

## Creating a State Cup Roster

Step 1: In order to create a State Cup roster, you must have an approved League roster. If you do not have an approved League roster, please contact your club representative for assistance.

Step 2: The primary team contact (PTC) will log onto the VYSA Travel Database by entering their user ID and password, then clicking on "Submit Information."



### VYSA Database Management

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**Notes:**

- For printing passes, use ONLY Internet Explorer Versions 7.0 or newer.
- If you click "Print Roster" or "Print Pass" or "Print Line-up", etc and nothing happens, probably a pop-up blocker is at work. To neutralize the pop-up blocker, press the "Print Roster" or "Print Pass" or "Print Line-up" button and then immediately press the Ctrl key on your keyboard.

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**Enter your USER-ID and PASSWORD:**

**USER-ID:**

**PASSWORD:**



[GroupNet Solutions Privacy Policy](#)

Step 3: After logging in, the default option displayed is “Access Team Management.” Click on the “Continue” button.



## VYSA Database Management

**ACCESS AUTHORIZED**

**Welcome, Bart Simpson, to the Database Management System for VYSA.**

Select an Option:

CONTINUE

LOG OUT

Step 4: A listing of all teams on which you are the primary team contact will display. If there is only one in the list, and you see "Please wait...", you will automatically go to the next page. If you have more than one team, choose the team for which you wish to create a State Cup roster, and click on the "Select Team" button:

**Search Menu**

Please select and enter your search criteria, then press SEARCH below.

Note: You can enter a partial Team Number or Player ID to search on (for example, you may enter the last 4 digits of the team number to find it).

Note: To view a summary of all teams, players, or team officials: enter ALL in the corresponding ID search criteria input box.

SEARCH CLEAR

Team Number  
All


Team Name

Player ID

Player Last Name/Email Address

Player DOB

Team Official ID



## VYSA Database Management

March 10, 2015 8:53 P.M.  
(1-1 of 1 Total Records)

# Please wait...

SELECT	Club Name	Team Name	Team Number (Team Type)	Age Group	Travel League	Team Status	Club Status	League Status
<input checked="" type="radio"/>	Virginia Soccer Association	<a href="#">VSA_HEAT_TEST_U13G</a>	346VSA01GOD01123G (Travel)	U13 Female	Old Dominion Soccer League	Team APPROVED	Team APPROVED	Team APPROVED

SELECT TEAM NEXT SET PREVIOUS SET SEARCH AGAIN MAIN MENU

PRINTER FRIENDLY DISPLAY PRINT ROSTERS

We recommend that you DISABLE ANY POP-UP STOPPERS BEFORE YOU CLICK THE ABOVE BUTTONS as many of the options appear as a pop up window.  
NOTE: Most pop-up stopper programs can be temporarily disabled by pressing down the "Ctrl" key on your keyboard and keeping it pressed down and then clicking the "Download Data" button with your mouse.




Step 5: You will be on the "Team" page. Click on the "Create State Cup Team" button.

**Team Main Page**

**VSA Heat Test U13G  
(346VSA01GOD01123G)  
Travel Team**

**Data Type:**  
CHOOSE  
Team  
Players  
Officials  
Team Aides  
Pending Player Status Changes  
Pending Official/Team Aide Status Changes

**# of Players Summary**  
Active/Approved = 13  
Approved Transfers = 0  
Approved Adds = 0  
Pending Add/Transfers = 0  
Pending Releases = 0  
Pending Jersey Number Change = 0  
Pending Player Address Change = 0  
Pending Official/Team Aide Status Change = 0  
Total Players = 13

 - An Expired Picture. A newer image must be uploaded.

<a href="#">Club Name</a>	<a href="#">Travel League</a>	<a href="#">Age Group</a>	<a href="#">Team Approval Status</a>	<a href="#">Club Approval Status</a>	<a href="#">League Approval Status</a>
Virginia Soccer Association (VSA)	Old Dominion Soccer League	U13 Female	Team APPROVED	Team APPROVED	Team APPROVED

VIEW/EDIT TEAM      AUDIT REPORT      PRINT PASS

CREATE STATE CUP TEAM

PRINT PLAYER STATUS FORM      PRINT ROSTER      PRINT GAME DAY ROSTER

Step 6: Select all the players that need to be placed on your state cup team. If your team is U13 or older, you must have at least 9 players from your league roster on your state cup roster. If you are a U12 team, you must have a continuity of at least 7 players between the league and State Cup rosters. After selecting your players, press the “Add Selected Player to State Cup,” then click “OK.”



