
EMSA: External Zone Operators

Introduction

EMSA needs information on all players, team officials, and teams (PTOTs) that play in its leagues. Because the External Zones handle these activities through their own processes, the PTOTs must be entered into the EMSA Soccer Portal by the External Zone Operators.

The purpose of this document is to capture the tasks that Operators for the External Zones must perform, and how to perform them.

External Zones, active and inactive, include:

- Battle River
- CASA
- Fort McMurray
- Grande Prairie
- North West Central
- Red Deer
- Sherwood Park
- St. Albert
- Tri-County

Definitions and Acronyms

EMSA	Edmonton Minor Soccer Association
EMSA Soccer Portal	The system that EMSA uses to run its leagues. It tracks players, team officials, teams, divisions, games, discipline, etc.
External Zone	A soccer organization that is not part of EMSA and has teams that play in EMSA-run leagues.
Jurisdiction	<p>A Jurisdiction is a Zone, Community, or Club. Zones contain the Communities and Clubs.</p> <p>To better understand the relationship, consider EMSA North (a Zone). It contains several communities (e.g., Baturyn, Belvedere) and a club (Northside United).</p>

	In External Zones, the same organization is seen, though there is only 1 community. Consider St. Albert: EXT St. Albert (a Zone) has 1 community (St. Albert) and a club (St. Albert - Premier).
Operator	A staff member or volunteer that has the ability to see and edit information about the Players, Team Officials, Teams, Programs, etc. in their Zone.
PTOT	Players, Team Officials, and Teams
Team Official	A person associated with a Team who is not a player on the team. Often, though not always, they are included on the roster. E.g., coach, assistant coach, trainer, technical manager, bench attendant, etc.

Version History

Revision	Date	Author	Description
R0	2020-02-10	Richard Giraud, Jessica Young	Initial version

Season Configuration

Each Season has its own configuration settings, and these are entered by EMSA Main. External Zones should confirm that the configuration settings have been made before entering PTOTs.

Please note that this guide is a spot-check: it assumes that all of the settings will be correct if EMSA Main has configured the External Zone. It is not a guide to the settings that need to be made by EMSA Main.

Follow these steps to confirm that the configuration settings have been made:

1. Verify the Seasonal Configurations:
 - a. Click the “Manage Seasonal Configurations” button, under the “Organization Management” section of the Operator Control Panel.

- b. Select the appropriate Season and find the 3 Jurisdictions for your Zone. The 3 Jurisdictions are as follows:
 - i. The Zone. This starts with EXT, for External Zone (e.g., EXT St. Albert).
 - ii. The Community. This is the name of the municipality or region (e.g., St. Albert).
 - iii. The Club. This ends with Premier (e.g., St. Albert - Premier).
- c. For each of the 3 Jurisdictions:
 - i. Click the pencil icon on the appropriate row. This will open the “Edit Seasonal Configuration” screen to the “Season/Zone” tab.
 - ii. You should see a checkbox for “Registration Options” > “Users can directly register in this zone/community”. This should be *unchecked*.
- d. Return to the Home screen.

Signed In Role: Operator (EXT St. Albert) [Home](#) [Manage Account](#) [Switch Your Role](#) [Sign Out](#)



[Home](#) / [Manage Seasonal Configuration](#) / [Edit Seasonal Configuration](#)

Edit Seasonal Configuration: EXT St. Albert

Copy by Jurisdiction

Season/Zone Community Membership Premier Tryout Volunteer Fees Waivers Transfers Age Selections

Notifications

Season Information

Season: 2019 Outdoor ▼

Zone/Community: EXT St. Albert ▼

Alternate Zone/Community: (None) ▼

Registration Options: Users can directly register in this zone/community.

Play City Wide Premier Home Games at: * Blank (External Community) ▼

Play City Wide Community Home Games at: * Blank (External Community) ▼

Play Zone Premier Home Games at: * Blank (External Community) ▼


Play Zone Community Home Games at: * Blank (External Community) ▼

Save Changes

2. Verify the Team Officials' Roles:

- a. Click the "Manage Team Official Roles" button, under the "Roles" section of the Operator Control Panel.
- b. Select the appropriate Season and the Zone Jurisdiction (e.g., EXT St. Albert).
- c. You should see 4 roles:
 - i. Assistant Coach
 - ii. Coach
 - iii. Team Manager
 - iv. Technical Trainer.

Signed In Role: Operator (EXT St. Albert)
[Home](#) [Manage Account](#) [Switch Your Role](#) [Sign Out](#)





Home / Manage Team Official Roles

Manage Team Official Roles

[Add Team Official Role +](#) [Copy From...](#)

Season: Jurisdiction:

Show entries Search:

TEAM OFFICIAL ROLE			
Assistant Coach	Clone		
Coach	Clone		
Team Manager	Clone		
Technical Trainer	Clone		

Showing 1 to 4 of 4 entries


Previous **1** Next


3. Verify the Volunteer Roles:

- Click the “Manage Volunteer Roles” button, under the “Roles” section of the Operator Control Panel.
- Select the appropriate Season and the *Zone* Jurisdiction (e.g., EXT St. Albert).
- There should be only 1 role: Default TO
- The “Default TO” column should have a checkmark in it.

Signed In Role: Operator (EXT St. Albert)

[Home](#)
[Manage Account](#)
[Switch Your Role](#)
[Sign Out](#)





[Home](#) / [Manage Volunteer Roles](#)

Manage Volunteer Roles

Add Volunteer Role +
Copy From...

