Your Member Sync Portal will not change

- Can manage Team Strength and Blackouts in same portal, add same blackout for all teams at one time. Team Blackout Dates must be entered by the CYO season Deadline. Reference Bylaw 5-2-2.

- **NEW**-Print CYO Fee Summary Form (Detail of all teams registered in season with fees). This form must accompany your check payment. Your Athletic Director profile record must appear on each team registration as well as your correct member name so that you can access this report.

- **NEW**-A 15% late fee penalty will be assessed after the late registration due date of August 5.

- When entering data in SportsPilot do not type in capital letters.
YOU CANNOT SYNC A TEAM NAME *UNASSIGNED

Prior to synchronizing team names, you must add your team names to each league. All Team Names MUST begin with the Member Name (as indicated in the CYO school listing), and Coaches Name added to the end in parenthesis.

Team Name Examples: St. Peter - Lorain (Adams) / St. Timothy (Brown) / St. Ann (Smith).

Do not add verbiage to your team name i.e. St. Peter – Lorain Boys, St. Peter – Lorain Gold

To add team names, while on the Registration/Roster Page Team Tab, where you see the Program/League/Team = *Unassigned, Back out Unassigned in the team name box and enter a new team name and select “Add New Team” button. This will add the team name to the Drop Down List for that league. Then select the Add New Team button. Add the coach to the team and highlight his name, then select the button “Set Primary Coaches”. This will add the coaches last name to the team name.

When you are ready, you can move players from the Unassigned team to the team of your choice. Once teams are formed and there is no players in the Unassigned Team, you can sync the rosters to the CYO’s Database, either with the Team Names or to the teams you already synced.
VERY IMPORTANT - TEAM NAMES WILL NOT SYNC IF THE PARISH/ SCHOOL ATHLETIC DIRECTOR IS NOT ON THE TEAM ROSTER

When you create your team names in your Database, you must add the Athletic Director to every team Roster Prior, to Synching Team Names.

- After creating a team name, select the Add Coach Button
- Enter the last name of the Athletic Director and select the Search Button
- Select the Athletic Director from the list with AD2020 added to the end of the name
  - If you do not see your Athletic Director with the AD2020, contact CYO or SportsPilot
- Select the Save and checkout option
- Checkout with No Payment Required and your initials

YOU CAN NOW SYNC THIS TEAM TO DIOCESE OF CLEVELAND CYO
Parish/School Athletic Director

- All Teams should have an Athletic Director present on the Team with Role as Athletic Director.
- All Athletic Directors names should be present in the CYO List - make sure your Athletic Director name ends in AD2020 (First name, last name, AD2020).
- If you do not find the AD2020 Athletic Director account in your parish list, then please contact SportsPilot or CYO.
There are Two Options to Synchronizing your Teams/Coaches and Athletes Info to DIOCESE OF CLEVELAND CYO

1. Sync your Team Names Only by the CYO’s Team Registration Deadline
   - Log in later to Sync rostered coaches and athletes to the team names you already synchronized by CYO’s Roster Deadline

2. Synchronize your team names and rostered coaches and athletes at the same time by the CYO’s Team Registration Deadline.
   - Requires you have completed registration and all players have been placed on a team
Each Member will have their own unique link to sync their team data. If you do not have your link, contact SportsPilot.

Log in with the same username/password you use for your SportsPilot Back Office.
To Sync Team’s Registrations ONLY, you must select ONLY the Team Check Box.
Synchronizing Team Names and Rostered Coaches and Athletes at the same time to DIocese OF CLEVELAND CYO

To Sync Teams with Rostered Coaches and Athletes you must select All Boxes
Synchronizing Rosters to Teams Registration Names that have already been Synced to DIOCESE OF CLEVELAND CYO

To Sync ROSTERS to previously synchronized Team Registration names, the Team Checkbox must be UNCHECKED, and Players/Family Members/Coaches MUST be checked. You will have to select the Matching Teams from Source Org. (Your Parish) and Destination Org. (DIOCESE OF CLEVELAND CYO), and the Sync will only update the Team with Rostered Players and Assistant Coaches.
1. Select your Program from Source Org. and the matching Program from Destination Org.

