



YOUTH SPRING FOOTBALL LEAGUE MAGIC CONSOLE TRAINING MANUAL

SECTION 1 - HOW TO LOG IN TO LEAGUE MAGIC TEAM CONSOLE

When you register your team you will be sent a user name and password to Youth Spring Football's League Magic console. The site for this console can be accessed here. https://ysfregistration.com/ysf_main_signon.asp or go to www.youthspringfootball.com and choose the "Team Console menu choice.

Once you log in you will see your page and at the bottom will be all your teams. If you have multiple teams they will be listed there as well. If you registered your team as an "administrator all the teams will be active. If you are not an "administrator" then you will only see your team as active (others will be grayed out) To get into your page click on the "Tiny D1" button



sandy@youthspringfootball.com

Once you click on your teams button the rest of the page will show up where you can add players and coaches and see your schedule and your fees. There are 3 basic reports on this page as well. Please take note of your schedule code as this is the code you will use to read your schedule.



sandy@youthspringfootball.com

SECTION 2 - HOW TO ADD PLAYERS TO YOUR ROSTERS

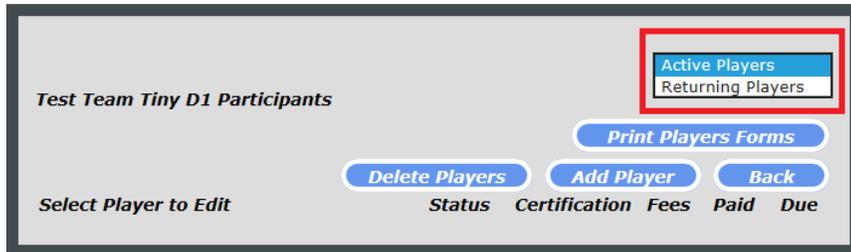
It is mandatory to add ALL players to your rosters in the console.

Teams are allowed to add new players to their teams up until the 3rd week of games of the season (Not your 3rd game but the 3rd WEEK of games for the tournament). As you add players to your team you MUST add them to this Team Console roster. **Players can be deleted and added at will, so if you are unsure about the players participation you can add them without concern.**

Click on the Players button to access your roster



It will open up the players roster screen.



THIS SECTION IS ONLY FOR RETURNING TEAMS THAT ARE USING RETURNING PLAYERS FROM THEIR PREVIOUS SEASON

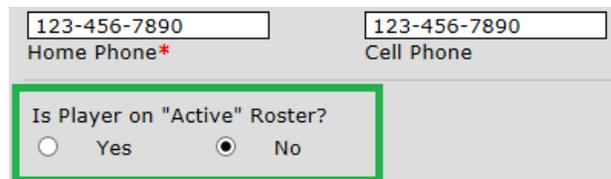
PLEASE NOTE: If you are a returning team to the YSF tournament you can use the Returning players drop down and all players from the previous years tournament that are eligible for your team will show up and you can select them and add them to your new season team and all their paperwork will be brought forward for the new season.

How to do this

When inside the "add players" module Coaches will now be able to choose the drop down in top right corner called "Returning Players". (See picture above) All "previous" season age eligible players for that age division team will be available to choose from. Returning players pictures, certificates and data will be able to be pulled forward into your current season rosters. If a players status has not changed they will be automatically certified and will require no further action. If due to age change, they now are required to be weighed, all their other data will be pulled in, and their weight flag will be un-checked until they are weighed for the new season. Once you decide to choose that player for your new team, you MUST change the flag that states "Is the player on the active roster" to "YES". That player will be added to your new roster.

*****IMPORTANT ISSUES*****

1 - Once you have selected one of the returning players to your team you MUST change the "Is Player on "Active" Roster?" button to a "YES" and then **SAVE** that player.



#2 – IMPORTANT! IMPORTANT! Make sure and be inside the given team you are wanting to add the previous season players to, and only add those players. Go to the next team and add those players for that team

TO ADD A PLAYER

To add a player click on the "Add Player" button, and this screen will show up. Enter all information and click "Save Changes to this Player" Once you enter the players birthdate the league age will automatically calculate. The fields with a red asterisk must be entered before the player can be saved. The remaining information can be filled in at a later date.