Season:
Jurisdiction:

Show entries
Search:

VOLUNTEER ROLE	COUNT	CAP	DEFAULT TO	TRIGGER TO	IS DECLINE	IS HIDDEN				
Default TO	0	(None)	✓				✓	Clone	✎	✖

Showing 1 to 1 of 1 entries


Previous
1
Next

4. Verify the Programs:

- Click the “Manage Programs” button, under the “Organization Management” section of the Operator Control Panel.
- Select the appropriate Season and the *Community* Jurisdiction (e.g., EXT St. Albert: St. Albert).
- Confirm that there are programs for each age and gender.
- Select the *Club* Jurisdiction (e.g., EXT St. Albert: St. Albert - Premier).

e. Confirm that there are programs for each age and gender.

Signed In Role: Operator (EXT St. Albert) [Home](#) [Manage Account](#) [Switch Your Role](#) [Sign Out](#)



Home / Manage Programs

Manage Programs

[Add Program +](#) [Copy From...](#)

Season:

Zone/Community:

Show entries

Search:

NAME	GENDER	AGE	TYPE		
U11 Boys	Boys/Men	U11	Community		
U11 Girls	Girls/Women	U11	Community		
U13 Boys	Boys/Men	U13	Community		
U13 Girls	Girls/Women	U13	Community		
U15 Boys	Boys/Men	U15	Community		
U15 Girls	Girls/Women	U15	Community		
U17 Boys	Boys/Men	U17	Community		
U17 Girls	Girls/Women	U17	Community		
U19 Boys	Boys/Men	U19	Community		
U19 Girls	Girls/Women	U19	Community		
U4 Mixed	Mixed	U4	Community		
U5 Mixed	Mixed	U5	Community		
U6 Mixed	Mixed	U6	Community		
U7 Mixed	Mixed	U7	Community		
U9 Boys	Boys/Men	U9	Community		
U9 Girls	Girls/Women	U9	Community		

Account Management

Account Types

For the External Zones, there are 3 roles:

1. Zone Operator (individual account)
2. Team Official (individual account)
3. Player (bucket account)

Operator Accounts

Operator accounts are used to manage PTOTs and other information about the Zone. EMSA recommends that each Operator have their own account, though it's not uncommon for External Zones to have a single organization account.

One advantage of having individual accounts is that changes are attributed to individuals instead of the organization, making it possible to remove access for an individual instead of the entire organization. This is especially valuable when an oddity (e.g., an incorrect birthdate) or conflict (e.g., a volunteer is dismissed after aggressive behavior) occurs.

Team Official Accounts

Team Official accounts are needed to:

- add the Team Official to a roster
- submit game scores
- see any suspensions that are in effect

Each Team Official should have their own account. If a person is a Team Official for multiple Teams, they should have a single account with multiple Team Official roles.

Bucket (Player) Accounts

Bucket accounts are a convenient way to group and manage players. Rather than creating an account per player, a single account is created to contain all players of a given gender born in a given year. E.g., St. Albert, 2005, Boys has the account email of "st-albert-2005-boys@emsasoccerportal.com".

Creating an Account

There are 2 types of Accounts:

1. Bucket accounts. These hold a bunch of players from different households.
2. Individual accounts. These hold either a Team Official or an Operator.

Once the account is created, see the appropriate section for next steps (i.e., Operator Management, Team Official Management, or Player Management).

Operator Account

1. Click the “Manual Registrations” button, under the “Team/Players/Volunteers Management” section of the Operator Control Panel.
2. Fill in the Main Information, Contact Information, Home Address, and Mailing Address sections with the Person’s information (or Organization’s information).
3. Save Changes.
4. Return to Home Screen.
5. Follow the steps in the “[Operator Management>Adding an Operator](#)” section of this document in order to create an Operator role on the account.

Team Official Account

1. Click the “Manual Registrations” button, under the “Team/Players/Volunteers Management” section of the Operator Control Panel.
2. Fill in the Main Information, Contact Information, Home Address, and Mailing Address sections with the Person’s information (or Organization’s information).
3. Save Changes
4. Return to Home Screen.
5. Follow the steps in the “[Team Official Management>Registering a Team Official](#)” section of this document in order to create a Team Official role on the account.

Bucket Account


To create an account, perform the following steps:

1. Click the “Manual Registrations” button, under the “Team/Players/Volunteers Management” section of the Operator Control Panel. This will take you to the “Add Player (Manual Entry) page.
2. Fill in the following:
 - a. First Name: The Zone (e.g., St. Albert).

-
- b. Last Name: The players' birth year and gender (e.g., 2008 Girls).
 - c. Gender: The group's gender.
 - d. Date of Birth: The group's birth year, January 1st (e.g., 2008-01-01).
 - e. Person Type: Other.
 - f. Community: The External Zone community (e.g., EXT St. Albert).
 - g. Email Address: e.g., st-albert-2008-girls@emsasoccerportal.com
 - h. Primary Phone Number: The phone number of the External Zone office.
 - i. Home Address: The physical address of the External Zone office.
 - j. Mailing address: The mailing address of External Zone office.
3. Click the "Next" button to save changes
 4. Proceed to the "[Player Role Management>Registering a Player Role](#)" section of this document.

Signed In Role: Operator (EXT St. Albert)

[Home](#) [Manage Account](#) [Switch Your Role](#) [Sign Out](#)



[Home](#) / [Manage Players](#) / [Add Player \(Manual Entry\)](#)

Add Player (Manual Entry)

Step 1: Account Holder Step 2: Add Family Members Step 3: Register Player(s)

Step 1: Account Holder (Parent #1)

Please enter in the information for the parent who will be the account holder.

