Detailed Instructions to Sync and Complete Carding/Rosters in Demosphere

DEMOPSHERE ADMIN NEWS LETTER

Sign Up Here for Demopshere Club Admin News Updates

This is for Club Administrators who manage their teams in Demopshere. Team Administrators or Managers do not need to sign up for these updates. Team Admins or Managers receive updates once they are added to the roster. To make sure you are added to the roster please contact your Club Admin.

INSTRUCTIONS FOR CARDING YOUR TEAM

SYNCING YOUR TEAM FOR CARDING

How to Sync Club Teams to State-Affiliates Leagues

All teams must be synced to the state system under BPYSL for us to review and card. This is also necessary for scheduling.

VIDEO: How To Sync

Once teams are synced to the system you will log into the Ohio South System.

LOG INTO THE OHIO SOUTH STATE SYSTEM [LEAGUE/CLUB ADMINS ONLY]

In the dashboard you will see the Roster Pro Club Registrations and a Club Management tab. Here you will click on the Club Name in blue.

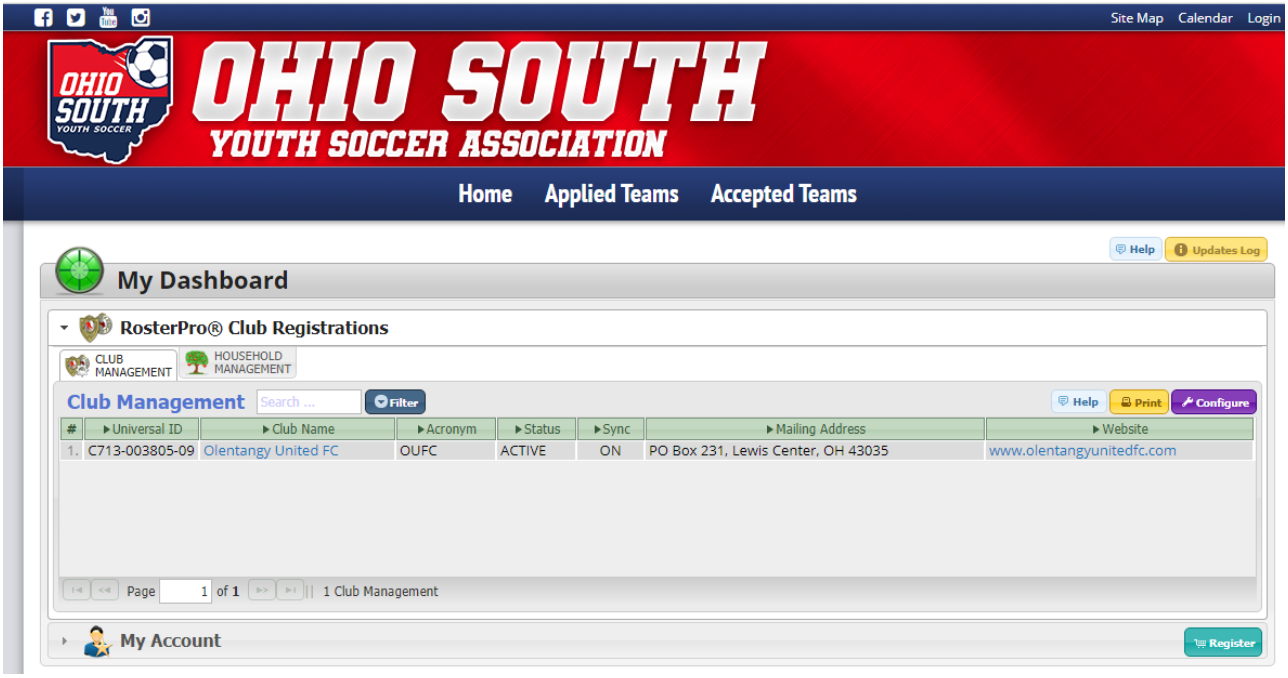
OUFC - Olentangy United FC 2020

Club Information | Seasonal Teams | Player Pool | Team Staff Pool | Club Officials | Invoices | Data Import