## VYSA Database Management

Select Players to Add to the State Cup Team. You must select at least 9 players since you must have a continuity of 9 players between the State Cup roster and the league roster.


SELECT	Last Name	First Name	VYSA ID	Date of Birth
<input type="checkbox"/> [ALL]				
<input type="checkbox"/>	Beauty	Belle	BEAUTY011103BEL1	11/03/2001
<input type="checkbox"/>	Clark	Pocahontas	CLARK#011107POC1	11/07/2001
<input type="checkbox"/>	DeVil	Cruella	DEVIL#011113CRU1	11/13/2001
<input type="checkbox"/>	Frozen	Elsa	FROZEN011101ELS1	11/01/2001
<input type="checkbox"/>	Hercules	Megara	HERCUL011108MEG1	11/08/2001
<input type="checkbox"/>	Hunchback	Esmereida	HUNCHB011106ESM1	11/06/2001
<input type="checkbox"/>	Kluck	Lady	KLUCK#011110LAD1	11/10/2001
<input type="checkbox"/>	Lemon	Honey	LEMON#011112HON1	11/12/2001
<input type="checkbox"/>	Mermaid	Ursula	MERMAI011105URS1	11/05/2001
<input type="checkbox"/>	Mulan	Fa	MULAN#011102FA#1	11/02/2001
<input type="checkbox"/>	Poppins	Mary	POPPIN011111MAR1	11/11/2001
<input type="checkbox"/>	Princess	Tiana	PRINCE011109TIA1	11/09/2001
<input type="checkbox"/>	Thermopolis	Mia	THERMO011104MIA1	11/04/2001

State Cup Age Group: U13 Female ▼

ADD SELECTED PLAYER TO STATE CUP TEAM

CLOSE WINDOW

Step 7: Click on the "Close Window" button.



## VYSA Database Management

**State Cup Team is created. You may close this window. To access your state cup team, you may go to Team Search Page.**

Step 8: The system will take you back to the Search window. Select the team that has "State Cup" in the Team Type column, and click on the "Select Team" button.

### Search Menu

Please select and enter your search criteria, then press SEARCH below.

Note: You can enter a partial Team Number or Player ID to search on (for example, you may enter the last 4 digits of the team number to find it).


Note: To view a summary of all teams, players, or team officials: enter ALL in the corresponding ID search criteria input box.

**Team Number**

**Team Name**

**Player ID**

**Player Last Name/Email Address**



## VYSA Database Management

**March 10, 2015 9:03 P.M.**  
(1-2 of 2 Total Records)

SELECT	Club Name	Team Name	Team Number (Team Type)	Age Group	Travel League	Team Status	Club Status	League Status
<input checked="" type="radio"/>	Virginia Soccer Association	<a href="#">VSA HEAT TEST U13G</a>	346VSA01GOD001123G (State Cup)	U13 Female	N/A	Not Ready for Approval	N/A	N/A
<input type="radio"/>	Virginia Soccer Association	<a href="#">VSA HEAT TEST U13G</a>	346VSA01GOD001123G (Travel)	U13 Female	Old Dominion Soccer League	Team APPROVED	Team APPROVED	Team APPROVED

Step 9: Go to the Players page by clicking on "Players" in the Data Type box:

**Team Main Page**

**Data Type:**

- CHOOSE
- Team
- Players
- Officials
- Team Aides

**VSA Heat Test U13G  
(346VSA01GOD01123G)  
State Cup Team**

**# of Players Summary**

Active/Approved = 0  
 Approved Transfers = 0  
 Approved Adds = 0  
 Pending Add/Transfers = 13  
 Pending Releases = 0  
 Pending Jersey Number Change = 0  
 Pending Player Address Change = 0  
 Pending Official/Team Aide Status Change = 0  
**Total Players = 13**

- An Expired Picture. A newer image must be uploaded.

