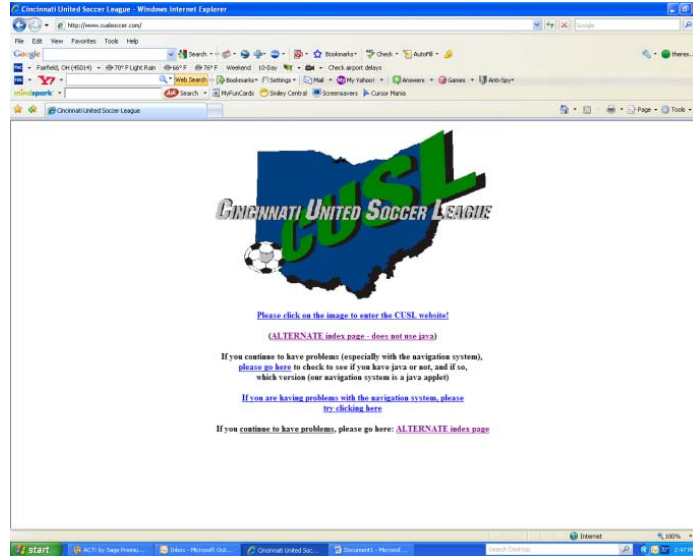


STEPS FOR ACCESSING CUSL

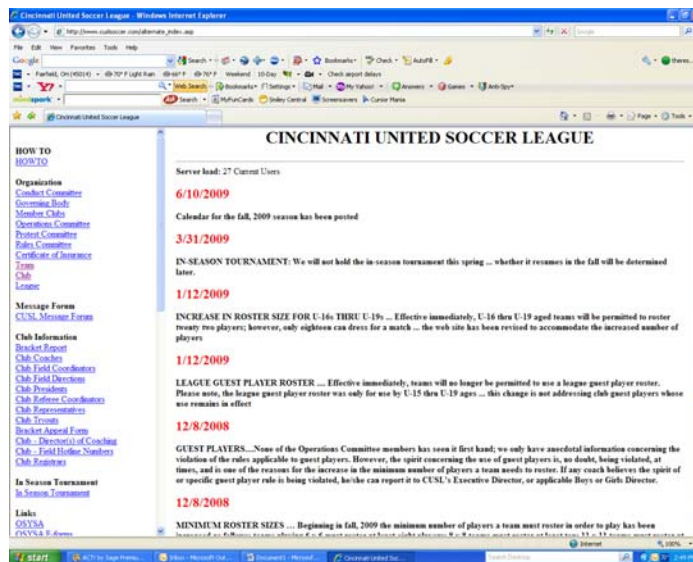
<http://www.cuslsoccer.com/>

The following page should be displayed:



CLICK on Link - ([ALTERNATE index page - does not use java](#))

The following page should be displayed:

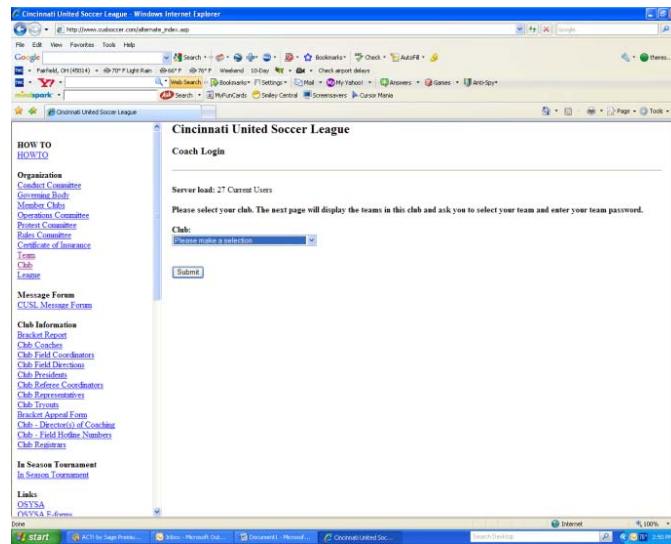


In the left navigation pane under **Organization** you will see the link for [Team](#)

CLICK on [Team](#) a box will pop up to insert USER NAME and PASSWORD and then following page should be displayed:

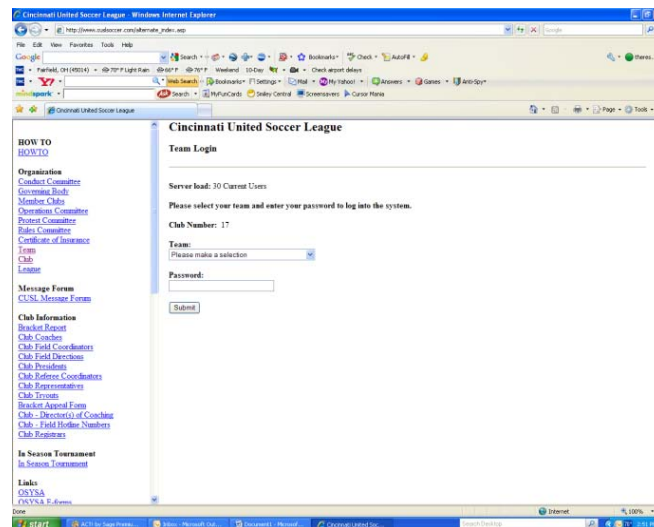
User name: Paxton.F2p6

Password: blacksnow



Under **Club** is a drop down box - SELECT Tri-State Futbol Alliance (may still be Westside)
Then CLICK Submit