Main Information

First Name: *

Last Name: *

Community: *

Date of Birth: *
(E.g.: 1987-07-25)

Gender: * Male Female

Person Type: * Parent/Guardian Other

Community League Membership #:

Contact Information

Email Address (Login Name): *


Primary Phone #: * ext:


Secondary Phone #: ext:

Viewing an Account

1. Click the “Manage accounts” button, under the “User Management” section of the Operator Control Panel.
2. Search for the Account Owner using first or last name, account ID or email address.
3. Select the account from the list and click the pencil to view the account details.

Signed In Role: Operator (EXT St. Albert) Home Manage Account Switch Your Role Sign Out





Home / Manage Accounts

Manage Accounts


Search

Owner First Name: Account ID:

Owner Last Name: Account Email:

Apply Reset

Show entries

ACCOUNT ID	EMAIL ADDRESS	LAST NAME	FIRST NAME	
46409	st-albert-2008-girls@emsasoccerportal.com	2008 Girls	St. Albert	

Showing Page 1 (records 1 to 25) Previous Next

Note that some people and roles will not be visible if they are not closely associated with your zone. In the case of a Player or Team Official that is in the system but not visible, please contact EMSA Main to transfer them and/or for further instructions.

Removing an Account

If you need to remove an account, please contact EMSA Main. This action is not commonly performed by Operators and it is best to confirm that account removal is warranted.

Person Management


Searching for a Person

1. Click the “Manage Persons” button, under the “Team/Players/Volunteers Management” section of the Operator Control Panel.
2. Search for the Person using names, birthdate, or email address.
3. If the Person exists, they will appear in the list, along with their Zone and Community.

Adding a Person

1. Always verify the Person doesn’t already exist by searching for them (refer to the [“Person Management>Searching for a Person”](#) section of this document).
 - a. If the Person exists, confirm that they exist in the correct Jurisdiction or if they need to be transferred.
 - b. If the Person needs to be transferred to a different Jurisdiction, notify EMSA Main about the need for the transfer.
 - c. If the Person exists and is in the correct Jurisdiction, you most likely only need to add a Player or Team Official role instead of creating a new record.
2. Click the “Manage accounts” button, under the “User Management” section of the Operator Control Panel.
3. Search for the Account Owner using first or last name, account ID or email address.
4. Select the account from the list and click the pencil to view the account details.
5. Click the “Add People/Register Players” button, under the “Persons” section. This will go to Step 2, “Add Player (Manual Entry)”.

Signed In Role: Operator (Example) 0 Notes Home Manage Account Switch Your Role Sign Out



Home / Manage Accounts / Edit Account

Edit Account

Account Holder

Account ID:	46970
Account Holder ID:	180440
Account Holder:	2008 Girls Example, St. Albert Example
Account Holder Email:	st-albert-2008-girls-example@example.com
Community League Number:	N/A
Community League Year:	N/A
Is External:	<input type="checkbox"/>

 Edit Community League Info

 Change Account Holder



Lock Account

Account Validation

Change/Set Password URL:	http://dev.emsasoccerportal.com/ui/manage-data/set-password.php?key=844d45c6-7431-494b-aa5a-78edcdb2ecf1
Expires:	2020-02-11 15:15:58-07

Persons




2008 Girls Example (ID #180441)



6. Click the “Add Person+” button to bring up the “Add Person” pop-up.

Signed In Role: Operator (EXT St. Albert) [Home](#) [Manage Account](#) [Switch Your Role](#) [Sign Out](#)



Home / Manage Players / Add Player (Manual Entry)

Add Player (Manual Entry)

Step 1: Account Holder **Step 2: Add Family Members** Step 3: Register Player(s)

Add Family Members to Account (Login: 2008 Girls Example, St. Albert Example)

Please add other parents/spouses and children to the account.

[Add Person +](#) [Next →](#)

ID	LAST NAME	FIRST NAME	TYPE	DATE OF BIRTH	
180440	2008 Girls Example	St. Albert Example	Other	2008-01-01	Edit
180441	Example	2008 Girls	Child	2008-01-01	Edit

[Next →](#)

7. Fill in the Main Information, Contact Information, Home Address, and Mailing Address sections with the Person's information (or Organization's information).
8. Click "Save Changes".

Add Person

Main Information

First Name: *

Last Name: *

Email Address:

Community: *

Date of Birth: *
(E.g.: 1987-07-25)

Gender: * Male Female

Person Type: * Parent/Guardian
 Child
 Other

Contact Information

Primary Phone #: * ext:

Secondary Phone #: ext:

Home Address

Home Address 1: *

Home Address 2:

Home Address 3:

City: *

Province: *

Mailing Address

Mailing Address 1: *

Mailing Address 2:

Mailing Address 3:

Mailing City: *

Mailing Province:

Your browser: Mozilla/5.0 (Linux; Android 6.0; Nexus 5 Build/MRA58N)
Your device: Moto G (4th Gen) (Jelqin) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/49.0.2694.119 Mobile

Viewing a Person

There are 2 ways to view a Person:

Manage Persons

1. Follow the steps in the "[PersonManagement>Searching for a Person](#)" section of this document.
2. Click "View/Edit" on the appropriate Person.
3. If you don't see the Person's information, they are not associated with your Zone. Contact EMSA Main to transfer them to your Zone.