(13 Records)

SELECT	<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">VYSA RM ID</a>	<a href="#">Jersey #</a>	<a href="#">Club</a>	<a href="#">Team</a>	<a href="#">League</a>	<a href="#">Player Status Type</a>	<a href="#">Age Group</a>	<a href="#">Birthdate</a>	<a href="#">Email</a>
<input type="radio"/>	Beauty	Belle	BEAUTY011103BEL1	3	Virginia Soccer Association (VSA)	VSA Heat Test U13G (346VSA01GOD01123G)	N/A	Pending Add (March 10, 2015 9:03 P.M.)	U13 Female	<input checked="" type="checkbox"/> 11/03/2001	

Step 10: If you need to add additional players, scroll to the bottom of the Players page and you will see the buttons to add a travel or rec player.

<input type="radio"/>	 Mermaid	Ursula	MERMAI011105URS1	6	Virginia Soccer Association (VSA)	VSA Heat Test U13G (346VSA01GOD01123G)	N/A	Pending Add (March 10, 2015 9:03 P.M.)	U13 Female	<input checked="" type="checkbox"/>	11/05/2001		Female	Travel
<input type="radio"/>	 Mulan	Fa	MULAN#011102FA#1	2	Virginia Soccer Association (VSA)	VSA Heat Test U13G (346VSA01GOD01123G)	N/A	Pending Add (March 10, 2015 9:03 P.M.)	U13 Female	<input checked="" type="checkbox"/>	11/02/2001		Female	Travel
<input type="radio"/>	 Poppins	Mary	POPPIN011111MAR1	11	Virginia Soccer Association (VSA)	VSA Heat Test U13G (346VSA01GOD01123G)	N/A	Pending Add (March 10, 2015 9:03 P.M.)	U13 Female	<input checked="" type="checkbox"/>	11/11/2001		Female	Travel
<input type="radio"/>	 Princess	Tiana	PRINCE011109TIA1	9	Virginia Soccer Association (VSA)	VSA Heat Test U13G (346VSA01GOD01123G)	N/A	Pending Add (March 10, 2015 9:03 P.M.)	U13 Female	<input checked="" type="checkbox"/>	11/09/2001		Female	Travel
<input type="radio"/>	 Thermopolis	Mia	THERMO011104MIA1	4	Virginia Soccer Association (VSA)	VSA Heat Test U13G (346VSA01GOD01123G)	N/A	Pending Add (March 10, 2015 9:03 P.M.)	U13 Female	<input checked="" type="checkbox"/>	11/04/2001		Female	Travel

[VIEW/EDIT PLAYERS](#)

[ADD TRAVEL PLAYER WITHIN CLUB](#)

[ADD REC PLAYER WITHIN CLUB](#)

[CREATE REC PLAYER TO PLAY IN STATE CUP](#)

[PRINT REC PASS](#)

[SEARCH FOR PLAYER](#)



Step 11: Once the roster is finished, go to the "Team" Page, and review your Audit Report for any errors. If there are any, they need to be fixed before you can submit your roster for approval.

## VSA Heat Test U13G (346VSA01GOD01123G) State Cup Team

**Team Main Page**

**Data Type:**

CHOOSE

Team

Players

Officials

Team Aides

**# of Players Summary**

Active/Approved = 0

Approved Transfers = 0

Approved Adds = 0

Pending Add/Transfers = 13


Pending Releases = 0

Pending Jersey Number Change = 0

Pending Player Address Change = 0

Pending Official/Team Aide Status Change = 0

**Total Players = 13**


 - An Expired Picture. A newer image must be uploaded.

<a href="#">Club Name</a>	<a href="#">Travel League</a>	<a href="#">Age Group</a>	<a href="#">Team Approval Status</a>	<a href="#">Club Approval Status</a>	<a href="#">League Approval Status</a>
Virginia Soccer Association (VSA)	N/A	U13 Female	Not Ready for Approval	N/A	N/A

VIEW/EDIT TEAM

AUDIT REPORT

SUBMIT TEAM




Step 12: Once your audit report passes, you can click on the "Submit Team" button.

**VSA Heat Test U13G  
(346VSA01GOD01123G)  
State Cup Team**


**Team Main Page**  
  
**Data Type:**  
CHOOSE  
Team  
Players  
Officials  
Team Aides

**# of Players Summary**  
Active/Approved = 0  
Approved Transfers = 0  
Approved Adds = 0  
Pending Add/Transfers = 13  
Pending Releases = 0  
Pending Jersey Number Change = 0  
Pending Player Address Change = 0  
Pending Official/Team Aide Status Change = 0  
Total Players = 13

 - An Expired Picture. A newer image must be uploaded.

