

American Amateur Soccer League

Team Declaration Instructions

Declaring Teams

When you first see the page, all of the teams you had in the prior season will be listed. You'll need to click the check box in the table to declare each team. You can also enter a comment if you have a special request for bracketing. You can ignore the Strength column for returning teams.

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 is 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 in the list, you can click on the link **Click Here To Add A Team** which is at the bottom of the declaration page. A new team will be added to the list. Make sure that you select the proper age group and team strength. Feel free to enter a comment if you have a bracketing request. The community rep is assigned as the coach of each new team. You can assign the proper coach by clicking the **Chg** button.

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.