Seasonal Teams Search ... Filter Help Print Export Configure + Add Sea

#	Team Name	Type	Age	Gender	Competition: Season	Seasonal Grouping	Players	Team Staff	Sta
1.	OUFC SELECT U13B SILVER	COMPETITIVE	U13	Male	Buckeye Premier Youth Soccer League - 2020-2021	Boys > U13 (2008)	15	3	SYNCED
2.	OUFC SELECT U10B BLUE	COMPETITIVE	U10	Male	Buckeye Premier Youth Soccer League- 2020-2021	Boys > U10 (2011)	10	3	ISSUES REQUIRI
3.	OUFC SELECT U10B GOLD	COMPETITIVE	U10	Male	Buckeye Premier Youth Soccer League - 2020-2021	Boys > U10 (2011)	12	3	UNDER REVIEW
4.	OUFC SELECT U10G BLUE	COMPETITIVE	U10	Female	Buckeye Premier Youth Soccer League- 2020-2021	Girls > U10 (2011)	12	4	SYNCED
5.	OUFC SELECT U10G GOLD	COMPETITIVE	U10	Female	Buckeye Premier Youth Soccer League - 2020-2021	Girls > U10 (2011)	11	2	SYNCED
6.	OUFC SELECT U11B SILVER	COMPETITIVE	U11	Male	Buckeye Premier Youth Soccer League- 2020-2021	Boys > U11 (2010)	13	2	SYNCED
7.	OUFC SELECT U11B BLUE	COMPETITIVE	U11	Male	Buckeye Premier Youth Soccer League - 2020-2021	Boys > U11 (2010)	12	3	UNDER REVIEW
8.	OUFC SELECT U11B GOLD	COMPETITIVE	U11	Male	Buckeye Premier Youth Soccer League- 2020-2021	Boys > U11 (2010)	11	2	UNDER REVIEW
9.	OUFC SELECT U11G BLUE	COMPETITIVE	U11	Female	Buckeye Premier Youth Soccer League - 2020-2021	Girls > U11 (2010)	13	3	SYNCED
10.	OUFC SELECT U11G GOLD	COMPETITIVE	U11	Female	Buckeye Premier Youth Soccer League- 2020-2021	Girls > U11 (2010)	11	3	SYNCED