[Back](#) [Save Changes to this Player](#)

Player Information

Last Name* First Name* Middle

Address

Address Line 2

City State

Home Phone* Cell Phone Email Address

Date of Birth (mm/dd/yyyy)* **Comments about this Player**

League Age

Jersey Number

Certification Status **Not Certified**

- 1) Upload Current Photo
- 2) Upload Birth Certificate
- 3) Assign Jersey Number
- 4) Medical Waivers Received
- 5) Liability Waivers Received
- 6) Birth Certificate Verified
- 7) Weight Verified

Games Played		
Date	Time	Status

Photo

Birth Certificate

Once you save the player information, the area for uploading their picture and birth certificate will show up. You can upload a picture of these just like you would on Facebook.

Photo

Upload Player Photo
File must be in JPG format

Birth Certificate

Upload Birth Certificate
File must be in JPG format

Once you have uploaded the photo and birth certificate and assigned jersey numbers the traffic light buttons will turn green. You must have the player fill out the Medical and Liability Waivers. These documents can be downloaded from the YSF website Documents Library <http://youthspringfootball.com/documents/> or see section below on Printing Players Forms for these two forms. These WAIVER documents will be handed to the YSF Certifications team **when you go to the certification events**, along with them verifying the Birth Certificate and players weight and then the child will be certified with a full set of green lights. PLEASE REVIEW THE PLAYER CERTIFICATION PROCESS DOCUMENTS HERE FOR INFORMATION ON THE ENTIRE CERTIFICATION PROCESS. <http://youthspringfootball.com/docs/Certification-Process.pdf>

Certification event dates will be posted on the YSF website 4 weeks prior to the first games here <http://youthspringfootball.com/certification-dates/> and you can also get your players certified at the game fields.

Once you have added a player they will begin to populate a list on the front roster page.

Select Player to Edit	Status	Certification	Fees	Paid	Due
(03667) Jones Andrew	Active	Not Certified	160	0	160
(03599) Robert Jones	Active	Not Certified	160	0	160

TO DELETE A PLAYER

To delete a player click on the “Delete Players” button. Check the box against the player you want to delete and click on the “Delete Players” button. (PLEASE NOTE – If a player has paid some money you will NOT be able to delete them. You must email the YSF offices to delete this player and re-assign these monies)

Only Players that have not paid any fees or have not played in any games can be deleted by a Coach. If you need to delete a player which is not listed, Please email sandy@youthspringfootball.com to remove that player.

- Select All
- (03667) Jones Andrew
- (03599) Robert Jones

PLAYERS REPORTS

The forms needed for your players can be printed by clicking on the "Print Players Forms" button.

Active Players

Test Team Tiny D1 Participants

Print Players Forms

Delete Players Add Player Back

Select Player to Edit

	Status	Certification	Fees	Paid	Due
(03667) Jones Andrew	Active	Not Certified	160	0	160
(03599) Robert Jones	Active	Certified	160	0	160

There are 4 forms available. The Player Liability and Medical forms can be printed here. If you select the players name then the information from the players profile will be added to the form already.

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Print Players Forms

Print Check In Scan Card

Print Players Liability Forms

Print Players Medical Forms

Print Disbursement Form

Players:

Select All

Jones Andrew

Robert Jones

TO PRINT A CHECK IN SCAN CARD – VERY IMPORTANT

This form is the one that is used to check in your team each week for their games. It is essentially your team folder form. The form will have all your players pictures and a bar code on them. PLEASE REVIEW THE PLAYER CERTIFICATION PROCESS DOCUMENTS HERE FOR INFORMATION ON THE ENTIRE CERTIFICATION PROCESS. <http://youthspringfootball.com/docs/Certification-Process.pdf> As you can see one of the players is "Certified" with all necessary paperwork the second player still needs some documents. Your objective will be to have all players with a **GREEN** certification stamp across their photograph.

2018 Test Team - Tiny D1

00000036672

00000035996

No Image Available

Sample Photo

Certified

Jones Andrew

Robert Jones

The 4th report can be used to make payments for your players to the YSF offices. Please read your "Coaches What to do Document" <http://youthspringfootball.com/docs/Coaches-What-To-Do-Document.pdf> for instructions on this process.

