

SOCCER MAINE

INSTRUCTIONS FOR TEAM SUBMISSION TO FALL CLASSIC LEAGUE

- 1) Go to your **CLUB** tab.
- 2) Click on **Teams** in dark blue menu bar.
Your existing teams will show up here. Remember that you do not need to change your age groups as they automatically age up every year. **DO NOT DELETE teams and start over.** You lose all history of league play, tournament play, fees, etc. This can create additional problems in our system. **DO NOT CREATE NEW TEAMS WHEN YOU ALREADY HAVE A TEAM THAT WAS USED PREVIOUSLY.**
If you do need to change the age group of a team because that team has changed players and is going to remain at the same age group it played last year, you can do so as long as there are no players listed with the team that are too old.
- 3) Before you submit your teams, make sure that they have a valid ID Number, appropriate Level/Grade, the name of the team is as you wish it to be, and that coaches, managers and players have been assigned to the team.
You can submit without coaches and manager, but each change after you have already submitted the team requires an update from Soccer Maine for the information to show up.
- 4) Team names should not include the year or your club name. Team names can include the age group or Coach Last Name, or a unique name. Teams names of U12 and up teams must include the D1 or D2 designation.

- 5) Above your list of teams is a box that says:

Register Teams in:

- 6) Select the League in the pulldown box and click the blue **Select** button.
You will then see a message in red stating - **Now showing teams NOT entered in Soccer Maine Fall Classic League-2018 (8/1/2018)**
- 7) Check each team that you wish to enter into that league in the check box beside each team.
- 8) Choose a fee group in the box right above your list of teams if this is applicable. You would use this if submitting teams to the Fall Classic League, Pine Tree League or Maine State Premier League. **You would not use this if you are submitting teams to the Soccer Maine annual registration event.**

Fee Group

9) Click the blue **Enter Selected Teams** button.

Your teams are now entered into the league or registration event!