

OSSL CLUB SYNCING

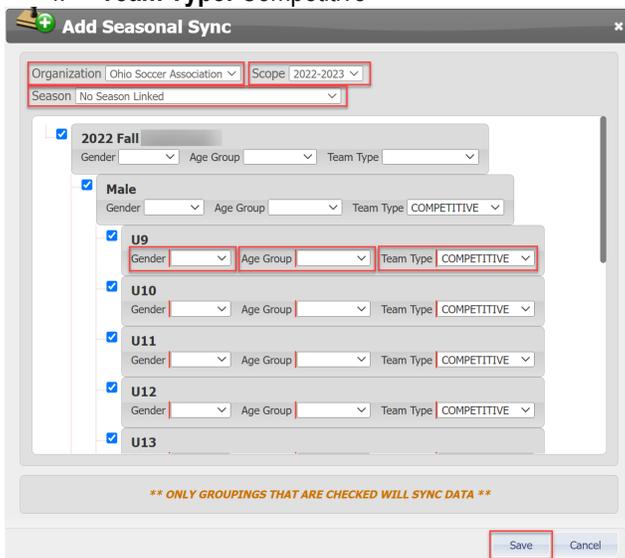
For any team that is participating in OSSL, please follow the below instructions. If you are playing in multiple leagues, please sync to OSSL first then follow the instructions on the second page regarding cloning/linking your teams.

CREATING A CLUB SYNC:

1. Log into your club system
2. Under "RosterPro Registration" select your current seasonal season
3. In the Seasonal Registration Setup, you will remain on the first tab "Seasonal Settings"
4. At the bottom of the page on the right, you will see a section "Seasonal Data Synchronization"
5. You will select "+ Add a Seasonal Sync"



6. In the popup window, you will make sure that the below are filled in. **NOTE:** Any age group that has a blue checkmark next to it will be synced to the league. Please make sure only the participating age groups are checked.
 - a. **Organization:** Ohio Soccer Association
 - b. **Scope:** Current Seasonal Year
 - c. **Season:** Select "Ohio Soccer State League – 2023-23"
 - d. **Gender:** Complete for all checked age groups
 - e. **Age Group:** Complete for all checked age groups
 - f. **Team Type:** Competitive



7. Hit Save



CLONING TO ADDITIONAL LEAGUE(S):

1. Log into the OSA State Side
2. Select the "Seasonal Teams" Tab under your club name
3. Select the team from the "Seasonal Teams" list
4. In the upper right corner, select the salmon color button that indicates "Clone Team Roster"
5. In the popup window, you will make sure that the below are filled in. **NOTE:** It is important that you "link" the team to ensure that when you are adding/removing players to your roster that they appear in both leagues. If you do not link, then you will manually need to adjust the cloned roster as you add/remove players.
 - a. **Seasonal Status:** Approval Requested
 - b. **Age:** Team Age (You shouldn't need to adjust this)
 - c. **Type:** Competitive
 - d. **Competition – Season:** Select the league that you will also be participating in
 - e. **Link new Seasonal Team to this one:** Yes

Clone Seasonal Club Team Roster

Persistent Team Info
Any changes to Persistent Team data will update ALL Seasonal Rosters associated to this Team's Universal ID

Team Name Team Universal ID

Team Information
Any changes to Seasonal Team Settings will only update THIS Seasonal Roster

Seasonal Status Age U7 Type

Gender Male Competition - Season

EXTERNAL Team ID

Link new Seasonal Team to this one Yes No

Linking Seasonal Teams will mirror all Players and Staff, regardless of where those changes are made

Clone Roster Cancel

6. Hit Clone Team Roster