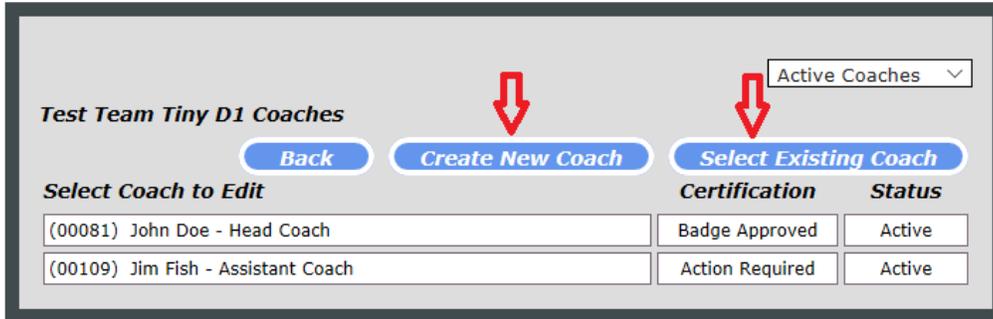
HOW TO ADD COACHES TO YOUR ROSTER

Important Note - Once you add your coaches to your team/s those coaches will be sent a user name and password as well. You can set them up as having "UPDATE" (allows them to make any changes to your rosters), or "READ ONLY" (only allows them to read the information) authority.

To add a Coach to your roster click on the Coaches button



It will open up the players roster screen.



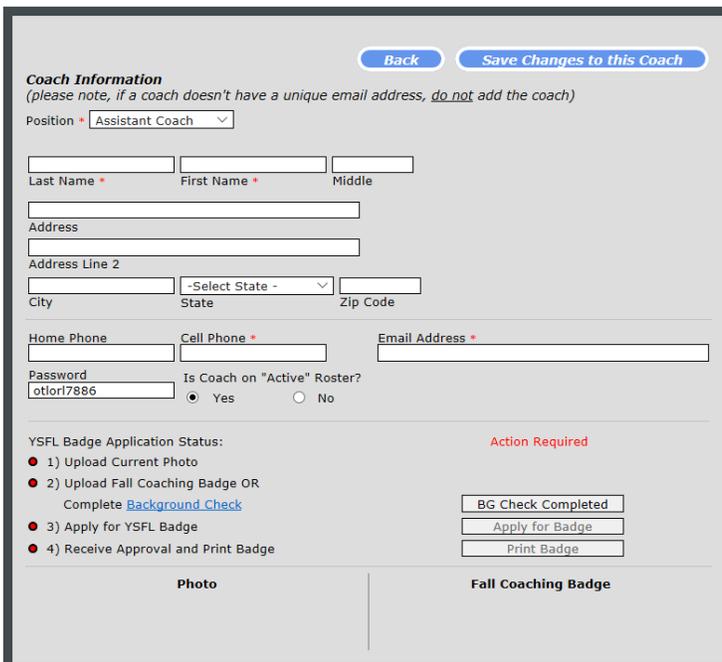
Select Coach to Edit	Certification	Status
(00081) John Doe - Head Coach	Badge Approved	Active
(00109) Jim Fish - Assistant Coach	Action Required	Active

*****THIS IS VERY IMPORTANT*****

If you have a coach or team mom who *works with multiple teams* and has ALREADY BEEN ADDED TO ANOTHER TEAM you must click on the "Select Existing Coach" button then the system will automatically bring up that coaches information for you. Choose the position of the person and click on their name and choose save, their information will automatically be added to your additional team. If their name does not show up in the "Existing Coach" list the coach has not been added previously, now you can choose "Create New Coach".

TO ADD A COACH

To add a coach click on the "Create New Coach" button, and this screen will show up. Enter all information and click "Save Changes to this Coach"



Coach Information
(please note, if a coach doesn't have a unique email address, do not add the coach)

Position * Assistant Coach

Last Name * First Name * Middle

Address

Address Line 2

City State Zip Code

Home Phone Cell Phone * Email Address *

Password Is Coach on "Active" Roster?
otlori7886 Yes No

YSFL Badge Application Status: Action Required

- 1) Upload Current Photo
- 2) Upload Fall Coaching Badge OR Complete [Background Check](#)
- 3) Apply for YSFL Badge
- 4) Receive Approval and Print Badge

Photo | Fall Coaching Badge

Once you save the coach information, the area for uploading their picture and fall coaching badge will show up. You can upload a picture of these just like you would on Facebook.

Photo	Fall Coaching Badge
Upload Coach Photo File must be in JPG format	Upload Fall Badge Photo File must be in JPG format
<input type="text"/> Browse...	<input type="text"/> Browse...
<input type="button" value="Upload"/>	<input type="button" value="Upload"/>

The instructions for Coaches Badge Application is explained in the "Coach Badge Application Process" document available on the YSF website here. <http://youthspringfootball.com/docs/Coach-Badge-Application-Process.pdf>.

