



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>

Metro Soccer



Log In

Username or email

Password

[Forgot your password?](#) Remember me

2. How to create an account

You will be prompted to create an account during the registration process. However, you can also visit [this webpage](#) (<https://metrosoccerny.leagueapps.com/signup>) 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 secure, but it's up to you.

Confirm Password *

Enter your Personal Information

First Name *

Last Name *

Gender *

 Male Female

Birth Date

Please choose your birth month, enter your birth day and then choose your birth year.

Email *

Address *

City *

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



- Dashboard
- Account Settings
 - Text Message Settings
 - Change Password
- Invoices
 - Credit Card
- Profile
 - Edit Profile
- My Schedule
 - Officiating Schedule

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	SPOT PENDING DUES NOT PAID Paid: \$90.00 Owe: \$3.83	→ Registration next steps 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 Begins Dec 2 '17	leagueapps Player View team details	SPOT PENDING DUES NOT PAID Paid: \$90.00 Owe: \$3.83	→ Registration next steps Edit Registration Settings	You owe program dues; please pay 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

The screenshot shows the LeagueApps interface. On the left is a sidebar with the following items: 'leagueapps [edit profile]', 'REGISTRATION STATUS' (Incomplete), 'TEAM PRICE STRUCTURE' (Fixed Team Price \$720.00, shared by 6 players), 'PAYMENT ACTIVITY' (\$460.00 Paid, \$463.83 Invoiced), 'DIVISION' (Division 1), 'Schedule', 'Roster' (highlighted with a red box), and 'Messages'. The main content area shows 'Team Players' for Stephanie Vera, a female captain. Above her name are buttons for 'Add Player', 'Copy Players', and 'Invite'. The 'Invite' dropdown menu is open, showing options: 'Invite Players', 'Pending Player', and 'Invites'. Below the player's name are status tags 'SPOT PENDING' and 'DUES NOT PAID', and an 'Edit' link.

C) How to view your invoices

To view your invoices, [click here \(https://metrosoccerny.leagueapps.com/invoices\)](https://metrosoccerny.leagueapps.com/invoices) or select **Invoices** on your dashboard sidebar.

My Invoices

Unpaid **1** Receipts **5**

[Pay Multiple Invoices](#)

Fall 2017 5v5 St. Francis Indoor League
Registration
You owe \$3.83 (out of \$93.83)

[View invoice details](#) or

[Pay Now](#)

Registrant: Stephanie Vera

Created: Nov 14, 2017

Modified: Nov 14, 2017

Status: **Partial**

1 Show 10 items per page

Dashboard

Account Settings

Text Message
Settings

Change Password

Invoices

Credit Card

Profile

Edit Profile

My Schedule

Officiating Schedule

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 [click here](https://metrosoccerny.leagueapps.com/schedule) (<https://metrosoccerny.leagueapps.com/schedule>)

The screenshot shows the 'My Schedule' page. On the right sidebar, 'My Schedule' is highlighted with a red box. The main content area displays two game entries:

- WEEK 1 SAT, DEC 2 - SAT, DEC 2 2017**
 - SAT, DEC 2 @ 12:00 PM**
 - test 4 (A) at leagueapps (H)
 - REGULAR SEASON
 - TEAM CAPTAIN
 - Fall 2017 5v5 St. Francis Indoor League
 - Location: St. Francis College
 - [View Game Profile](#)
- WEEK 2 SAT, DEC 9 - SAT, DEC 9 2017**
 - SAT, DEC 9 @ 2:00 PM**
 - test 3 (A) at leagueapps (H)
 - REGULAR SEASON
 - TEAM CAPTAIN
 - Fall 2017 5v5 St. Francis Indoor League
 - Location: St. Francis College
 - [View Game Profile](#)

E) How to message your teams

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

 LeagueApps

leagueapps
[edit profile]

REGISTRATION STATUS

Incomplete

TEAM PRICE STRUCTURE

Fixed Team Price **\$720.00**,
shared by 6 players.

PAYMENT ACTIVITY

● \$460.00 Paid
○ \$463.83 Invoiced

DIVISION

Division 1

[Schedule](#)

[Roster](#)

[Messages](#)

PROGRAM

Team Messages

Team Messages are a simple way of communicating with your teammates. Simply compose your message, click the "Send Message" button and voilà! An email with your message is automatically sent to each teammate on your squad, posted to the Team Messages panel below and is immediately accessible on any mobile device.

Write message goes here...

1000 characters left

[Send Message](#)

Nothing to show so far...

4. How to access additional LeagueApps Support

Visit support.leagueapps.com!