Manage Accounts

1. Follow the steps in the "[Account Management>Viewing an Account](#)" section of this document.
2. Find the Person, under the "Persons" section of the Edit Account page. If you don't see the Person on the Edit Account page, they are not associated with your Zone. Contact EMSA Main to transfer them to your Zone.
3. Under the Person's name you will see a table containing the roles that Person holds. Below there are a series of buttons. Click the "Edit Person" button.

Removing a Person

This action should only be performed if the Person was accidentally added to the system as part of this Season's registration. Records from previous years should not be removed. If you have any questions, please contact EMSA Main.

1. Navigate to the Person's account by following the steps in the "[Account Management>Viewing an Account](#)" section of this document.
2. Find the Person, listed under the "Persons" section of the page.
3. Delete any roles on the Person by clicking the trashcan next to the role.
4. When the Roles are deleted, click the trashcan on the same row as the Person's name to remove the person.

Signed In Role: Operator (Example) 0 Notes

[Home](#)
[Manage Account](#)
[Switch Team Role](#)
[Sign Out](#)




Home / Manage Accounts / Edit Account

Edit Account

Account Holder

Account ID:	46970
Account Holder ID:	180440
Account Holder:	2008 Girls Example, St. Albert Example
Account Holder Email:	st-albert-2008-girls-example@example.com
Community League Number:	N/A
Community League Year:	N/A
Is External:	<input type="checkbox"/>



Lock Account

Account Validation

Change/Set Password URL:	http://dev.emsasoccerportal.com/ui/manage-data/set-password.php?key=844d45c6-7431-494b-aa5a-78edcdb2ecf1
Expires:	2020-02-11 15:15:58-07

- [✎ Edit Community League Info](#)
- [✎ Change Account Holder](#)

Persons

[Add People/Register Players](#)

2008 Girls Example (ID #180441)



Role	Season	Status	Jurisdiction	Team
No registrations/roles at this time.				

- [Add Role +](#)
- [✎ Edit Person](#)
- [📷 Edit ID Card](#)

Operator Management

Viewing Operators

1. Click the “Manage Operators” button, under the “Team/Players/Volunteers Management” section of the Operator Control Panel.
2. Filter by Zone name (e.g., EXT St. Albert) and choose the operator from the list.

Adding an Operator

1. Create an account for the Person if it doesn't already exist.
2. Follow steps in the “[Account Management>Viewing an Account](#)” section of this document.
3. Click the “Add Role” button, under the “Persons” section of the Edit Account page. This will bring up the “Add Role” pop-up.
4. Click the “Operator” button.
5. Select the Zone from the drop-down menu (e.g., EXT St. Albert).
6. Click “Submit”.

Signed In Role: Operator (Example) 0 Notes [Home](#) [Manage Account](#) [Switch Your Role](#) [Sign Out](#)



Home / Manage Accounts / Edit Account

Edit Account

Account Holder

Account ID:	46971
Account Holder ID:	180442
Account Holder:	Example, Operator
Account Holder Email:	operator-example@example.com
Community League Number:	N/A
Community League Year:	N/A
Is External:	<input type="checkbox"/>

- [Edit Community League Info](#)
- [Change Account Holder](#)



Lock Account

Account Validation

Change/Set Password URL:	http://dev.emsasoccerportal.com/ui/manage-data/set-password.php?key=5392ac09-c40d-4b16-9b9e-18d167de18f7
Expires:	2020-02-16 12:15:50-07

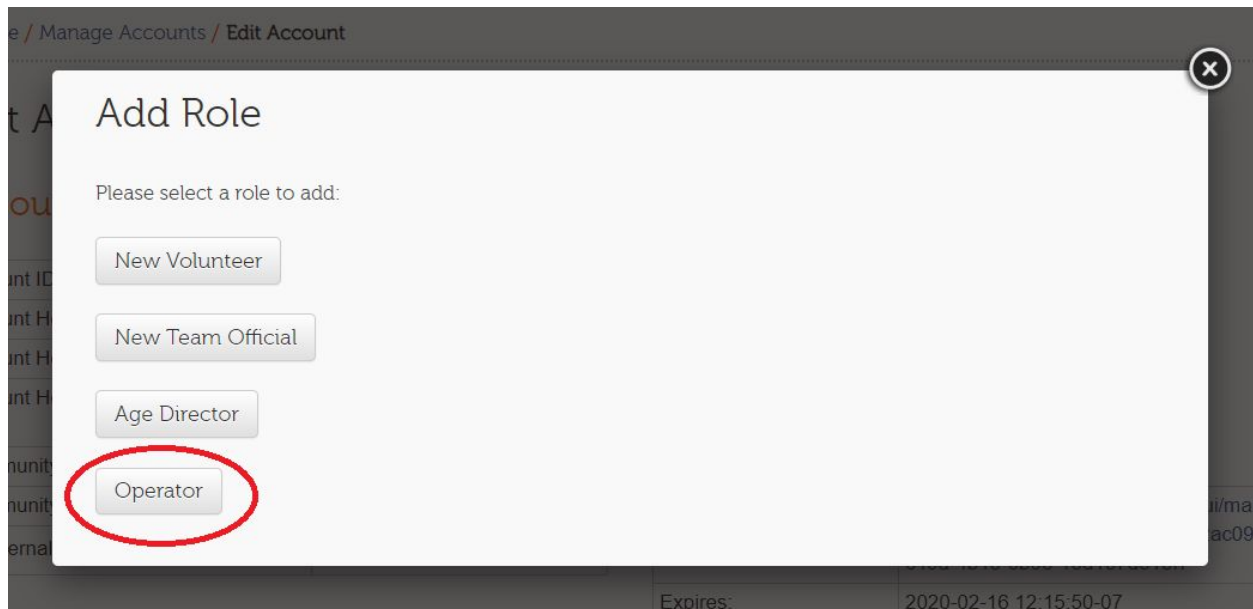
Persons

[Add People/Register Players](#)

Operator Example (ID #180442)

Role	Season	Status	Jurisdiction	Team
No registrations/roles at this time.				