Detailed Instructions to Sync and Complete Carding/Rosters in Demosphere

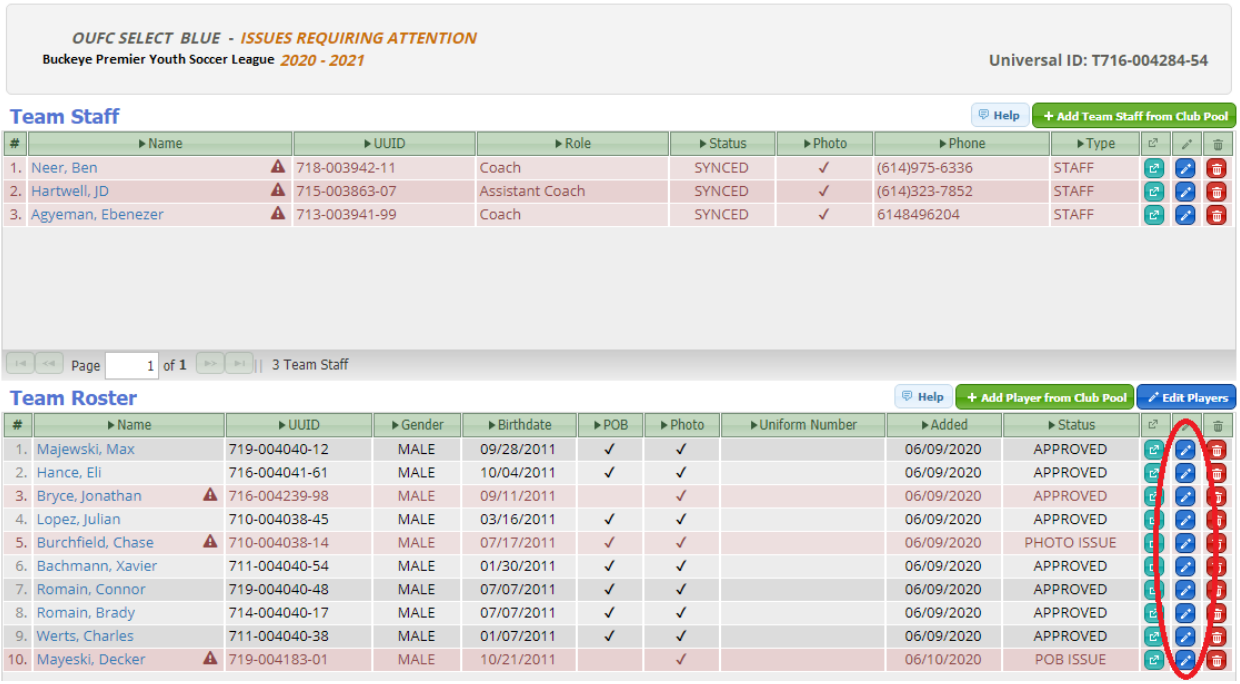


Then you will choose Season Teams Tab. As you can see below if you look in the status column it will show what the status is for carding. I have already started looking over teams and marked under review for the ones I have taken a look at. I am in the process of marking Issues Requiring Attention for teams that need a photo for birth certificate corrected. Currently I can edit problems with the birth certificate, but I cannot edit photos. We hope to have that fixed soon to save you time.

Detailed Instructions to Sync and Complete Carding/Rosters in Demosphere

If you click on the team name in blue it will show you the team roster, along with the status of the roster, coaches, and players. Here is where you will communicate with the league when you have updated info that needed attention or when you want to request cards be printed.

To change the status once a problem has been corrected. Click on the blue pencil button for that player.



OUFC SELECT BLUE - ISSUES REQUIRING ATTENTION
Buckeye Premier Youth Soccer League 2020 - 2021
Universal ID: T716-004284-54

Team Staff

Help | + Add Team Staff from Club Pool

#	Name	UUID	Role	Status	Photo	Phone	Type
1.	Neer, Ben	718-003942-11	Coach	SYNCED	✓	(614)975-6336	STAFF
2.	Hartwell, JD	715-003863-07	Assistant Coach	SYNCED	✓	(614)323-7852	STAFF
3.	Agyeman, Ebenezer	713-003941-99	Coach	SYNCED	✓	6148496204	STAFF

