2007 Gaming Roster Instruction

This document was updated: August 20th 2007

The following are the instructions for the *Gaming Roster Form*

- 1) To print the Rosters you must have a Team Manager or Head Coach or Assistant Coach account on the CORIS system.
 - a) To set up your account
 - i) Log in using your Team Manager's or Head Coach Account established on the CORIS system
 - ii) If you do not have an account please contact your League Registrar to set up an account or use the Activate Your Account option from the CORIS logon page found at the following URL: http://cysa2.soccer.affinitydev.com/reg/index.asp?sessionguid=
 - iii) If you have problems please contact Kathy Stanton via email at: cestkathy@aol.com
 - b) Printing the Gaming Roster
 - i) Go to www.presidiosoccerleague.com
 - ii) **Click** the **Enter button** on the right hand side
 - iii) You can log in from this page by using the fields on the left hand side or *Click* on the Gaming Tab at the top of the page.
 - iv) In the **Tournament Applications/ Gaming Scoring** area for your respective team on the right hand side **Click** the **Schedules/Game Scoring** link.
 - v) The schedule will appear for the respective Team
 - (1) **Click** on the **Print Roster Button** to print the Game Roster for the upcoming Game.
 - (2) The Print Roster Button appears 4 calendar days before the game date
 - (3) This will open a window showing the Roster Game Report.
 - (4) If your players do not appear on the Game Roster
 - (a) Go back to the My Account
 - (b) Click the Edit link on the right hand side for your respective team
 - (c) Go to the Player Roster Tab
 - (d) Go to the right hand side of the page and make sure that all your players have been activated.
 - (5) DO NOT PRINT using the Browser print function (Internet Explorer et.). This will not print the pages in the correct format.
 - (6) If your players do not appear on the Game Roster
 - (a) Go back to the My Account
 - (b) Click the Edit link on the right hand side for your respective team
 - (c) Go to the Player Roster Tab
 - (d) Go to the right hand side of the page and make sure that all your players have been activated.
 - (7) Click on the Print icon at the top left hand side of the window where the Game roster appeared.
 - (8) This will open up a *PDF window* from which you may print the Game Roster form. You may also export the file to Word format if required by clicking on the Export icon.
 - (9) If you have a problem with *Adobe Reader* please read the Adobe Reader Print Game Roster Instructions.
 - (10) 1 page will print for the Game Roster
 - (a) 2007 Presidio Gaming League Official Match / Roster Game Report
 - (b) Team Manager Game Roster Copy (Print 2 copies one for your team and one for the Referee)

2) Game Roster Instruction

- a) Check to make sure that all of the players are on the Roster.
- b) If you did not update the Jersey numbers on the system, write in all the player Jersey numbers.

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- c) If the listed coach will not be coaching the team for the respective game write in the gaming coach along with the administrator ID# and Phone number.
- d) If the Team Manager listed will not be at the game write in the attending Team Manager's Name ID# and Phone Number.
- e) Give the Referee their copy for Check in.
- f) After the game have the referee fill in all of the game information on your copy and sign all the copies (Home team copy, Referee copy, Away team copy).
- g) Make any adjustments or initial any changes to the Game rosters.
- h) Keep your copy in case of any disputes and to enter the score and Cards information on the online system.

3)	system. To enter the Game score information on the online system please refer to the Scoring Instructions found on the www.presidiosoccerleague.com site.
	Tech Support Number 800-808-7195.