- [Add Role +](#)
- [Edit Person](#)
- [Edit ID Card](#)



Removing an Operator

1. Follow the steps in the "[Account Management>Viewing an Account](#)" section of this document in order to view the account for the Operator.
2. Find the Person to be deleted, located under the "Persons" section of the page.
3. Click the trashcan next to the Operator's role.
4. If you want to remove access to the system from the person being deleted, it is recommended to lock the account. Click the "Lock Account" button.

Player Role Management


Players are managed through "bucket accounts", accounts which contain all Players for a given External Zone, year, and gender. E.g., all male St. Albert Players born in 2005 are in the same bucket account. Refer to the "Account Management > Bucket Account" section of this document for more information.


Registering a Player Role

1. View the Bucket Account. Refer to the "[Account Management>Viewing an Account](#)" section of this document.

- Click “Add People/Register Players” under the “Persons” section of the “Edit Account” screen.

0 Notes
Signed In Role: Operator (Example)
Manage Account
Switch Team Role
Sign Out






Home / Manage Accounts / Edit Account

Edit Account

Account Holder

Account ID:	46970
Account Holder ID:	180440
Account Holder:	2008 Girls Example, St. Albert Example
Account Holder Email:	st-albert-2008-girls-example@example.com
Community League Number:	N/A
Community League Year:	N/A
Is External:	<input type="checkbox"/>

✎ Edit Community League Info
✎ Change Account Holder



Lock Account

Account Validation

Change/Set Password URL:	http://dev.emsasoccerportal.com/ui/manage-data/set-password.php?key=844d45c6-7431-494b-aa5a-78edcdb2ecf1
Expires:	2020-02-11 15:15:58-07

Persons

Add People/Register Players

2008 Girls Example (ID #180441) ✎ ✖

- Add the Person, if they do not already exist.
- Click “Next” to go to Step 3.
- Select the correct Season for dropdown in top left.
- Click the “Register” button, located in the Player column next to the Person you are registering.

Signed In Role: Operator (EXT St. Albert)

Home Manage Account Switch Your Role Sign Out

Celebrating 40 Years

emsa Soccer Portal

Home / Manage Players / Add Player (Manual Entry)

Add Player (Manual Entry)

Step 1: Account Holder Step 2: Add Family Members Step 3: Register Player(s)

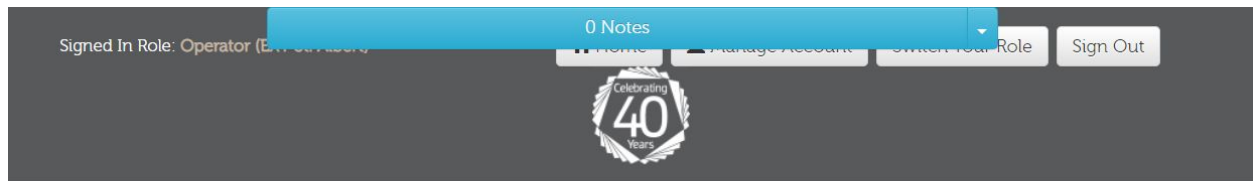
Register Player(s)

2020 Outdoor Finished

ID	LAST NAME	FIRST NAME	TYPE	BIRTHDATE	PLAYER	TEAM OFFICIAL
180440	2008 Girls Example	St. Albert Example	Other	2008-01-01	Register	Register
180441	Example	2008 Girls	Child	2008-01-01	Register	Register

7. Fill out the information as appropriate on the Register Player pop-up:
 - a. The number of seasons played is to help with team building. It can safely be set to 0 for all players if it's not needed.
 - b. The club/premier team checkbox should be checked for Club/Premier players, and left unchecked for Community players.
 - c. The "Community" section should be left as default.
 - d. The age category should be left as default or one higher (e.g., a U15 player will be either U15 or U17). In rare cases, it may be lower; documentation (e.g., doctor's note) may be required by EMSA Main.
 - e. The "Competitive Play" checkbox should be checked off if the person wants to play on a club/premier team. This changes the list of available programs.
 - f. The emergency contact information should be filled out, as should medical information and additional information (e.g., important family situations).

8. Click “Submit Registration”. You will now see a checkmark in place of the “Register” button.
9. Repeat steps 6 through 8 until all players are registered.
10. When all the Players are registered, click the “Finished” button. This will take you back to the Edit Account page.
11. The Players then need to be verified. Follow these steps to verify each Player:
 - a. Find the role and click the pencil next to the role to edit it.
 - b. Click the “Activate” button to activate the player.



