



OCSL Team Management

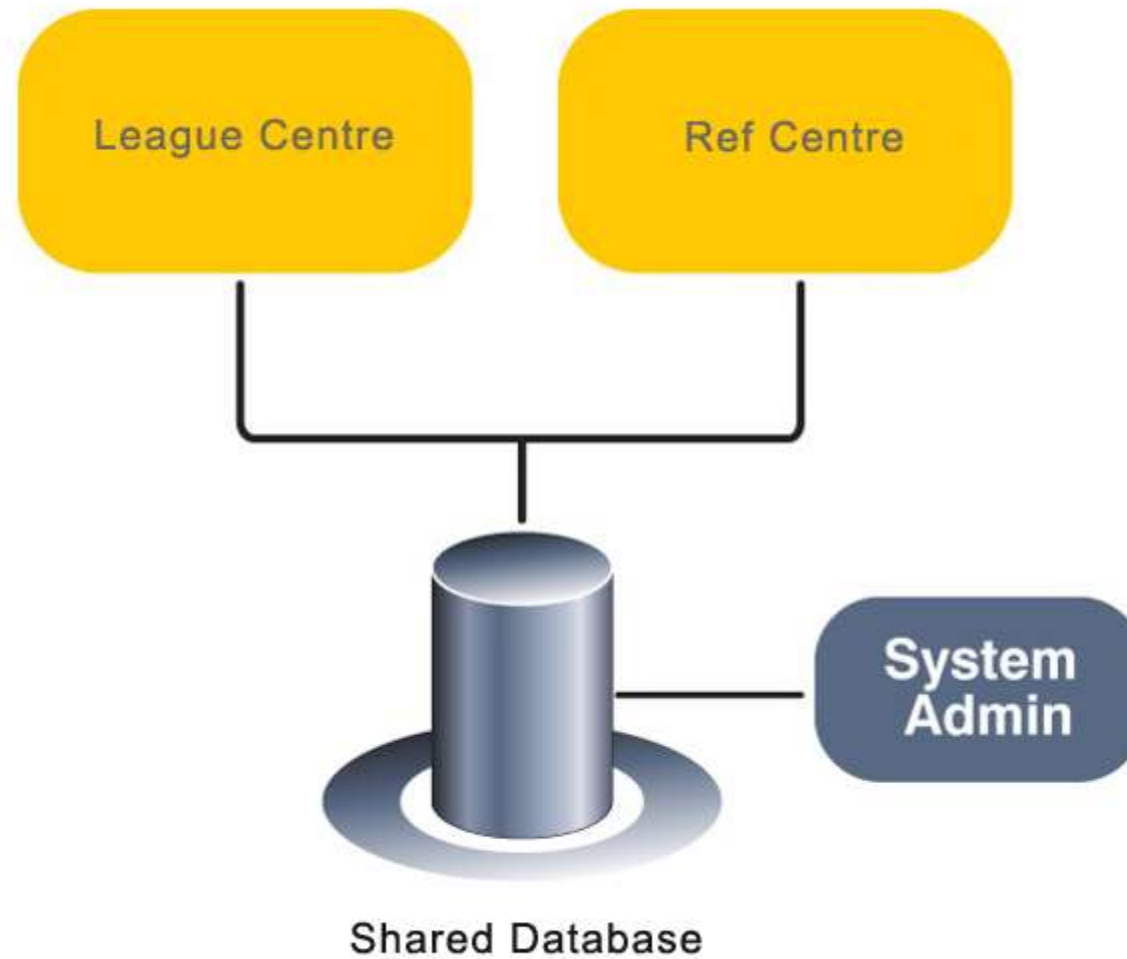


About E2E Soccer

- Company was founded in 2003
- We are located in Ottawa
- We provide IT solutions for the soccer community
- Our products allow our customers to automate their operations in a cost effective manner
- Our goal is to provide the customer with an end to end or E2E solution