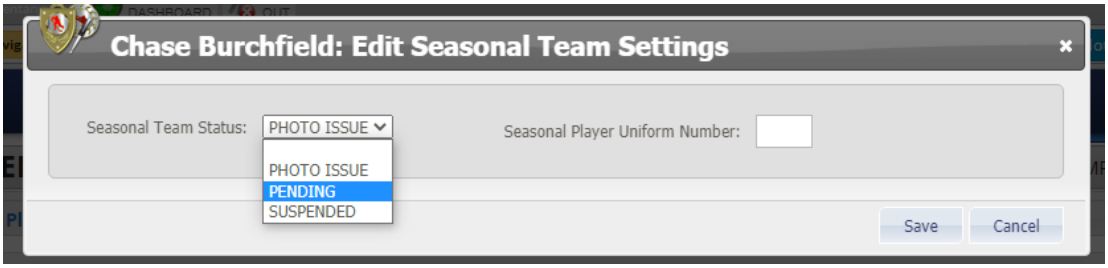
Page 1 of 1 | 3 Team Staff

Team Roster

Help | + Add Player from Club Pool | Edit Players

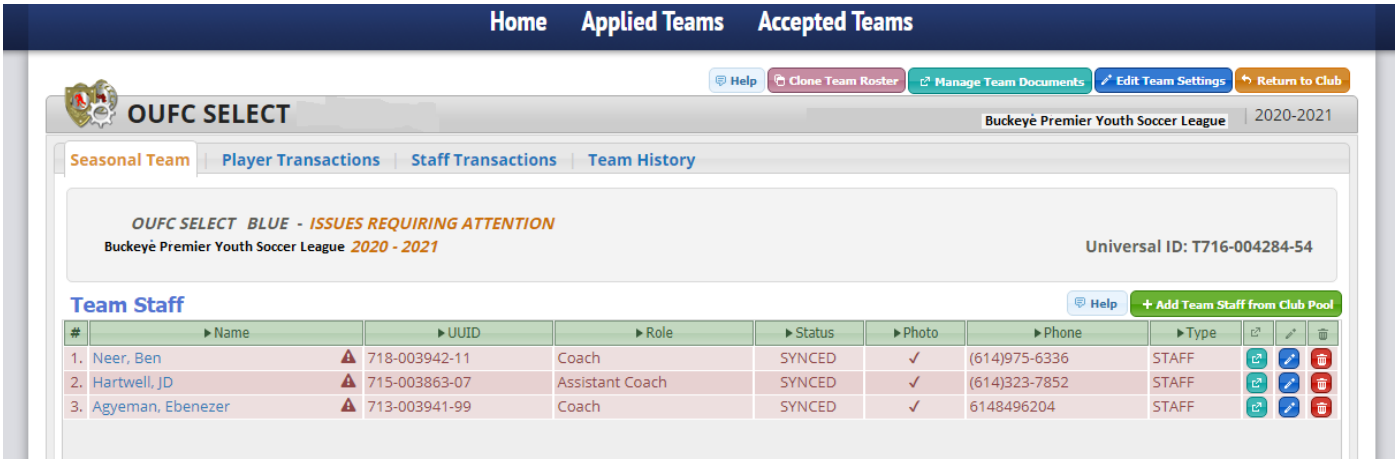
#	Name	UUID	Gender	Birthdate	POB	Photo	Uniform Number	Added	Status
1.	Majewski, Max	719-004040-12	MALE	09/28/2011	✓	✓		06/09/2020	APPROVED
2.	Hance, Eli	716-004041-61	MALE	10/04/2011	✓	✓		06/09/2020	APPROVED
3.	Bryce, Jonathan	716-004239-98	MALE	09/11/2011		✓		06/09/2020	APPROVED
4.	Lopez, Julian	710-004038-45	MALE	03/16/2011	✓	✓		06/09/2020	APPROVED
5.	Burchfield, Chase	710-004038-14	MALE	07/17/2011	✓	✓		06/09/2020	PHOTO ISSUE
6.	Bachmann, Xavier	711-004040-54	MALE	01/30/2011	✓	✓		06/09/2020	APPROVED
7.	Romain, Connor	719-004040-48	MALE	07/07/2011	✓	✓		06/09/2020	APPROVED
8.	Romain, Brady	714-004040-17	MALE	07/07/2011	✓	✓		06/09/2020	APPROVED
9.	Werts, Charles	711-004040-38	MALE	01/07/2011	✓	✓		06/09/2020	APPROVED
10.	Mayeski, Decker	719-004183-01	MALE	10/21/2011		✓		06/10/2020	POB ISSUE

You will see the following screen where you can change it to pending. This will let the League know it has been updated and needs reviewed again.



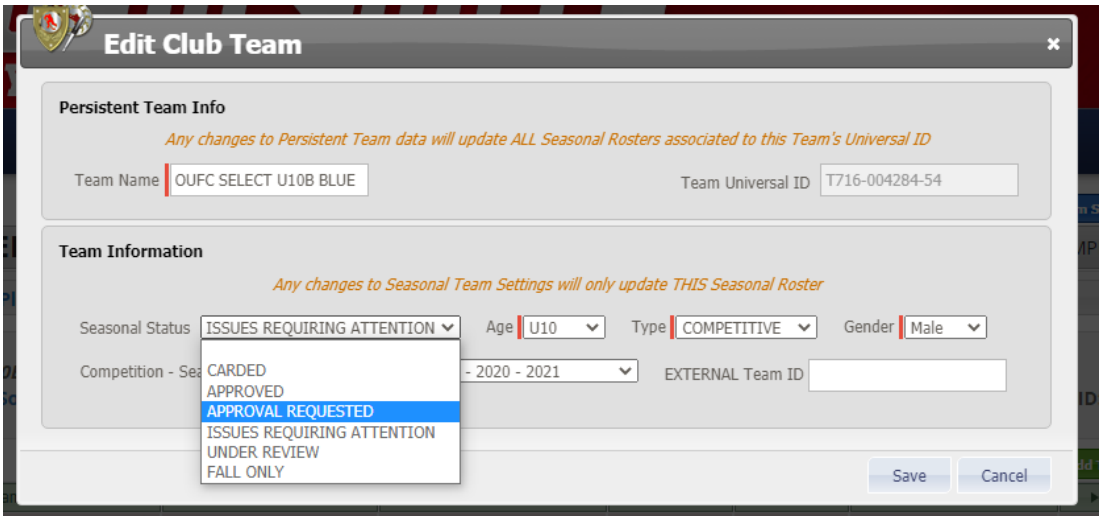
Each time a you make updates that need approval you also need to change the status of the roster. To do this click on the edit team setting at the top of the screen.