Home / Manage Players / Player Registration Details

STATUS	New	PAID	NO Fees Owed: \$0.00 Deposits Owed: \$0.00
---------------	-----	-------------	--

Player Registration Details: Child 2 Example (#162000)

Player Information

Player Registration #:	162000
Player First Name:	Child 2
Player Last Name:	Example
Gender:	Female
Date of Birth:	2008-01-01
Home Address:	1 Bucket Account Example

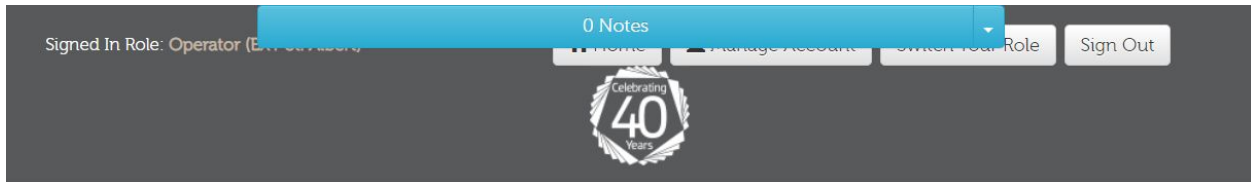
Season Information

Season:	2019 Outdoor
I Have Played Club/Premier In The Last 3 Seasons:	No
Request to Play Keeper:	No
I Want To Play With:	None specified
Coach Request:	None specified

Viewing a Player Role

1. View the Bucket Account for the Player. Refer to the “[Account Management>Viewing an Account](#)” section of this document for more information.

2. Find the Person on the page.
3. Click the pencil next to the role.



Home / Manage Accounts / Edit Account

Edit Account

Account Holder

Account ID:	46970
Account Holder ID:	180440
Account Holder:	2008 Girls Example, St. Albert Example
Account Holder Email:	st-albert-2008-girls-example@example.com
Community League Number:	N/A
Community League Year:	N/A
Is External:	<input type="checkbox"/>

- [✎ Edit Community League Info](#)
- [✎ Change Account Holder](#)



Lock Account

Account Validation

Change/Set Password URL:	http://dev.emsasoccerportal.com/ui/manage-data/set-password.php?key=844d45c6-7431-494b-aa5a-78edcb2ecf1
Expires:	2020-02-11 15:15:58-07

Persons

[Add People/Register Players](#)

2008 Girls Example (ID #180441)



Role	Season	Status	Jurisdiction	Team		
Player	2019 Outdoor	Payment Required	St. Albert	(not assigned)		

- [Add Role +](#)
- [✎ Edit Person](#)
- [📄 Edit ID Card](#)


Removing a Player Role

Player roles should only be deleted if they were created in error. Roles from past Seasons should not be deleted.

1. View the Bucket Account for the Player. Refer to the “[Account Management>Viewing an Account](#)” section of this document for more information.
2. Find the Person on the page.
3. Click the trashcan next to the role.

Signed In Role: Operator (Example) 0 Notes

[Home](#)
[Manage Account](#)
[Switch Team Role](#)
[Sign Out](#)




Home / Manage Accounts / Edit Account

Edit Account

Account Holder

Account ID:	46970
Account Holder ID:	180440
Account Holder:	2008 Girls Example, St. Albert Example
Account Holder Email:	st-albert-2008-girls-example@example.com
Community League Number:	N/A
Community League Year:	N/A
Is External:	<input type="checkbox"/>



Lock Account

Account Validation

Change/Set Password URL:	http://dev.emsasoccerportal.com/ui/manage-data/set-password.php?key=844d45c6-7431-494b-aa5a-78edcdb2ecf1
Expires:	2020-02-11 15:15:58-07

- [✎ Edit Community League Info](#)
- [✎ Change Account Holder](#)

Persons

[Add People/Register Players](#)

2008 Girls Example (ID #180441)



Role	Season	Status	Jurisdiction	Team	
Player	2019 Outdoor	Payment Required	St. Albert	(not assigned)	✎ 🗑️

- [Add Role +](#)
- [✎ Edit Person](#)
- [📷 Edit ID Card](#)

Team Official Management

Registering a Team Official

1. View the individual account. Follow the steps in the "[Account Management>View Account](#)" section of this document.
2. Click the "Add People/Register Players" button, under the "Persons" section.
3. Click "Next" to go to Step 3.
4. Select the correct Season from the dropdown menu in the top left.
5. Click the "Register" button under the Team Official column next to the Person.
6. Fill out the information as appropriate:
 - a. Season: the season that's being registered for
 - b. Zone/Community: the community (e.g., St. Albert) or club (e.g., St. Albert - Premier) that the person will be coaching for.
 - c. Status: Verified
 - d. Role: The role they will be fulfilling on the team. E.g., coach, technical trainer, etc.
 - e. PIC information: as appropriate
 - f. Contact Information Sharing: at least 1 option must be selected
7. Click "Submit".
8. Click "Finished" to return to the Edit Account page.

Signed In Role: Operator (EXT St. Albert)

Home Manage Account Switch Your Role Sign Out

Celebrating 40 Years

emsa Soccer Portal

Home / Manage Players / Add Player (Manual Entry)

Add Player (Manual Entry)

Step 1: Account Holder Step 2: Add Family Members **Step 3: Register Player(s)**

Register Player(s)

2019 Outdoor Finished

ID	LAST NAME	FIRST NAME	TYPE	BIRTHDATE	PLAYER	TEAM OFFICIAL
180442	Example	Operator	Parent/Guardian	1980-01-01	✘	Register

Viewing a Team Official

1. View the individual account. Follow the steps in the "[Account Management>View Account](#)" section of this document.
2. Click the pencil next to the role.

Removing a Team Official

Team Official roles should only be deleted if they were created in error. Roles from past Seasons should not be deleted.