The OCSL solution



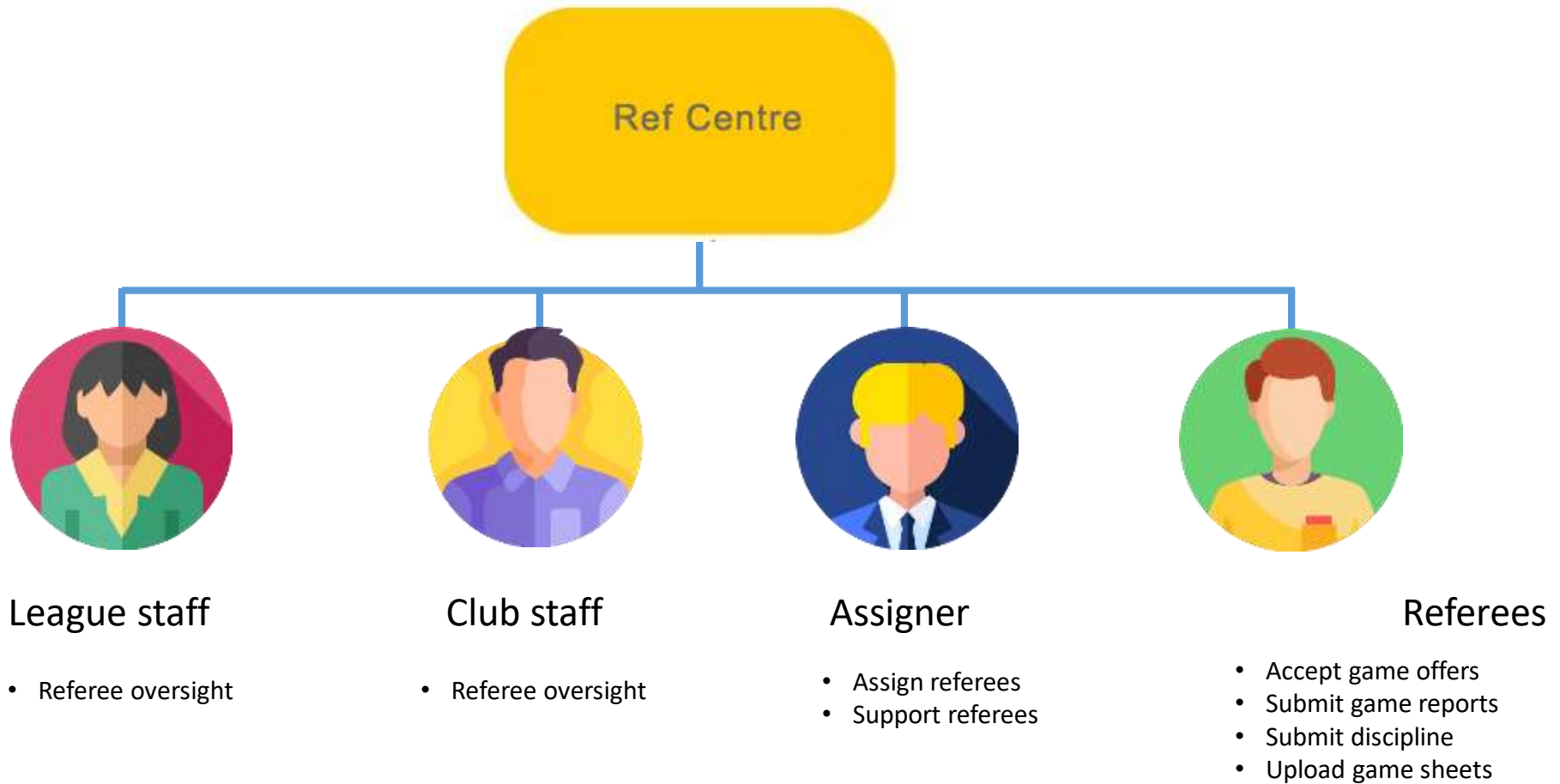


League management roles and responsibilities






Referee management roles and responsibilities





 [Configure your home page](#)



The OCSL website is now at
<https://ocslonline.ca>



[< Ontario Soccer Discipline Courses](#)



[Ontario Cup Application Deadline](#)



[City of Ottawa asking people to stay off sports fields >](#)



Ottawa Carleton Soccer League

Home Page About ▾ My Team ▲ Games ▾ Ottawa Cup ▾ Club Management Archived Stats



- Next Game
- Team Schedule
- Team Results
- Team Statistics
- Team Roster
- Select Team
- Team Management



Each team manager and coach is required to set up an account with the site.