The following page should be displayed:

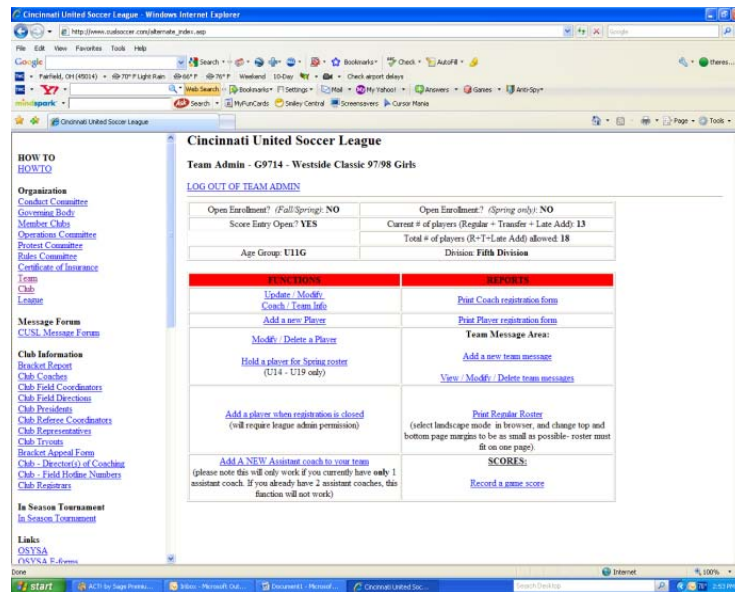


Under Team is a drop down box – SELECT your Team (should see Tri-State FA team name and team number)

Under Password – ENTER your **team password** (This will be provided to the coaches only and this will be different than first password listed above. Coaches you can give password to Team Admin so they can access forms and enter scores.)

The following page should be displayed:

This page is where you will enter players, print Membership forms for Players and Coaches, enter scores, and print approved rosters.



FUNCTIONS

Update/Modify Coach/ Team info: only to update coaches info. Recommend to provide info to club registrar to update.

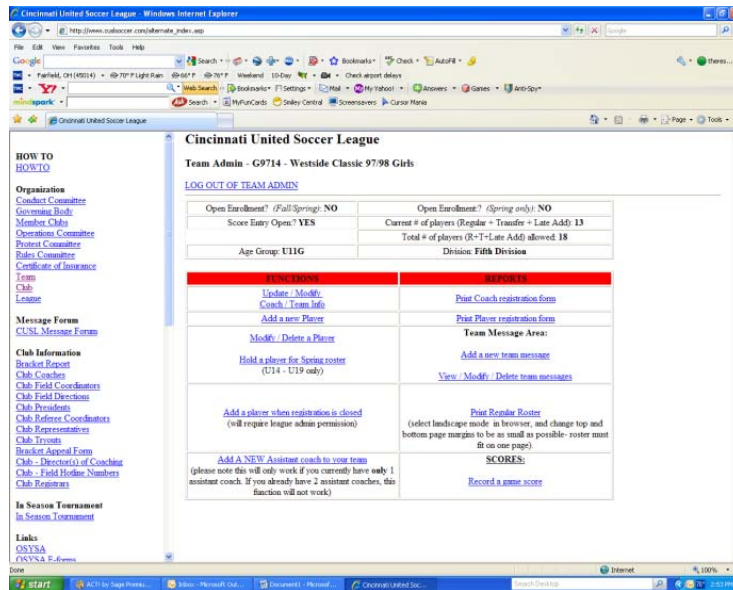
Add a new Player: can only access this when system is open to add, if you receive error contact club registrar to enter.

Modify/Delete a Player: This is only when system is open after registration only CUSL rep will be allowed to delete or modify players. Please contact club registrar for changes, club registrar is the only person to contact CUSL rep.

Hold a player for Spring roster (U14-U19 only): this will be used for the older teams only entering in players during fall can only play in the Spring.

Add a player when registration is closed (will require league admin permission): If you enter a player after registration please select appropriate status, ex. transfer, new. If you receive an error and can not enter provide player info to club registrar to enter. Most teams usually get error. Player info needed is add or transfer, name, address, DOB, phone, and now County.

Add a NEW Assistant coach to your team: Recommend to provide info to club registrar to enter assistant coach.



REPORTS

Print Coach registration form: When you click this link you will see coaches for the team and a link [Print](#). CLICK on [Print](#) to print Membership form for coaches and have coaches sign. U15 & up teams must list players and what school they are from. NO MORE THAN 5 PLAYERS from the same school or team will not be registered.

Print Player registration form: When you click this link you will see all players for the team and a link [Print](#). CLICK on [Print](#) to print Membership form for all players. The upper part of form can not be hand written, that is why you print from this location. The bottom 2 boxes but be **signed** and completed by parents or the player will not be registered. NO EXCEPTIONS.

Team Message Area:

Add a new team message

View/Modify/Delete a team message

Print Regular Roster

This is where you will be able to print your Approved Roster after registration for use during games and tournaments.

SCORES: Record a game score – where you can enter scores and change dates of matches if needed. You must enter score the same day as game occurs.

If you have any errors trying to access any pages of the CUSL system contact the club registrar and will complete or find answer to error from CUSL rep.