2. Select matching Leagues from Source Org. and Destination Org.

3. Select your Team Name and Click Add Sync Button
Repeat the process for each League/Division until all your Teams are in the que for synchronization.
Once all Teams are in queue for Synchronization, select the Sync Button to upload the data to your CYO Database. You must select the Sync Button in order to upload your team registrations to CYO.

Select the X to remove a Team from the Sync Que
Once the Sync is completed, you will see a total owed for the teams Synced, and the total number of members by role.

<table>
<thead>
<tr>
<th>Role</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Players</td>
<td>275</td>
</tr>
<tr>
<td>Parent/Guardians</td>
<td></td>
</tr>
<tr>
<td>Head Coaches</td>
<td></td>
</tr>
<tr>
<td>Asst. Coaches</td>
<td></td>
</tr>
<tr>
<td>Team Managers</td>
<td></td>
</tr>
<tr>
<td>Officials</td>
<td></td>
</tr>
<tr>
<td>Teams</td>
<td>37</td>
</tr>
</tbody>
</table>

Summary

Price: $6,180.00

Sync
When logged into the sync portal, you will see the Team Blackout and Team Strength icons in the top right. Once you have sync’d your teams and rosters, your Team Blackouts and Team Skill Level must be submitted by the season deadline! Reference Bylaw 5-2-2. To be accepted by CYO as a valid blackout, it must include the reason and the minimum and maximum duration of the blackout. Select these icons to update team blackouts and team strength. Team strength is not used for conferencing in 7th and 8th grade basketball.
To enter team blackouts, Click on the Blackouts Icon (Calendar with X in it) to enter your dates. You will come to a page and will only see the teams for the current season to manage. Team Blackout Dates must be entered by the CYO season Deadline. Reference Bylaw 5-2-2.
To enter the same blackout for all teams, select the “Check” box - all teams should then become highlighted or unhighlighted. You can also manually check off a group of teams that will have the same blackout. You can also manually check off a group of teams that will have the same blackout.

Next, hit the + ‘Add BlackOuts’ or ‘Recurring BlackOuts’ button. Enter the date, start time, duration, and reason for blackout request. For Recurring option you will also enter an end date and choose the day of the week this would occur on. Hit Update to Submit.

Team Blackout Dates must be entered by the CYO season Deadline. Reference Bylaw 5-2-2.
This is the window to enter a single event blackout request for all teams selected. Remember you must include a specific reason for the blackout request. Team Blackout Dates must be entered by the CYO season Deadline. Reference Bylaw 5-2-2.
This is the window to enter a recurring event blackout request for all teams selected. Remember you must include a specific reason for the blackout request. Team Blackout Dates must be entered by the CYO season deadline. Reference Bylaw 5-2-2.
To enter blackouts for just one team, use the >arrow icon next to that team name and choose to enter a single blackout or recurring blackout. Team Blackout Dates must be entered by the CYO season Deadline. Reference Bylaw 5-2-2.
Remember you must include a specific reason for the blackout request. Team Blackout Dates must be entered by the CYO season deadline. Reference Bylaw 5-2-2.
Once team blackouts are entered, you can move to the Teams Icon in the top right (group of user icon). You will see a list of teams available to manage for the upcoming season. Your roster reports are available to the right; you can view/print those as needed. To set your team strength and composition, click the edit button next to a team. Team strength is not used for conferencing in 7th and 8th grade basketball.
Set Team Strength and Number of players in each grade for the given team, add any notes, and then hit update. Team strength is not used for conferencing in 7th and 8th grade basketball. For Grades 1, 2, 3 and high school enter the number of players in the notes field (i.e. 9th – 12 players, 3rd – 7 players)
1) Your team Athletic Eligibility Roster Reports are available by selecting the team icon in upper right corner, and selecting CYO in the screenshot below. Here you can view/print them as needed during the season CYO team registration period only. Once registration closes, you do not have access to the roster in your sync portal.
PRINTING CYO TEAM ATHLETIC ELIGIBILITY ROSTER AFTER TEAM REGISTRATION CLOSES

1) Once the season CYO team registration closes, you have to go to the CYO Team Registration website page, and click the online registration and log in with your CYO Athletic Director account username and password. Once you are logged in, you can go to your athletic director profile (last name ending in AD2020) and view your teams and print out the CYO TEAM ATHLETIC ELIGIBILITY ROSTER for each team which has the team ID number in upper left corner.
Give your coaches a copy of this CYO Athletic Eligibility Roster.