To do this go to the My Team and select Team Management





Team Management

If you have a team management account please log in below

Email address

E2ESupport

Password

.....

Login

Remember me

[Forgot your password?](#)

If you don't have a team management account you can create one below with the activation code provided to you.

Activation code

OCSL2024!

Select your club

OCSL

Activate

To activate your account go here and enter this activation code.

OCSL2024! (case sensitive)

Choose your club name from the drop down menu

Then click the Activate button



Team Management

Team
Test Blue - WR2

Position
Team Head Coach

First Name
Andrew

Last Name
Holt

Email address
aholt@noemail.com

Phone Number
222-222-2222

Registration # *(Leave blank if unknown)*
SEOS000000

NCCP # *(Leave blank if unknown or not applicable)*

Password
....

Retype password
....

Activate Account

Make sure that you select the correct team here

Fill in the rest of the page and click the Activate Account button



Team Management

Test Blue

The navigation bar contains four tabs: GAMES (with a soccer ball icon and a hamburger menu icon), SET UP (with a gear icon), CONTACT (with a person icon), and HELP (with a question mark icon). A red box highlights the entire bar, and a red arrow points to the hamburger menu icon on the GAMES tab.

Primary shirt color:

Select a shirt colour

Primary shorts color:

Select a short colour

Update Uniform

You will now be taken to the Team Management module

There are 4 tabs in this module

- Games
- Set Up
- Contact
- Help

Click on the 3 lines to open the submenus for each tab.



Team Management

Test Blue

☰ GAMES ⚙️ SET UP 👤 CONTACT ? HELP

- 👤 Uniform
- 👤+ Roster
- 🔒 Privacy
- 👤 My Account
- 🏆 My Certification
- 🚪 Logout

Update Uniform

The first tab you will see upon activation is the Set Up tab.

In each tab is a series of tools

Click on the button to visit that tool



Team Management

Test Blue

	GAMES	SET UP	CONTACT	HELP
--	-------	--------	---------	------

Primary shirt color:

Lime

Primary shorts color:

Black

Update Uniform

Start in the Set Up menu

First enter your uniform by selecting your shirt and shorts in the drop downs

Click the Update Uniform button to save



A green message will tell you that the action was successful

Team Management

Test Blue

☰ GAMES ⚙️ SET UP 👤 CONTACT ? HELP

Primary shirt color:

Select a shirt colour

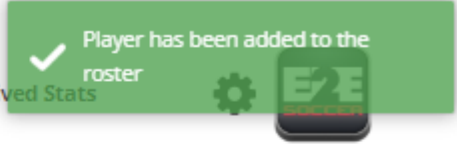
Primary shorts color:

Select a short colour



Update Uniform

It will be red if there is a problem



Team Management

Test Blue

☰ GAMES ⚙️ SET UP 👤 CONTACT ? HELP

👤 Add Single Player 📄 Import from CSV

First Name Joe	Last Name Smith
Jersey # (optional)	Registration # SEOS12345678
Date of birth yyyy-mm-dd	
Email address (optional) joe@e2esoccer.com	
Phone Number (optional) Format: 212-555-1212	

Save Player Cancel

Now stay in the set up menu and select the Roster tool


Now enter your players


You can add them one at a time

or

You can import a csv file of your roster

Again note the green box indicating my player was added to my roster.

 Add Single Player

 Import from CSV

First Name

Joe

Last Name

Smith

Jersey # (optional)

Registration #

SEOS12345678

Date of birth

yyyy-mm-dd

Email address (optional)

joe@e2esoccer.com

Phone Number (optional)

Format: 212-555-1212

Save Player

Cancel

The following players are currently registered to your team.