1. View the individual account. Follow the steps in the "[Account Management>View Account](#)" section of this document.
2. Find the Person on the page.
3. Click the trashcan next to the role.

-
4. If you want to remove access to the system from the person being deleted, it is recommended to lock the account. Click the “Lock Account” button.

Team Management

Creating a Team

1. Click the “Manage Teams” button, under the “Team/Players/Volunteers Management” section of the Operator Control Panel.
2. Click the “Add Team+” button. This will take you to the “Add Team” page.
3. Fill out the following fields:
 - a. Season: as appropriate
 - b. Zone/Community: Select your Zone from the drop-down menu (e.g., EXT St. Albert), then choose the Community (for Community teams) or Club (for Club/Premier teams) from the list of options.
 - c. The “City-wide” option should be checked if the team is a community city-wide (i.e., not club/premier, and not non-boarded).


--insert screen--


Viewing a Team

The data for Teams is spread across the “Manage Teams” and “Edit Team” pages. Depending on your needs, you will need to access one of these pages.

1. Click the “Manage Teams” button, under the “Team/Players/Volunteers Management” section of the Operator Control Panel.
2. Choose the appropriate season from the drop-down menu.
3. Click the “Apply” button. This will filter the results.
4. If the data you require is on this screen, click the link in the appropriate row as needed.
5. Otherwise, click the Pencil to view the “Edit Team” page.

Signed In Role: Operator (EXT St. Albert) [Home](#) [Manage Account](#) [Switch Your Role](#) [Sign Out](#)





Home / Manage Teams

Manage Teams Reports ▾

Search

Season: Team ID:

Age Category: Team Name:

Jurisdiction:

Gender:

Show entries

ID	TEAM NAME	JURISDICTION	AGE	GENDER	OLDEST BIRTHYEAR	PROGRAM	COMMUNITY CITY WIDE	# OF PLAYERS	# OF OFFICIAL
10827	U11 Girls Community Example	EXT St. Albert: St. Albert	U11	Female		U11 Girls	✓	0	0

Removing a Team

A Team should only be deleted if it was created in error. Teams from past Seasons should not be deleted.

A Team must have no Players or Team Officials in order to be deleted.

1. Click the “Manage Teams” button, under the “Team/Players/Volunteers Management” section of the Operator Control Panel.

2. Choose the appropriate season from the drop-down menu.
3. Click the “Apply” button. This will filter the results.
4. Click the red trashcan on the appropriate row.

Managing the Roster

Players and Team Officials need to be added to the Team Roster before the Team can play. There may be penalties for any Players or Team Officials missing from the game sheet (e.g., fines, suspensions, forfeiture, etc.).

1. Navigate to the Edit Roster screen:
 - a. Click the “Manage Teams” button, under the “Team/Players/Volunteers Management” section of the Operator Control Panel.
 - b. Choose the appropriate season from the drop-down menu.
 - c. Click the “Apply” button. This will filter the results.
 - d. Click the “Edit Roster” link for the appropriate team.

Signed In Role: Operator (EXT St. Albert)

[Home](#) [Manage Account](#) [Switch Your Role](#) [Sign Out](#)



Home / Manage Teams

Manage Teams

Reports ▾

Search

Season: Team ID:

Age Category: Team Name:

Jurisdiction:

Gender:

[Add Team +](#)

[Copy](#) [CSV](#) [Excel](#)

Show entries

TEAM NAME	JURISDICTION	AGE	GENDER	OLDEST BIRTHYEAR	PROGRAM	COMMUNITY CITY WIDE	# OF PLAYERS	OF
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Note how far over you may need to scroll!

# OF PLAYERS	# OF OFFICIALS	COACH	DIVISION	ROSTER VISIBILITY	Schedule	Roster	Download	Edit Roster	Jerseys & Ext. IDs	Blackout Dates		
18	4	Pannain, Roberto	Community City Wide U13 Girls – Round 3 – Tier 7Z	<input checked="" type="checkbox"/>	Schedule	Roster	Download	Edit Roster	Jerseys & Ext. IDs	Blackout Dates		
20	3	Gerencser, Stephen	Community City Wide U19 Girls – Main Round – EMSA U19 Girls	<input checked="" type="checkbox"/>	Schedule	Roster	Download	Edit Roster	Jerseys & Ext. IDs	Blackout Dates		
19	2	Moorehouse, Stacey	Community City Wide U17 Girls – Round 3 – Tier 6	<input checked="" type="checkbox"/>	Schedule	Roster	Download	Edit Roster	Jerseys & Ext. IDs	Blackout Dates		
20	2	Santiago, Don	Community City Wide U13 Girls – Round 3 – Tier 7X	<input checked="" type="checkbox"/>	Schedule	Roster	Download	Edit Roster	Jerseys & Ext. IDs	Blackout Dates		

2. Choose the appropriate Season from the drop-down menu.
3. Use the “Role Type” drop-down menu to toggle between Players and Team Officials.
4. Set the Assigned Jurisdiction to the Community for community programs (e.g., St. Albert) and to the Club for Club programs (e.g., St. Albert - Premier).
5. Set Unassigned Jurisdiction to the Community (e.g., St. Albert)
6. Set the Program and the Team to the appropriate values.

7. To assign players or team officials, select 1 or more from the “Unassigned Players” list and click the “Add Players” button.
8. To unassign players or team officials, select 1 or more from the “Assigned Players” and click the “Remove Players” button.