Once a Coaches Photograph and Fall badge has been uploaded and in the event of no fall badge being available, a Background check has been completed and passed, a Coaches Badge must be applied for by clicking on the "Apply for Badge" button. This button will become active once the first two steps are complete. Once approved by the YSF offices (usually 48 hours) the Coaches badge button will become active and a badge can be printed in this section by clicking on the "Print Badge" button.

YSFL Badge Application Status: <ul style="list-style-type: none">1) Upload Current Photo2) Upload Fall Coaching Badge OR Complete Background Check3) Apply for YSFL Badge4) Receive Approval and Print Badge	Badge Request Approved <input type="button" value="BG Check Completed"/> <input type="button" value="Apply for Badge"/> ← <input type="button" value="Print Badge"/> ←
Photo 	Fall Coaching Badge 

TO DELETE A COACH

To remove a coach from your list go to that coaches profile and look for the "Is Coach on the Active Roster?" button and change the button to "NO" and click save and the coach will be removed from your coaches list.

Home Phone <input type="text"/>	Cell Phone * <input type="text" value="123-456-7890"/>	Email Address * <input type="text" value="sandy@youthspringfootball.com"/>
Password <input type="text" value="otlorl3002"/>	Is Coach on "Active" Roster? <input checked="" type="radio"/> Yes <input type="radio"/> No	

HOW TO VIEW YOUR SCHEDULES

Click on the "Schedule" button to see your season schedule. The schedules will be posted approximately 2 weeks prior to the season. As you play your games so the schedules will be updated with the scores. Also as you enter into the playoffs the schedules will be posted accordingly.



Apex Predators JV D1 Schedule Back

Date	Time	Opponent	Div	Location	Field	Score	Type
Regular Season							
02/18	12N	FOT	JV D1	New Smyrna (R)	1	67-0 W	
02/25	4P	DRV	JV D2	Deltona (B)	1	12-0 W	
03/04	6P	WVE	JV D1	New Smyrna (R)	1	18-6 W	
03/11	Bye Week						
03/18	5P	LIT	JV D1	New Smyrna (R)	1	16-14 W	
03/25	1P	OCT	JV D1	Deltona (B)	1	30-0 W	Double Header
03/25	3P	INB	JV D1	Deltona (B)	1	0-12 L	Double Header
Playoff Schedule							
04/01	2P	UCA	JV D1	Middleburg (S)	1	20-0 W	
04/01	4P	OAK	JV D1	Middleburg (S)	1	32-6 W	
04/08	2P	WVE	JV D1	Middleburg (S)	2	22-20 W	
04/15	3P	HIT	JV D1	Titusville (K)	1	0-15 L	

HOW TO VIEW SCORES, STANDINGS AND SCHEDULES

All the scores, standings and schedule are available for view by fans, players, parents etc. through the Youth Spring Football public website page. <http://youthspringfootball.com/resultsschedules/>. Each of these pages have a series of drop down menus where the various states, years and seasons can be viewed accordingly. Coaches should let their parents know this availability.

State Tournament Standings

Choose your season, the state and the game date of the scores you are wanting to view.

#1 - WIN/LOSS PERCENTAGE (if you are a D1 team win/loss record calculated on your D1 games, D2 win/loss for D2 games)
 #2 - HEAD TO HEAD (game score between the team you are tied with)
 #3 - POINTS AGAINST WITHIN YOUR DIVISION (i.e. if you are a D1 team all points scored against you by your D1 opponents)

Team	Code	Division	Win/Loss	Division Record	Total Record	Points Against	District Seed
<i>Division D1</i>							
NE District -NE Region - Eastern Conference							
Bradford Tornadoes	BFT	D1	33%	2-4-0	2-4-0	110	1
NE Central District -NE Region - Eastern Conference							
Port Orange Hawks	POH	D1	67%	4-2-0	4-2-0	43	1
NSB Cudas	NSB	D1	0%	0-6-0	0-6-0	125	2
SE District -SE Region - Eastern Conference							
Hobe Sound Ravens	HSR	D1	33%	2-4-0	2-4-0	105	1
Martin County Jaguars	MCJ	D1	0%	0-6-0	0-6-0	139	2