Show entries

Search:


#	First Name	Last Name	Email	Reg #		
10	Emmet	SMITH		SEOS557489	edit	delete


Showing 1 to 1 of 1 entries

Previous Next

After the player has been added he or she will be listed in the table below the buttons

If you need to edit or delete the player use these links

 Add Call Up Permit

 Existing Call Up Permits

How to generate a Call Up Permit

The Call Up process is completed entirely through the website so there is no requirement for a separate call up permit. Players approved for call ups will be printed on the gamesheets and identified on the gamesheet as (Call Up Permit).

1. Below, select the game that you require the permit and then select the player(s) you would like to call up for the selected game. All players registered in the league within your club are listed.
2. Players can be filtered using the search field above and to the right of the list of players.
3. Click the 'Submit Call Up Request' button
4. An email request has now been sent to your Club Representatives asking them to approve or decline your request(s). When they have done so you will receive an email informing you of their decision.
5. If the request was approved, the player will be on the gamesheet for the selected game when printed.

Note: Please note that the call up permit tool does not ensure that the player you have requested is eligible to play for your team. You must still check the league bylaws to see if the player is eligible. If you play an ineligible player you may face discipline.

House league players must be added by your Club Administrator before they are available to be selected to be called up.

Step 1 - Select game

Step 1 - Select game				
[Empty search bar]				
[Empty search bar]				
#1 - Apr 11 (Test Red vs Red)				
Show	<input type="text" value="5"/>	entries	Search: <input type="text"/>	
	First Name	Last Name	Team	Reg #
<input checked="" type="checkbox"/>	Sara	CLARK	House League	SEOS5984726

Showing 1 to 1 of 1 entries Previous **1** Next

Call up instructions are listed on the website.

Clubs have the ability to add call up players who are not registered within the OCSL.

Choose the game.

Check the player who will be playing on loan.

Submit the Call Up Request for your club to approve.



✓ Your Call Up permit(s) have been sent to your club for approval



Team Management

Test Blue

	GAMES	SET UP	CONTACT	HELP
--	-------	--------	---------	------

Add Call Up Permit	Existing Call Up Permits
--------------------	--------------------------

How to generate a Call Up Permit

The Call Up process is completed entirely through the website so there is no requirement for a separate call up permit. Players approved for call ups will be printed on the gamesheets and identified on the gamesheet as (Call Up Permit).

1. Below, select the game that you require the permit and then select the player(s) you would like to call up for the selected game. All players registered in the league within your club are listed.
2. Players can be filtered using the search field above and to the right of the list of players.
3. Click the 'Submit Call Up Request' button
4. An email request has now been sent to your Club Representatives asking them to approve or decline your request(s). When they have done so you will receive an email informing you of their decision.
5. If the request was approved, the player will be on the gamesheet for the selected game when printed.

Note: Please note that the call up permit tool does not ensure that the player you have requested is eligible to play for your team. You must still check the league bylaws to see if the player is eligible. If you play an ineligible player you may face discipline.

House league players must be added by your Club Administrator before they are available to be selected to be called up.

The green message will appear when your permit has been successfully submitted to the club.

Team Management

Test Blue

Navigation bar with icons and labels: GAMES, SET UP, CONTACT, and HELP.

To obtain a blank game sheet scroll to the bottom of the drop down list

Select game

#1 - Apr 11 (Test Red vs Red)

Players

Jane SMITH (*League approval pending*)

Team Officials

Andrew Holt

Suspended

None

Call Ups

Sara CLARK

Generate Gamesheet

Game Sheet Process:

All players who participate in the game must be listed on the game sheet. If a player is listed, but does not participate please cross their name off. If they are not crossed off, the OCSL will assume they played.

All team officials present at the game must sign all three game sheets and give them to the referee before kick off. If a team official is not present please cross their name off.

The referee will complete the game sheets after the match and return one copy to you. You should keep this for your records so that you can complete a game report correctly.

If you see any errors on your game sheet please inform the referee so that the errors can be corrected.