Signed In Role: Operator (EXT St. Albert) [Home](#) [Manage Account](#) [Switch Your Role](#) [Sign Out](#)




[Home](#) / [Manage Teams](#) / [Edit Roster](#)

Edit Roster

Season: <input type="text" value="2019 Outdoor"/>	Role type: <input type="text" value="Players"/>
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <h3>Unassigned</h3> Jurisdiction: <input type="text" value="EXT St. Albert: St. Albert"/> Program: <input type="text" value="U11 Girls"/> </div> <div style="width: 48%;"> <h3>Assigned</h3> Jurisdiction: <input type="text" value="EXT St. Albert: St. Albert"/> Program: <input type="text" value="U11 Girls"/> Team: <input type="text" value="U11 Girls Community Example"/> </div> </div>	

Unassigned Players

Registered In	Club Name	Birthdate	Seasons	Status
St. Albert	✓ Example, Child 3	2008-01-01	0	Verified
St. Albert	✓ Example, Child 4	2008-01-01	0	Verified
St. Albert	Example, Child 5	2008-01-01	0	Verified
St. Albert	Example, Child 6	2008-01-01	0	Verified
St. Albert	✓ Example, Child 7	2008-01-01	0	Verified
St. Albert	✓ Example, Child 8	2008-01-01	0	Verified
St. Albert	✓ Example, Child 9	2008-01-01	0	Verified

[Add Players →](#)

Assigned Players — 2 (16 max.)

Registered In	Name	Birthdate	Seasons	Status
St. Albert	Example, Child 1	2008-01-01	0	Verified
St. Albert	Example, Child 2	2008-01-01	0	Verified

[← Remove Players](#)

Adding a Team to a Division

Concepts

There is a hierarchy here:

1. Divisions: Divisions are the top of the hierarchy and define the type of league (Community or Club), the Age Category (e.g., U15), and the gender (e.g., Girls).
2. Rounds: Each Division is made up of 1 or more Rounds, and a Division may have a special aggregation Round.
3. Tiers: Each Round will have 1 or more Tiers that group the Teams together based on Player skill. Teams are added into the Tiers.

In order for a Team to play, it must be added to the appropriate Tier, under the appropriate Division. Please contact EMSA Main if you have any questions about which Tier a Team should be put in.

Instructions

1. Click the “Manage Divisions” button, under the “Scoring and Scheduling” section of the Operator Control Panel.
2. Select the Season at the bottom of the screen.
3. Select the Jurisdiction “EMSA Main” at the bottom of the screen. The available Divisions will appear in the top left section of the page as you select the Season and the Jurisdiction.
4. From the list of Divisions in the top left section:
 - a. Click the “+” to expand the appropriate Division
 - b. Click the “+” to expand the Round. If available, use “Aggregation”. Otherwise, use “Round 1”, or the only available Round. If you have any questions, contact EMSA Main.
 - c. Underneath the Round, select the Tier by clicking it.

Signed In: Operator (EXT St. Albert)

Home Switch Your Role Manage Account Sign Out

Players Team Officials Volunteers Teams Programs Games Scheduling Reports Season Settings

Community City Wide U11 Girls (EMSA Main)
 Aggregation
 X
 Y
 Z
 Premier U11 Girls (EMSA Main)

Z

TEAMS SCHEDULE STANDINGS

Teams

Add Teams to Tier + Move Teams

ID	TEAM NAME	JURISDICTION
No Teams added to this Tier.		

Tier Settings

Tier Name: Z

Description/Comments: (None)

Rounds to Play: (Not Set)

Exhibition Games: (Not Set)

Field Allocation Strategy: (Default—use Division setting)

Time/Day Preferences: (Not set)

Tier Blackout Dates: (None)

2019 Outdoor EMSA Main

Division Round Tier

5. Click the “Add Teams to Tier +” button.
6. Select the filter options:
 - a. Filter by your Zone. E.g., EXT St. Albert
 - b. Filter by your Community. E.g., St. Albert for Community Programs; St. Albert - Premier for Premier/Club Programs.
 - c. Filter by Program. E.g., U9 Girls.
7. Once the filter is set up, a list of Teams is displayed. Teams with a checkmark in the first column are in the Tier. Teams without a checkmark are not in the Tier. Toggle this checkmark on or off to add or remove the Team.

8. Check and uncheck the checkboxes until the right Teams are in the Tier.
9. Click the “Done” button to save.

Frequently Asked Questions

Team Management

Managing the Roster

Why is [name] missing from the list of unassigned Players?

For a Player to appear in the list of unassigned Players, their status must be “Verified”. To do this:

1. Follow the steps in the “[Player Role Management>Viewing a Player Role](#)” section of this document to navigate to the Player role in the appropriate Bucket Account.
2. Find the role and click the pencil next to the role to edit it.
3. Click the “Activate” button. This will change the status to “Verified”.

Why is [name] missing from the list of unassigned Team Officials?

The following conditions must be met for a Team Official to appear in the list of unassigned Team Officials:

1. Status is set to Verified (i.e., registration is complete); and,
2. PIC(i.e., background check) matches one of the following:
 - a. Status is “Submitted”;
 - b. Status is “Not needed”; or,
 - c. Status is “Verified” and the expiry date is *after* the end of the Season.

This problem is usually caused by 2.c. with an expiry date that falls within the Season.

Please note that the end date of the Season is configured by EMSA Main (via the Manage Seasons) screen. If you are encountering issues with the expiry date, please contact EMSA Main to confirm the configured end date.