Metro Soccer Captain's User Guide

Welcome to the Metro Soccer Captain User Guide! We have switched registration platforms for a number of reasons:

- Easy online registration and payment collection from your own team
- Credit card storage easily save your card for future use
- Mobile friendly you can access schedules, standings, and team rosters via your mobile device or tablet!
- Automatic game reminders and announcements
- And more!

We're sure there will be some hurdles as we all learn the new system, so we appreciate your understanding during the transition. Below are some helpful links with screenshots to help you get accustomed to the new platform.

Please do share any feedback and let us know if any questions/issues come up. We're committed to making the transition as smooth as possible.

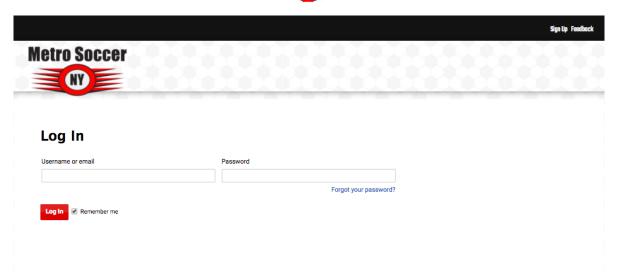
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1. How to login

Visit: https://metrosoccerny.leagueapps.com/login





2. How to create an account

You will be prompted to create an account during the registration process. However, you can also visit <u>this</u> <u>webpage</u> (<u>https://metrosoccerny.leagueapps.com/signup</u>) to create an account as well.

Enter your Account Details Username * Username cannot be an email address. It can contain only letters, digits, dashes and underscores. Password * Password can be anything you want - the more complicated, the more Confirm Password * **Enter your Personal Information** First Name * Last Name * ○ Male ○ Female Gender * Birth Date -- Month -- \$ -- Year -- \$ Please choose you birth month, enter your birth day and then choose your birth year. Email * Address * State/Province * Postal Code *

3. How to maneuver around your dashboard

To visit your dashboard, click here (https://metrosoccerny.leagueapps.com/dashboard)



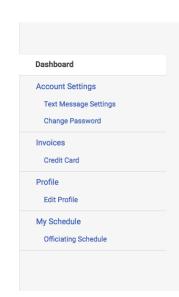
Dashboard

Welcome back, Stephanie Credit: \$370.00



My Registered Activities

| Current Past | | | | |
|--|--|---|---|---|
| PROGRAM | ROLE/TEAM | STATUS | ACTIONS | ALERTS |
| Fall 2017 5v5 St. Francis Indoor League Begins Dec 2 '17 | leagueapps Player View team details | DUES NOT PAID Paid: \$90.00 Owe: \$3.83 | → Registration next steps ② Edit Registration Settings | You owe program dues; = please pay now. |



A) How to visit your team page

To view your team page, visit your **dashboard** and click on your team's name or the **View team details** link under your registration activities. This is available under the **Role/Team** column and you'll be able to access current registrations and past registrations from this page.

Dashboard

Welcome back, Stephanie Credit: \$370.00



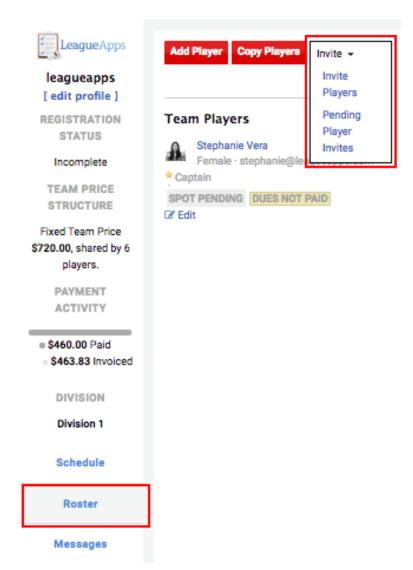
My Registered Activities

| Current Past | | | | |
|--|----------------------|------------------------------|----------------------------------|-------------------------------------|
| PROGRAM | ROLE/TEAM | STATUS | ACTIONS | ALERTS |
| Fall 2017 5v5 St. Francis Indoor League | leagueapps Player | SPOT PENDING DUES NOT PAID | → Registration next steps | You owe program dues; == please pay |
| Begins Dec 2 '17 | View team details | Paid: \$90.00 Owe: \$3.83 | ☑ Edit Registration Settings | now. |

B) How to invite players to your team

- 1) Visit your team page by clicking on your team name from your dashboard
- 2) Select Roster on your sidebar
- 3) Click **Invite** to select to send an email invite to your teammates

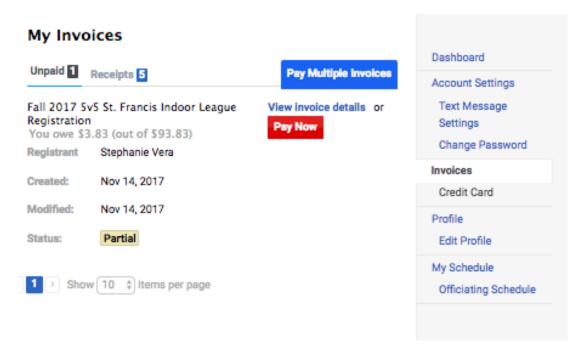




C) How to view your invoices

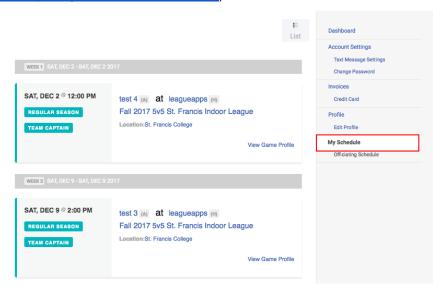
To view your invoices, <u>click here</u> (<u>https://metrosoccerny.leagueapps.com/invoices</u>) or select **Invoices** on your dashboard sidebar.





D) How to view your Schedule

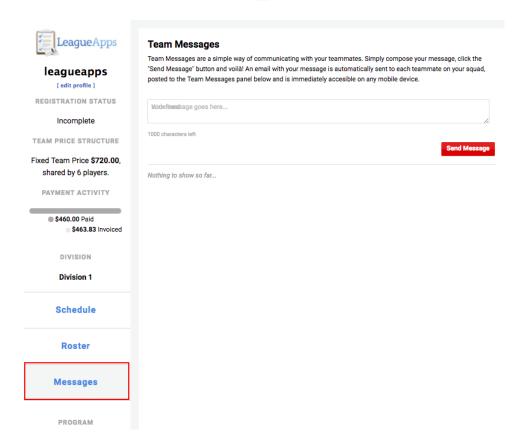
To view your player's schedule of games and events, click on **My Schedule** on your dashboard sidebar or <u>click</u> <u>here</u> (<u>https://metrosoccerny.leagueapps.com/schedule</u>)



E) How to message your teams

To message your teams, access your team page from the dashboard and click on **Message** from the sidebar.





4. How to access additional LeagueApps Support

Visit support.leagueapps.com!