After you have entered your roster you can create a gamesheet

To do this go to the Games tab.

Click the 3 lines icon to see the options under Games, click gamesheets.

Player(s) listed as League approval pending refers to the league not approving their registration. Rosters will be reviewed in a timely manner.

Team Management

Test Blue

	GAMES	SET UP	CONTACT	HELP
--	-------	--------	---------	------

To obtain a blank game sheet scroll to the bottom of the drop down list

Select game

#1 - Apr 11 (Test Red vs Red)

Players

Jane SMITH

Team Officials

Andrew Holt

Suspended

None

Call Ups

Sara CLARK

Generate Gamesheet

Game Sheet Process:

All players who participate in the game must be listed on the game sheet. If a player is listed, but does not participate please cross their name off. If they are not crossed off, the OCSL will assume they played.

Choose your players who will be attending the game and click Generate Gamesheet

A gamesheet will appear in a new window.

Print it out and bring it to the game



Ottawa Carleton Soccer League

Game Sheet For:
Test Blue

Date: 2024-04-11
Game #: 1
Div.: Women Rec 2
Field: Aboud Field
K.O.: 18:00

Home Team: Test Blue

Score:

Away Team: Test Red

Score:

Table with columns: #, Player's Name, YOB, Reg #, G, Y, R. Contains two rows of player information.

If a player on the game sheet does not attend or is suspended remember to put a line through the name to avoid them being deemed to have played

The OCSL has mandatory card checking. The game official does not have the right to over ride this rule.

I certify that all the above players are properly registered with the District Association
Initial: _____

Table with columns: Position, Name, Reg #, Signature, Y, R. Row for Team Head Coach Andrew Holt.

Table with columns: Suspended, None.

Opposing team three (3) stars:

Referee Instructions

Upon conclusion of the game, the referee will complete all game sheet and provide each team with a copy from either side.

Completed sheets to be sent to the OCSL within 48 hrs to:

Ottawa Carleton Soccer League
House of Sport - West Wing
2451 Riverside Drive
Ottawa, Ontario
K1H 7X7
Fax 613-233-6051
admin@ocslonline.ca

To be completed by the referee:

- 1. Actual kickoff time:
2. Was game shortened? [] Yes [] No
3. If shortened, why?
4. Player injured and left game? [] Yes [] No
5. Bench personnel asked to leave? [] Yes [] No
6. How did this team present their ID check? [] Plastic Photo ID [] Mobile app [] OS Roster [] Combination

To be completed by the team coach:

- 1. Did the game official check player cards? [] Yes [] No

Initial: _____

Referee: OS #:
AR #1: OS #:
AR #2: OS #:

Referee signature

Sample gamesheet



Team Management

Test Blue

The screenshot shows the 'Team Management' interface for 'Test Blue'. At the top, there are navigation tabs: 'GAMES', 'SET UP', 'CONTACT', and 'HELP'. The 'GAMES' tab is active, and its dropdown menu is open, listing several options: 'Game Sheets', 'Game Report', 'Modify Reports', 'Schedule', 'Call Ups', 'Discipline', 'Team Fines', and 'Logout'. A red arrow points to the 'Game Report' option. Below the menu, there is a 'Selected game:' field and a black 'Next' button.

After the game go to the Game Report tool to submit a report

Follow the instructions to completion

When both teams have entered a game report the standings will be updated



Team Management

Test Blue

☰ GAMES ⚙️ SET UP 👤 CONTACT ? HELP

👤 My Team 👤 Other Team Contacts

Team Officials

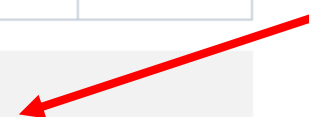
Name	Email	Phone	Position
Andrew Holt	aholt@noemail.com	222-222-2222	Team Head Coach

Players

Name	Email	Phone	Position
Jane SMITH			Player

When you click on Contact, there are 2 tabs:

- My Team
- Other Team Contacts



Please use this when contacting your team or opponents.

Please contact the OCSL staff in you need assistance setting up your Team Management account