Detailed Instructions to Sync and Complete Carding/Rosters in Demosphere



In the pop up box you want to click on the drop down and choose **'Approval Requested'**

This will help us at BPYSL sort out what teams have been updated and can be reviewed and approved



Once all players and coaches show approved and no longer are highlighted in red you can schedule an appointment to pick up cards. If everything is approved, we will have all paperwork and cards ready for you when you arrive. This includes laminated cards, 2 copies of teams stamped roster, & black and copies of the player cards.
BPYSL is now using an online appointment system please click on the link below to schedule.

REGISTRATION INFO - IMPORTANT!!!!
If you are a CLUB in BPYSL and DO NOT HAVE A DEMOSPHERE WEB/SYSTEM and/or a LINK SETUP for PARENTS/COACHES- Contact OHIO SOUTH- Joe Gould at gould@osysa.com Immediately to get set up for your club team.

Detailed Instructions to Sync and Complete Carding/Rosters in Demosphere

For step-by-step introduction on how to use the Demosphere system, please click the link below:
https://www.osysa.com/resources/demosphere/

Please Note: BPYSL cannot help add anyone to the club accounts nor can we see the club account. Please contact your club administrator if you have questions.
***Parents/Players and Coaches are now responsible for entering their information- Teams/Clubs cannot do it for them as there are electronic signatures built into the online forms. The Club must setup the link on their own website for Parent/Players and Coaches to access the Stack system to enter this information. The Clubs have all received several emails from Ohio South regarding this setup.
***Players can be carded to only one USYSA/OSYSA team per seasonal year.

Finding Verification Status, Updating Org Info and more // Demosphere

FOR A FULL LIST OF INSTUCTIONS AND USER GUIDE CLICK ON THE LINK BELOW
OSYSA General League/Club Admin User Guide

How to view and edit Photo or Birth Certificates

Tips to upload a photo

IMPORTANT- Your child's photo must resemble the one below. It should be similar to a drivers license photo.

Pictures have to be a CLEAR AND VISIBLE, COLOR HEADSHOT ONLY. Do not include things in the photo such as animals, other people, or objects. Players must be fully clothed (No shirtless pictures). Faces should be free of sunglasses or hats as well.

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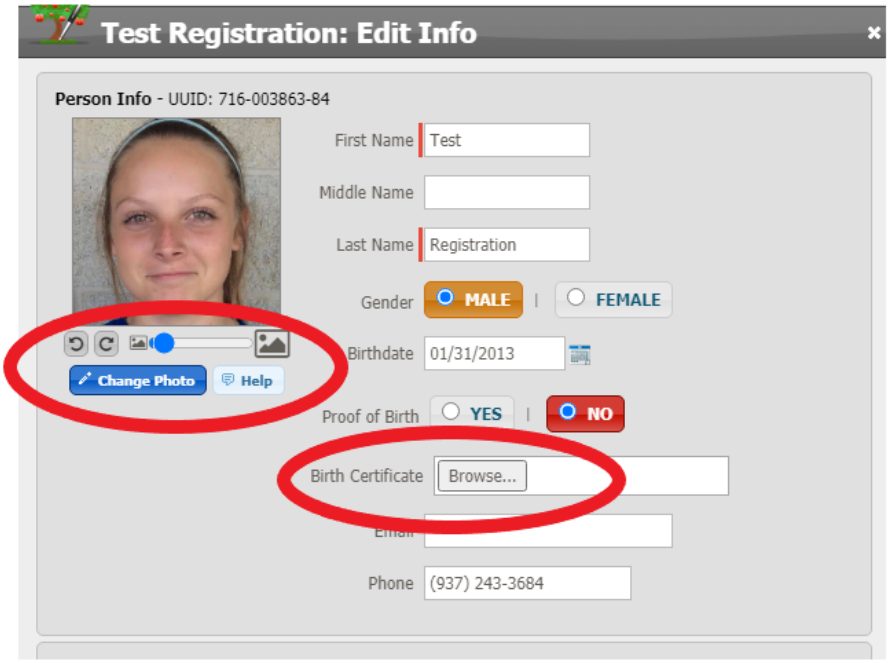
Club Admin Birth Certificate Access - Club admins now have the ability to upload and edit birth certificates for a player.

Club Admin Photo Access - Club admins can upload and edit player photos in household management.
To access this info you must have admin privalages on your Clubs Demosphere account. To edit go to that players household. Click on the pencil next to their name.

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