

# Central Mass Adult Soccer League

## Online Roster Instructions for Team Managers:

You have been designated as a team manager, which means you may modify your team roster. You are also able to designate one more team manager. Each of you will have the same privileges and be able to add or delete players.

1. Read through these instructions and if you have any questions email the CMASL Secretary. The email address can be found at [www.cmo35.com](http://www.cmo35.com).
2. To create and edit rosters, login to your account on the Mass Soccer registration website. <https://reg.mass-soccer.org/accounts/login/> using your username (email address) and password. *\*If you do NOT have a Mass Soccer username and password, go to <https://reg.mass-soccer.org/accounts/login/> and click "Need to Create an Account." Complete the steps necessary to create an account up until you are asked to pay for a registration. At this point your registration is active and you will have been assigned a Mass Soccer ID number. You do not have to pay the registration fee if you are a Manager ONLY. You DO have to pay the registration fee if you are also a player.*
3. Once logged in, you will have an option to click on your team under "**Teams I Manage.**"
4. Click on your team link, you will find all your account options. Click "**Edit Roster**" to see the status of your players. Click "**Add Players**" to add a new player. You will find 3 options for adding players. The procedure(s) to add players is explained on this page. Click on "**Game Day Roster**" to see your roster. The roster is updated every week, only those players eligible to play that day will be shown.
5. **PRINT** your Game Day Roster each week and bring **two (2) copies** to the game. WARNING - No Roster No Game !!! The roster will have a Game Date on the top of the roster, it MUST be the correct date. Referees have been instructed to accept ONLY correctly dated rosters with no exceptions!
6. **When Rosters Are Frozen:** Rosters are frozen every season after the 3<sup>rd</sup> game. There is only one way to add a player after the rosters are frozen. You must Drop a player before you can add. To do this you must send the following to the CMASL Secretary – The new players name & state ID#, also the player being dropped name & ID #. Once the Secretary receives this info he will drop and add the players. **Note:** The dropped player will be removed from your roster and cannot return until the following season.

### Troubleshooting:

**Make sure your email address is current on the Mass Soccer website.** Go to <https://reg.mass-soccer.org/accounts/login/>. Use your full email address (the one you initially used to register) as your log in name. Once logged in, click on "My Account" in the upper right hand corner of the screen. You will be taken to a page with links to change your email and password.

Using a smart phone to accept an invitation might not work. Try using a regular computer or tablet.

**If you have ANY questions please contact the CMASL Secretary, listed on the CMASL website.**  
[www.cmo35.com](http://www.cmo35.com)