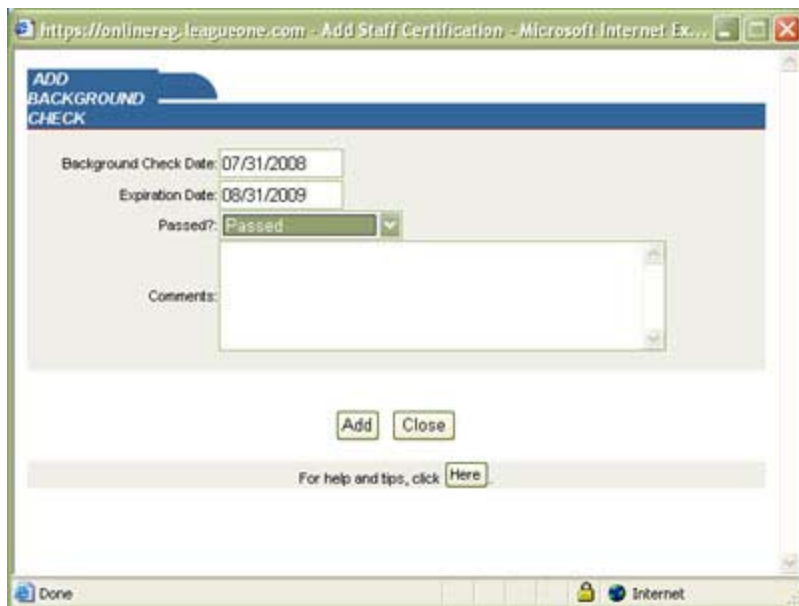


Figure 4

If for some reason, you put a person’s background check in, then on the team page it doesn’t show a date to the far right of their name, no matter how many times you input the background check. Then that person has been “BLACK BALLED” contact the Ricky, the National Office can over ride this “Failed” status but only when notified by a League Official.

# Printing a Temporary Roster for This Saturday

Until your team is approved, you will not be allowed to print an official roster or mandatory play report. However, you can print an unofficial roster.

Reports are found on the team record at the bottom of the screen. Select the <Print Report> Button as indicated in Fig 5.

Figure 5



The options are endless here, but the important one for this weekend is the certification roster. Remember it will not be an official roster because your roster isn't approved yet, but it is what Ricky is looking for this weekend.

**DO NOT APPROVE YOUR SPIRIT ROSTERS EITHER. PRINT THE UNOFFICIAL ROSTER FOR THIS WEEKEND AS WELL.** This will give League Officials an opportunity to check for mistakes and make final decisions on participants before the roster is approved.

Once you select the certification roster (there is one for cheerleading, and one for tackle). It will generate an Acrobat PDF that you then can print and put in the front of your book. Figure 6 illustrates what a Tackle Football Certification Team Roster looks like. This is what you need for the game on AUGUST 30. After August 30, you should have all the information you need to complete your rosters, and get them approved before the game on Saturday, September 6.

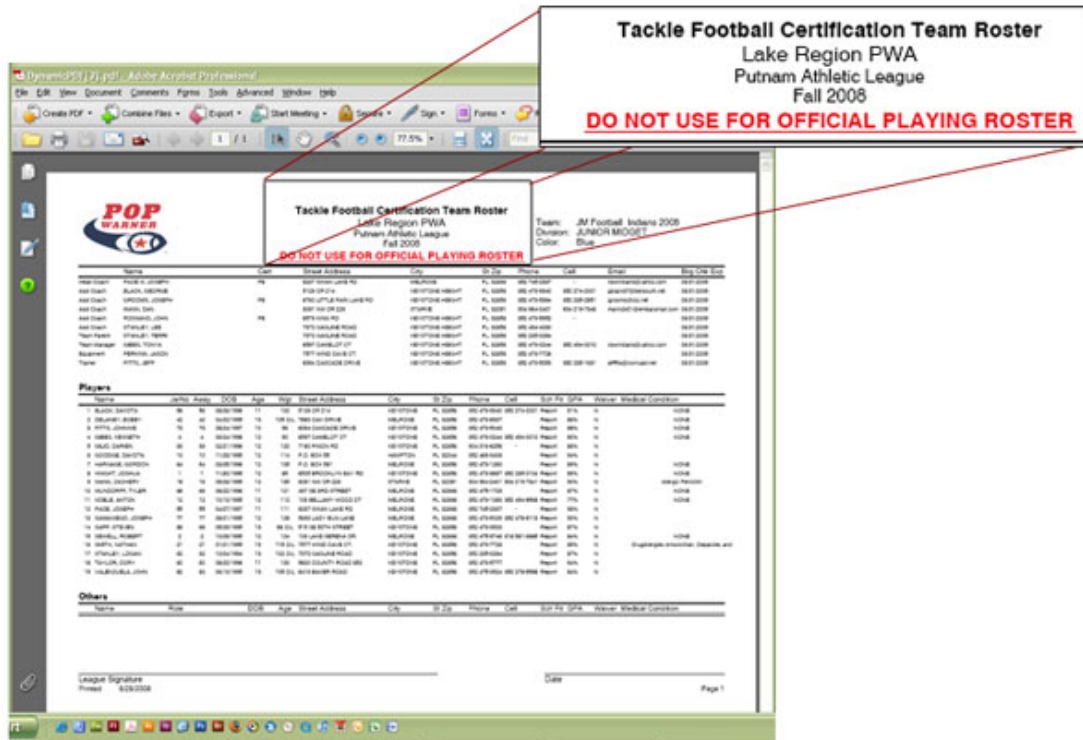


Figure 6

Once the Roster has been approved you should be able to print Mandatory Play Reports from this Data Base. Follow the same steps as above but select Mandatory Play Report (Home or Away) and you want the one that sorts by Jersey number See Figure 7 (Home) Figure 8 (away).