The Team ID number below is needed for Guest Player, Sanctioned Events and Late Additions to Roster reporting.
NEW - PRINT YOUR CYO FEE SUMMARY FORM: (This form details of all teams registered in current season with fees). Your Athletic Director profile record must appear on each team registration as well as your correct member name so that you can access this report. You must mail this form along with your check payment to the CYO Athletic Office by our published deadline. Log into your member AD profile (AD2020), under Manage Teams, select a team, then select ($Fee).
You will see the CYO FEE SUMMARY FORM for all of the teams you have registered for the season. This FORM which details total fees due to CYO, MUST ACCOMPANY YOUR CHECK PAYMENT when you submit it to our CYO Athletic Office by our deadline date. If you pay by credit card, please email the CYO FEE SUMMARY FORM to mjdlugoz@ccdocle.org.

### CYO Fee Summary Form

**Season:** Fall  
**Year:** 2018  
**Due Date:** August 06, 2019

**Parish/School:** St. Albert the Great  
**City:** North Royton

<table>
<thead>
<tr>
<th>Program - League</th>
<th>Coach</th>
<th>Qty</th>
<th>Fee ($)</th>
<th>Sub Fee ($)</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country - Boys 2018-Cross Country Boys</td>
<td>Szczesniak</td>
<td>20</td>
<td>40.00</td>
<td>800.00</td>
<td>Check # Paid</td>
</tr>
<tr>
<td>Cross Country - Boys 2018-Cross Country Boys</td>
<td>Szczesniak</td>
<td>1</td>
<td>55.00</td>
<td>55.00</td>
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<td>Cross Country - Girls 2018-Cross Country Girls</td>
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<td>40.00</td>
<td>360.00</td>
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<td>1</td>
<td>55.00</td>
<td>55.00</td>
<td>Check # Paid</td>
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</table>

**Cross Country**  
**# Teams:** 2  
**Sport Fee ($):** 1,270.00

<table>
<thead>
<tr>
<th>Program - League</th>
<th>Coach</th>
<th>Qty</th>
<th>Fee ($)</th>
<th>Sub Fee ($)</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football - 6th Grade 2018-Middleweight - 6th Grade</td>
<td>Campagna</td>
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<td>1275.00</td>
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<td>1275.00</td>
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<tr>
<td>Football - 8th Grade 2018-8th Grade</td>
<td>Findura</td>
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<td>1,275.00</td>
<td>1275.00</td>
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<tr>
<td>Football Rookie Tackle - 2018-4th Grade</td>
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<tr>
<td>Football Rookie Tackle - 2018-5th Grade</td>
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<tr>
<td>Football Flag - Fall 2018-1st Grade</td>
<td>Lemke</td>
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<td>590.00</td>
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<td>Check # Paid</td>
</tr>
<tr>
<td>Football Flag - Fall 2018-1st Grade</td>
<td>Sidon</td>
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<td>590.00</td>
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<td>Check # Paid</td>
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<tr>
<td>Football Flag - Fall 2018-2nd Grade</td>
<td>Toman</td>
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<td>590.00</td>
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<tr>
<td>Football Flag - Fall 2018-2nd Grade</td>
<td>Meyrose</td>
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<td>590.00</td>
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<td>Check # Paid</td>
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<tr>
<td>Football Flag - Fall 2018-3rd Grade</td>
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<td>590.00</td>
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<tr>
<td>Football Flag - Fall 2018-3rd Grade</td>
<td>Lucas</td>
<td>1</td>
<td>590.00</td>
<td>590.00</td>
<td>Check # Paid</td>
</tr>
</tbody>
</table>

**Football**  
**# Teams:** 11  
**Sport Fee ($):** 8,665.00

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*This completed form must be returned with your payment by due date above.*

Akon Office, 795 Russell Avenue, Akron, OH 44337 (330.375.9136 ext. 11); Cleveland Office, 7911 Detroit Avenue, Cleveland, OH 44102 (216.334.1720 ext. 23)
Please call or email us if you need any help or experience trouble synchronizing your teams and rosters.

SportsPilot Inc.
www.sportspilot.com
support@sportspilot.com
844-375-2648