<a href="#">Club Name</a>	<a href="#">Travel League</a>	<a href="#">Age Group</a>	<a href="#">Team Approval Status</a>	<a href="#">Club Approval Status</a>	<a href="#">League Approval Status</a>
Virginia Soccer Association (VSA)	N/A	U13 Female	Not Ready for Approval	N/A	N/A

VIEW/EDIT TEAMAUDIT REPORT

SUBMIT TEAM

Step 13: Your roster is now locked until approved by the Assigned League Registrar (ALR).

**VSA Heat Test U13G  
(346VSA01GOD01123G)  
State Cup Team**

**Team Main Page**

**Data Type:**

CHOOSE ▲

Team

Players

Officials

Team Aides ▼

**# of Players Summary**

Active/Approved = 0

Approved Transfers = 0

Approved Adds = 0

Pending Add/Transfers = 13

Pending Releases = 0

Pending Jersey Number Change = 0

Pending Player Address Change = 0

Pending Official/Team Aide Status Change = 0

**Total Players = 13**

 - An Expired Picture. A newer image must be uploaded.

<u>Club Name</u>	<u>Travel League</u>	<u>Age Group</u>	<u>Team Approval Status</u>	<u>Club Approval Status</u>	<u>League Approval Status</u>
Virginia Soccer Association (VSA)	N/A	U13 Female	Ready for ALR Approval	N/A	N/A


Step 14: Once your roster is approved by the ALR, you can print it by logging into the system, selecting the radio button for the team with the “State Cup” team type, and clicking on the “Select Team” button. It will bring you to the team page for your State Cup roster. Click on the “Print Roster” button.

**VSA Heat Test U13G  
(346VSA01GOD01123G)  
State Cup Team**

**Team Main Page**

**Data Type:**  
CHOOSE  
Team  
Players  
Officials  
Team Aides

**# of Players Summary**  
Active/Approved = 0  
Approved Transfers = 0  
Approved Adds = 13  
Pending Add/Transfers = 0  
Pending Releases = 0  
Pending Jersey Number Change = 0  
Pending Player Address Change = 0  
Pending Official/Team Aide Status Change = 0  
Total Players = 13

 - An Expired Picture. A newer image must be uploaded.

<a href="#">Club Name</a>	<a href="#">Travel League</a>	<a href="#">Age Group</a>	<a href="#">Team Approval Status</a>	<a href="#">Club Approval Status</a>	<a href="#">League Approval Status</a>
Virginia Soccer Association (VSA)	N/A	U13 Female	Team APPROVED	N/A	N/A

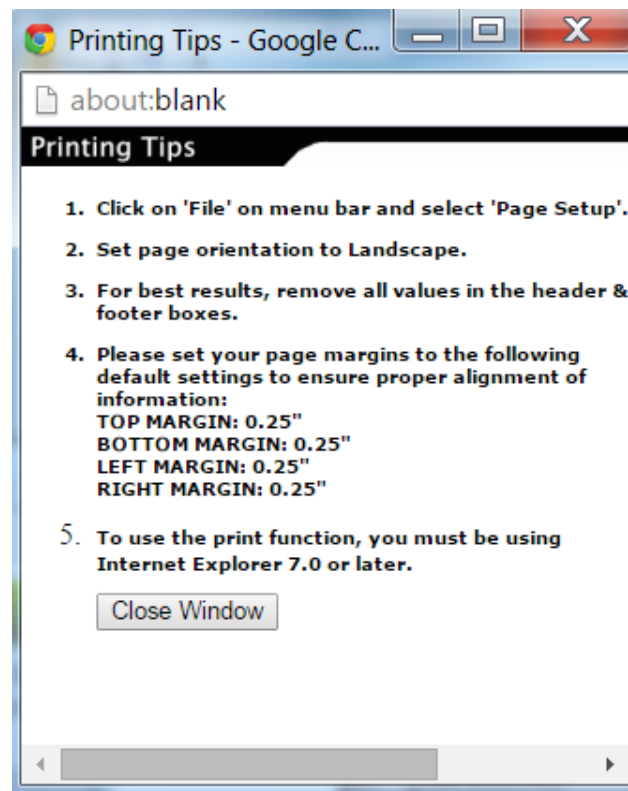
VIEW/EDIT TEAMAUDIT REPORT  
  

PRINT ROSTER

Step 15: In the "Roster Type" box, select "VYSA State Cup Roster." Click on the "Print Roster" button.



