American Amateur Soccer League
Team Declaration Instructions

Declaring Teams

You are able to declare both your boy's and girl's teams on the declaration page.   For ease of browsing, all of the boy's teams will be grouped at the top of the page and all of the girl's teams will be grouped at the bottom of the page. All of the teams that played in the prior season will be listed on the page. To declare a returning team, you'll need to check the box at the beginning of the row for each team. You can ignore the Strength column for a returning team, but feel free to enter a comment if you have any special bracketing instructions.

Changing Coaches

You can change the coach of any team by clicking on the **Chg** button. A window will pop up which will allow you to either select an existing person from your community or enter information for a new person. If someone in your community in involved in multiple capacities (e.g. Rep and coach, coaching multiple teams), you do not need to add them as a user for each role. Just select them from the community user list to assign them. Once the coach has been assigned, click the **OK** button to return to the declare teams page.

New Teams
If you need to declare a team that isn't on the page, you'll need to click on one of the two links that are under the list. There is a separate link to add a boy's or a girl's team. When you click on the link, a new team bill be added to the list with the gender that was selected. Make sure that you select the proper age group and team strength. Feel free to add a comment if you have a bracketing request. The community rep is assigned as the coach for all newly added teams. You can assign the proper coach by clicking the **Chg** button and following the instructions in the prior section.

Updates

When you are done, click the **Declare** button. Verify that the information is correct. You will also see the declaration fee at the bottom of the page. If any information is not correct, you can make changes and click the **Declare** button again.

Declaration Report

There is a **Print Declarations** link at the top of the page where you can get a report of all declared teams. Clicking on the link will display a new page with the report in PDF format. Make sure that you review this page even if you don't print a hard copy. It will be a confirmation of all teams that you have declared.