

CPYVL 2016-2017 Coordinator Season Setup Guide



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Video Tutorials

When navigating your Coordinator Portal, please look for the YouTube icons that indicate a video tutorial is available to help explain the registration, team schedule conflict, or gym availability processes. Clicking on the icon will take you to a short YouTube video hosted on the Amerileagues YouTube channel.

Gym Availability

The league needs to know when you enter gym availability. The league provides hints such as how to make us aware of your availability. Please note that the league or your organization's purpose, the league only care

 [Gym Availability Calendar](#)

Registering Teams

Coordinators are expected to register all of their teams on-line in advance of deadlines that will be communicated on a per league basis. Registration is available from the Season Setup section of your Coordinator Portal or the Portals->Coordinator->Season Setup option from the main web site menu.

Team Registration

When registering teams in your organization, you **MUST have the following information** about each team in order for the system to approve your registration:

1. **Division:** the division you will be registering the team to play in (i.e. 5th/6th Girls)
2. **Coach Name:** First and last name of the head coach. If this is not known yet, please put the school grade for the coach first name (i.e. 3rd, 4th, 5th, etc ...) and a team number by grade for the coach last name (e.g. if you have 3 teams playing in 6th grade in your organization, give them a coach last name of "Team 1", "Team 2", "Team 3").
3. **Coach Email:** Email address for the head coach (please take the time to get this correct as coach accounts are created based on this email address!!!!). If the head coach is not yet known, then leave this blank.
4. **Coach Phones:** Cell phone and home phone number for the head coach (please supply at least one of these, preferably the cell phone number)
5. **Assistant Coach:** Enter the name of the assistant coach (optional)
6. **Preferred Gym:** if you have more than one gym at your disposal for home games, please choose the gym from the drop-down list that is more suitable for this team (i.e. younger grades play in smaller gyms).

A screen shot of the on-line Team Registration form is shown below. You may choose to Register Another Team after you click Save Registration otherwise, you will be re-directed back to your portal.

Season *

Fall 2016 Girls Volleyball ▾

Division *

3/4 Combined ▾

Please enter the appropriate division for your team. For the fall 2016 season, four divisions will be offered. 7th and 8th grade recreational teams will also play against 5th and 6th grade athletic teams.

Coach First Name

please enter the first name of the head coach (leave blank if coach is not yet assigned to this team)

Coach Last Name *

enter the last name of your head coach (if a coach is not yet known for this team, enter "Team 1", "Team 2", etc ... based on how many teams you are registering in this division without a coach)

Coach Email

please enter a valid email address and double-check your entry as this address will be used to create an account for the coach (do not enter if you do not have a coach assigned to this team yet)

Coach Cell Phone

please enter a cell phone number for the coach in the following format: xxx-xxx-xxxx

Coach Home Phone

please enter a home phone number for the coach in the following format: xxx-xxx-xxxx

Assistant Coach Name

Preferred Gym

- None - ▾

Optionally choose a preferred gym for this team to play their home games. This is helpful if you have different sized gyms and you need older kids to play in the larger gyms and younger kids to play in smaller gyms or if you want to run basketball in one gym and volleyball in another gym, etc ...

Register Another Team? *

N

Y

Viewing Registered Teams

Once teams have been registered, coordinators can view them in the My Teams section of their portal. Note that while a team is still in “Registered” status, a coordinator can delete the team by clicking the Remove Team button if they determined that they team can no longer play in the league (e.g. not enough players signed up). Coordinators can also edit information about a team (to update coach name, email address, phone numbers, or registration information such as division).



My Teams

Teams can be deleted while they are still in Registered status. Once the status has been changed to Approved or Assigned, coordinators can no longer remove teams using their portal. They must contact the league directly.

Coordinators can now choose the seasons they want to follow on their portal by editing their account (click button below). For instance, if you are only managing the fall volleyball program for your organization, you are probably not interested in viewing information about the spring volleyball program. You can simply edit your account and follow a specific season. In addition, if you subscribe to game change notifications for your teams and/or gyms, you will only receive the notifications associated with the season you are following.