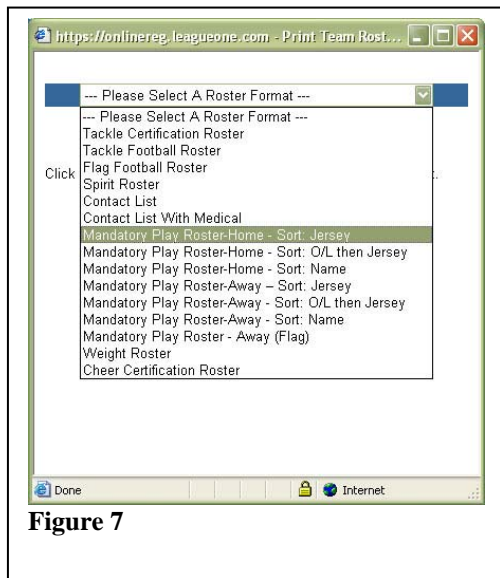


Figure 7

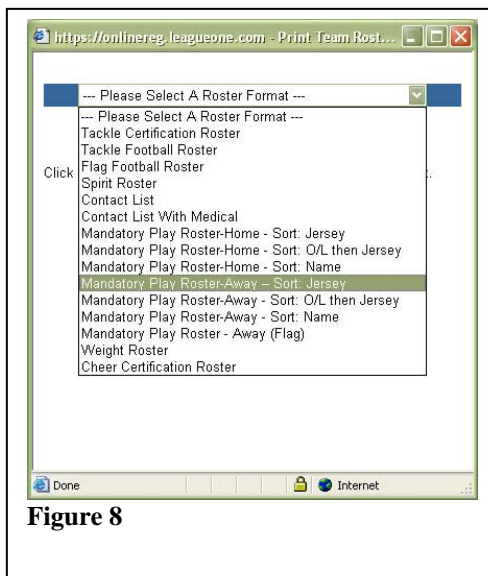


Figure 8

It is highly recommend that before the approval button is selected that you take a few minutes and print a **Contact List With Medical** and have the Team Moms contact the parents and verify that the information has been entered correctly. It is easy to make a typo when you are entering so many records at one time. This gives you a checks and balance.

## Medical Conditions

It is very important to include the Medical Conditions for each participant when you enter their records. For my participants have entered their info as follows: DRUG: AMOXICILLIN, FOOD ALLERGY: EGGS if the participant has none then I type NONE. This lets me know that I did check, and confirmed that there are NONE. Also when you print the **Contact List With Medical** report it lists the word COND: NONE on the report so that the parent knows that you have no medical conditions listed for their child. This week alone I have discovered 3 kids on my teams with FOOD ALLERGIES. Since the Pop Warner Forms do not specifically list Food allergies the parents did not indicate they had any on the form. By giving this list to the parents to double check, you will be amazed at what they remember. This is also an excellent list to print and give to Coaches and Team Moms because of the amount of information that is listed on it. This list is a valuable tool in signing kids up next year.

## Coaching Certifications

Head Football Coaches, and all the Cheerleading Coaches are required to attend a Coaching Clinic. Before the team can be validated the certificates must be entered into the Database. To add a certification clinic, go into the staff member's record and select the <ADD CERT> button from the bottom navigation bar. Input the clinic type (football/cheer), and then in the description explain the type of clinic example: S.E. REGION FOOTBALL CLINIC, or USA ONLINE CLINIC. The clinic description will show in the

Staff member's record as indicated in Figure 9. Don't forget to include the expiration dates for the clinics, because you can run a report later to find out who need certifications for the upcoming seasons.

CERTIFICATIONS									
Type	Certification	From	Expires	Jurisdiction	Add Desc	License #	Recorded By	Recorded On	
COAC	Football Certification	7/1/2008 12:00:00 AM	N/A	Lake Region PWA	USA Football Clinic Orylin		GIBBS	8/26/2008 12:42:31 PM	<a href="#">Delete</a>
COAC	Football Certification	6/4/2008 12:00:00 AM	N/A	Lake Region PWA	S.E. Region Clinic		GIBBS	8/26/2008 12:41:54 PM	<a href="#">Delete</a>

BACKGROUND CHECK			
Background Check Date	Expires	Recorded By	Recorded On
8/1/2008 12:00:00 AM	8/31/2009 12:00:00 AM	GIBBS	8/26/2008 12:39:51 PM

[Update](#) [Register](#) [Add Job](#) [Add Cert](#) [Find Doc](#) [Add Eq](#) [Merge](#) [Add Val](#) [Doc](#) [Help](#)

Season: 2008    Association: Lake Region PWA    [Change](#)

Figure 9

## Scholastics

Before submitting rosters for League approval, make sure that the scholastic averages are input and are consistent with what is turned in on the All-American Applications. Otherwise, the application will be rejected at the Regional and National levels. Scholastic averages cannot be changed after League approval.

## Other Training Information

League One has created training videos that answer most questions. They can be accessed from the home page of the Roster Software under New Video Demos Link. To return to the home page from anywhere in the software, please click on the up main navigation bar at the top of your screen.