

OYM/CYO

ON-LINE REGISTRATION PROCESS ROSTER

Although the Archdiocese of Washington CYO's on-line registration process contains a complete set of instructions, the following is a summary of the process, which must be followed for each player who wants to register for a CYO sport during the 2007-2008 school term/sports year along with some hints to make the registration process go more smoothly:

I. Parish Adult Leader Roles/Authority/Information Access

- A. Athletic Association President (AAP) – After designation by Archdiocesan CYO, can assign Athletic Association Directors/Delegates (AAD) for each team (through “My Teams” link), who then have authority to build and revise rosters by adding/deleting players and coaches. Also can perform roster creation duties like an AAD. Can view and print rosters. Has access to listing of parish players (through “My Participants” link) and adult leaders (through “My Coaches” link) as well as those parents/guardians who are interested in assisting in the parish program (through “Assisting” link).
- B. AAD – After designation by Archdiocesan CYO and assignment to teams by AAP, has authority to build and revise rosters by adding/deleting players and coaches (through “My Teams” link). Can view and print rosters. Has access to listing of parish players (through “My Participants” link) as well as those parents/guardians who are interested in assisting in the parish program (through “Assisting” link).
- C. Coaches – After assignment to teams by AAP/AAD, coaches can view and print rosters (through “My Teams” link).

II. Team Roster Formation Process

- A. All players and adult leaders register on-line.
- B. Parish provides Archdiocesan CYO with list of designating AAP and AADs for each sport.
- C. Parish provides “Blue Cards” and registration fees for each team it wants to register.
- D. Archdiocesan CYO approves AAP and AAD designations and creates “shell” for each parish team that includes appropriate eligibility parameters (e.g., sex, birthdates).
- E. With his/her unique User Name and Password, Archdiocesan CYO-designated AAP accesses parish teams by going into “My Teams” link. For each team, AAP designates an AAD from drop-down list.

- F. With his/her unique User Name and Password, AAP-designated AAD accesses parish teams by going into “My Teams” link. For each team, AAD chooses coaches and players from drop down lists of eligible individuals.
- G. With his/her unique User Name and Password, AAD-designated coaches access teams by going into “My Teams” link, where they can view and print team roster.
- H. During season, AAP/AAD can make revisions to the roster by adding or deleting players or changing coaches. On date rosters “close,” Archdiocesan CYO will lock all rosters so no additional changes can be made.
- I. At close of each sports year (sometime after April), the Archdiocesan CYO will “zero out” the grade for each player. Players will then have to access the system (using the assigned User Name and Password) and input their new grade (along with any corrections to other information) before they will be eligible to be placed on the roster for any CYO sport during the next sports year.

III. Roster Formation Hints

- A. The AAP “My Coaches” listing will show adult leaders that have obtained a username/password and updated their information showing the AAP’s parish. If an adult leader does not list a parish name, he/she will not show up in the “My Coaches” list.
- B. An AAP or AAD that also is a team coach will need to contact the Archdiocesan CYO to have his/her name listed on the roster as a coach.
- C. The AAP/AAD “My Participants” listing will show players whose parent/guardian has successfully completed the online registration and are assigned to the AAP’s/AAD’s parish. It will show All Sports if the player’s primary affiliation is your parish or a sport if the player’s primary affiliation is with another parish.
- D. There may be times when the parent/guardian of an individual has fully completed the online registration, the individual will show up in the “My Participants” list, but the individual will not show up in the drop down list for placement on the team roster by the AAP/AAD. If this happens, please contact Mr. Mike Bond at the Washington Archdiocese OYM/CYO by e-mail at bondm@adw.org or by calling 202-281-2465 during normal business hours (8:30 to 4:30 M-F).

IV. Basketball Calendar Incorporating On-Line Registration Process

October 17 Parish Athletic Association Provides Archdiocesan CYO with:

- (a) List Designating Parish AAP and AADs
- (b) **Blue** Cards/Team Registration **Fees** for Varsity Mid-Atlantic and Varsity and Junior Varsity Tournament teams.

November 14 All On-Line Rosters Must Be Completed for Varsity and Junior Varsity Teams

November 29 Parish Athletic Association Provides Archdiocesan CYO with **Blue** Cards/Team Registration **Fees** for Non-Tournament Teams

- November 29** **Rosters DUE** for Varsity Mid-Atlantic and Varsity and Junior Varsity Tournament teams
- December 11** Parish Athletic Association Provides Archdiocesan CYO with **Blue** Cards/Team Registration **Fees** for High School Teams
- December 14** **Rosters DUE** for all Non-Tournament Teams
- December 16** **ROSTER “LOCK DOWN” FOR VARSITY MID-ATLANTIC AND VARSITY AND JUNIOR VARSITY TOURNAMENT TEAMS**
- December 19** **Rosters DUE** for all High School Teams
- January 20** **ROSTER “LOCK DOWN” FOR HIGH SCHOOL AND NON-TOURNAMENT TEAMS**