[Change League Settings](#)

Fall 2016 Girls Volleyball

	Coach ?	Email	Phone	Division	Record	Team Status ?	Code of Conduct Date ?		
Edit	Jenny Smith	smith@cpyvl.com	513-611-2222	3/4 Combined	0 - 0 - 0	registered			Remove Team
Edit	Vaughn Williams	williams@cpyvl.com	513-111-2222	5/6 Combined	0 - 0 - 0	registered	08/08/2016 - 11:45am		Remove Team

Scheduling Conflicts

Before the league builds the schedule, coordinators can communicate potential scheduling conflicts for their organizations and teams (coaches). Please note that once the schedule process begins as communicated by the league, new scheduling conflicts **WILL NOT** be taken into consideration. All conflicts will be reviewed by the CPYVL league coordinator and either accepted or rejected. Accepted conflicts will be scheduled around for league play.

The following is a list of acceptable conflicts:

1. A school event
2. Any event that causes the head coach AND all assistant coaches to be unavailable

A screen shot of the form used to enter scheduling conflict information is shown below. Coordinators can log the following types of conflicts:

1. Organization Level
2. Grade Level
3. Team Level

When entering conflicts, the coordinator should first choose the conflict level. Once the conflict level is chosen, the coordinator must enter the grade (if grade level) or team from a drop-down list (if team level). Then, a conflict date/time, and a description of the conflict must be entered and the conflict can then be submitted to the league by pressing the Submit button. All conflicts will be reviewed by the CPYVL league coordinator and either accepted or rejected.

Another way to speed up the data entry process is to take advantage of the Repeat check box on the Conflict Date field on the form. If you have a conflict that occurs, for example every Saturday from 9am-12pm, there is no need to enter a conflict for every Saturday. Simply enter the date for the first conflict (with start and end times, **TO AND FROM DATE SHOULD BE THE SAME!!!**), check the Repeat check box, and then enter the end date of the last Saturday the conflict occurs. It is also possible to exclude or include other dates.

Please use this form to communicate potential game scheduling conflicts for your entire organization, a specific grade, or for a specific team. If you have an organization-wide conflict, please choose a Conflict Type of organization and fill out the form once. The conflict will be applied to all teams. If you have a conflict, for example, for all 8th graders, DO NOT fill out this form for every 8th grade team. Please choose a Conflict Type of grade, specify the grade, fill it out once.

You will be asked to define the date(s) and time(s) of the potential conflict. Game will not be scheduled for your teams to start anytime within the window that you specify if the conflict is approved. All scheduling conflicts will be reviewed by the league and classified as approved or rejected.

Conflict Level *

- grade
- organization
- team

please choose the appropriate conflict level

1. organization - conflict applies to ALL teams for an organization
2. grade - conflict applies to ALL teams in a specific grade in an organization
3. team - conflict applies to a specific team

Conflict Date *

All Day

Date	Time
<input type="text" value="08/08/2016"/>	<input type="text" value="12:00pm"/>
<small>E.g., 08/10/2016</small>	<small>E.g., 12:00pm</small>

Date	Time	to: *
<input type="text" value="08/08/2016"/>	<input type="text" value="12:00pm"/>	
<small>E.g., 08/10/2016</small>	<small>E.g., 12:00pm</small>	

Repeat

Conflict Description *

please describe the conflict

Submit Another Conflict? *

- N
- Y

indicate whether or not you want to submit another conflict

Gym Availability

The league relies on gym space provided by our member organizations to conduct both league games and the post-season tournament. Please note the deadline to communicate gym availability to the league as published on the league web site. Any delay in getting gym availability to the league will result in a degradation of the quality of the schedule and/or a delay in releasing the schedule.

Here are some guidelines regarding gym availability:

1. The more gym space that you give the league to schedule games for your teams, the better your schedule will be.
2. The league will not necessarily use all of the gym space you provide to us, but the more gym space you give us initially provides us with better flexibility and will result in a much better schedule.
3. We will fill gym slots contiguously, meaning if we have 4 games to play at your gym on a given day we won't schedule them to take place at 9am, 11am, 2pm, and 6pm.

The screen shots below show the Gym Availability calendar as well as the Add Calendar Entry interface. The calendar is a GUI tool that can be used to drag and drop existing gym availability blocks which will result in changes to the gym availability schedule. In addition, in the weekly and daily view, the size of a gym availability block can be increased or decreased by dragging the edge of the block up or down.

Please use the calendar to communicate to the league all of your gym availability, **including the season-ending tournament weeks!** Please provide gym availability for to schedule league games for all days of the week. Please note that games will only be scheduled during weekday evenings if gym time on the weekend is completely used up.