Step 16: A pop-up box with printing tips will display. Be sure to read them!



Step 17: Your roster is displayed on the screen. Do a right click on it, and select "Print." Be sure to change the settings as described in the Printing Tips. You only need to print page 1 (otherwise, you will waste one sheet). After printing page 1, place that sheet back into your paper tray in order to print on the back of it. The method to do this varies from printer to printer. Once you are ready, click on the "Click here for second page" at the bottom of the roster displayed.

**VYSA State Cup Roster**  
 Season: 9/1/2014 - 8/31/2015  
 VALID ONLY FOR US YOUTH SOCCER RECOGNIZED  
 PURPOSES



VIRGINIA STATE CUP

Team: USA Heat Test U13G

Age Division: U13 Female

Team Number: 346VUSA01GOD01123G

Official Date: March 10, 2015 9:28 P.M.

Club Name: Virginia Soccer Association (371)

MF: F

Last Updated: March 10, 2015 9:28 P.M. (Program Administrator - Karen Klumpp)

Coach Indicator: C-Coach, AC-Assistant Coach, TM-Team Manager							
Ind.	Name (Last, First)	Street, City, State, & Zip	Home Phone	Cell Phone	Email	Coach License	
C	Simpson, Bart	111 ABC Street, Harrisonburg, VA, 22201	555-555-5555		kklumpp@comcast.net	A License	
AC	Winkle, Bull	111 ABC Street, Harrisonburg, VA, 22201	555-555-5555		kklumpp@comcast.net	A License	
Player Indicator: L-On Both League Team and State Cup Team, C-On State Cup Team Only, T-Transfer, R-Release							
Jry #	Ind.	VYSA ID	Legal Last Name	Legal First Name	City	State	Birth Date
3	L	BEAUTY011103BEL1	Beauty	Belle	South Riding	VA	11/03/2001
7	L	CLARK=011107POC1	Clark	Pocahontas	Danville	VA	11/07/2001
13	L	DEVIL=011113CRU1	DeVil	Cruella	Dublin	VA	11/13/2001
1	L	FROZEN011101ELS1	Frozen	Elsa	Harrisonburg	VA	11/01/2001
8	L	HERCUL011108MEG1	Hercules	Megara	Rossmore	VA	11/08/2001
5	L	HUNCHB011106ESM1	Hunchback	Esmerelda	Luray	VA	11/06/2001
10	L	KLUCK=011110LAD1	Kluck	Lady	Purcellville	VA	11/10/2001
12	L	LEMON=011112HON1	Lemon	Honey	Oregon	VA	11/12/2001
6	L	MERMAI011103URS1	Mermaid	Ursula	Oakton	VA	11/05/2001
2	L	MULAN=011102FA#1	Mulan	Fa	Vienna	VA	11/02/2001
11	L	POPPIN011111MAR1	Poppins	Mary	Haymarket	VA	11/11/2001
9	L	PRINCE011109TIA1	Princess	Tiana	Fairfax	VA	11/09/2001
4	L	THERMO011104MIA1	Thermopolis	Mia	Haymarket	VA	11/04/2001
<b>Total Players = 13</b>							

Registrar's Signature:

Date: March 10, 2015

[Click Here for Second Page](#)



Step 18: The back of the roster will display. Do a right click on it, and select "Print." This page must print on the back of the first page of your roster.

## VYSA State Cup Roster

Season: 9/1/2014 - 8/31/2015

(continued)



Team: VSA Heat Test U13G

Team Number: 346VSA01GOD01123G

Player Transfers (T-Transfer)							
T	Last Name	First Name	Action Date	Previous USYS State Assoc.	Previous Team Name	Previous Team Number	Eligible for State Cup Play

Player Releases (R-Release)			
Ind.	Last Name	First Name	Action Date

OTHER TEAM AIDES		
Position	Name (Last, First)	Street, City, State, & Zip

Step 19: Make sure that you send a copy of your roster to the VYSA office PRIOR to the application deadline! You may still add players up until the roster freeze date. Be sure to check on the VYSA website for these dates. Please note that the rosters are frozen at 12:01AM on the date specified. That is basically MIDNIGHT the day before.