GYM STATUS LEGEND

Watch Video Tutorial

- available to league
- closed
- organization use
- practice
- unavailable

Add Calendar Entry

Coordinators, please use this calendar to communicate to the league available gym time (available to the league) which will be utilized to schedule league and tournament games. Here are some tips on how to use the calendar:

- Utilize repeating dates
- Click on entry to edit
- Drag and drop availability blocks
- Shrink and expand in week/day view
- Start time is time first game can begin
- End time is time **last game must end**
- Only other coordinators in your organization can see your entries

Gym

- Any -

Today 🔍 🔍

December 2015

Month Week Day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5 1:00 - 10:00 Love Middle	6 1:00 - 10:00 Love Middle
7	8	9	10	11	12 1:00 - 10:00 Love Middle	13 1:00 - 10:00 Love Middle
14	15	16	17	18	19 1:00 - 10:00 Love Middle	20 1:00 - 10:00 Love Middle
21	22	23	24	25	26 Love Middle	27
28	29	30	31	1	2 1:00 - 10:00 Love Middle	3 1:00 - 10:00 Love Middle
4	5	6	7	8	9 1:00 - 10:00 Love Middle	10 1:00 - 10:00 Love Middle

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The screen shot below is the gym availability entry form. Specify the gym, the start and end time of the gym availability, and if the availability is repeating (i.e. all Fridays from 6pm to 9pm). The start time specified is the time the first game can begin and the end time is the time the last game will conclude. Please use the repeating date function to make this a much quicker process. Gym availability can be edited by expanding the availability block, dragging it a different date/time, or clicking on the availability block to edit the form.

The league only requires that you specify time that is “available to league” that allows us to schedule games. If you would like, you can use this as a tool to better manage your times by creating blocks that can be “closed”, “organization use”, “practice”, and “unavailable”. The league will not do anything with these types of availability blocks, but they are available if you would like to use them. When choosing a “practice” slot, you can also specify the name of the team practicing from a drop down list of teams that you have registered.

Gym *
- Select a value -

Gym Schedule Date *

Show End Date

Date	Time	
06/03/2016 <small>E.g., 06/03/2016</small>	02:00pm <small>E.g., 02:00pm</small>	
		to:
06/03/2016 <small>E.g., 06/03/2016</small>	02:00pm <small>E.g., 02:00pm</small>	

Repeat

Gym Schedule Status *

- available to league
- closed
- organization use
- practice
- unavailable

choose the status of the gym associated with the time blocks you will specify below (available indicates that the blocks are available to the league to schedule games)

FORM INSTRUCTIONS: Please pay close attention to what you are doing with the gym schedule date. You can really speed up the time it takes to enter gym availability by using repeating dates. For instance, your gym is open for the league to schedule games every Saturday from 9am to 5pm for a specific date range. You can check the Repeat box and supply your date range. **MAKE SURE WHEN USING REPEATING DATES,** the original from and to date should be the same date. A video tutorial is available on our YouTube channel.

Roster Requirements

Roster information **MUST** be submitted to the league for all players before the first game of the season. While roster information can be entered on-line by clicking on the Roster icon next to each team on your portal (roster entry form is shown below – more information is available in the Coordinator Portal Guide), the league **will accept a one-time initial load of roster information via an Excel file** to help speed up the process for coordinators that have a large number of teams and do not want to enter all of their players on-line. This will also be beneficial to those organizations that use their own registration system where this information is already on-line. A link to the Excel file will be placed on your portal a few weeks before the start of the season. Here are the requirements for this Excel file:

1. All roster information must be placed on a single sheet within the document (tabs for each team will not be accepted)
2. The name of the team must be spelled **EXACTLY** the same as it is on the CPYVL web site (a drop-down list will be provided)
3. The CPYVL will provide a template file for use by the organizations that will be available on your coordinator portal a few weeks before the start of the season
4. The CPYVL will only process **ONE** file. Please do not send a file early and then expect the league to process multiple changes to it. All changes to the initial information must be made on-line.

Add Player(s) *

Player First Name *	<input type="text"/>
Player Last Name *	<input type="text"/>
Date of Birth *	<input type="text" value="08/08/2016"/> Format: 08/10/2016
School Grade *	<input type="text" value="- Select a value -"/>
School Attended *	<input type="text"/> please enter the school that the player attends
Address	
Street *	<input type="text"/>
City *	<input type="text"/>
State/Province *	<input type="text"/>
Postal code *	<input type="text"/>
Jersey Number	<input type="text"/> optionally enter the player's jersey number if known
Home Phone	<input type="text"/>
Cell Phone	<input type="text"/>
Email Address	<input type="text"/> optionally enter an email address for the player/player's parents