

Registering MYL Teams to the Demosphere Website



Two processes:

- 1) Those that have a local Demosphere town site Start on page 2
- 2) Those that do **NOT** have a local Demosphere town site Start on page 9

Deadline: February 9, 2025 at 11:59 PM

Naming teams (regardless of using Demosphere or other platform):

The Team Name format below is the highly recommended to make sure your opponents, the referees, the scheduler, and league administrators have critical information. Required info is Town, boys or girls, grade group. If you have multiple teams at any level, please distinguish them with a color or number or coaches name. Team naming is recommended in this format: Town.BoysOrGirls.GradeLevel.Color

Example: Stoughton.B.34.Orange

For the towns that are using Demosphere (local sites)

Failure to register via the following steps in the correct order will result in a duplicate team that will NOT be synchronized to your local site team.

Step 1: Create the teams in your 2025 Season on your local site. This is done in “Season Structure” tab of your Spring Classic Registration (see screenshots below). Even if you only have 1 team at a grade grouping, you must create the team in that grade grouping and assign players and coaches to that team (from the Registrations/Roster tab).

Step 2: Take care to ensure the team names contain your town (full name or abbreviation), B or G (boys or girls), the grade level group, and a color

Step 3: Take the Demosphere-assigned UUID (Universal Identification Number) for each respective team TO the league website during registration and copy and paste into the 1st page of team registration.

Step 4: Complete registration and await an email confirmation from the league once it has been accepted.

The following pages contain screenshots, examples, suggestions, and other useful information to help you in this process.

If your town is not using a local Demosphere site, please skip to page 8

Create your season (including grade groupings). In the Program Registration menu of your dashboard, you will find your groupings and teams under the "Season Structure" tab. Click on the Grade Level Grouping Box (GRADE 3/4 here) and any teams already created will show on the right.

Seasonal Registration Setup

Classic Spring 2024

Season Structure

Boys > Grade 3/4

#	Team Name	Players	Staff
1.	Stoughton.B.34.Orange	0	0

TEAMS ARE NOT VISIBLE TO TEAM CONTACTS OR HOUSEHOLD ADMINS VIA Grade 3/4 GROUPING

In this example, for Grade 3/4, there is already a team named **Stoughton.B.34.Orange**. Click on the "Gear" to the right and a pop up box with the team's Team Universal ID will appear.

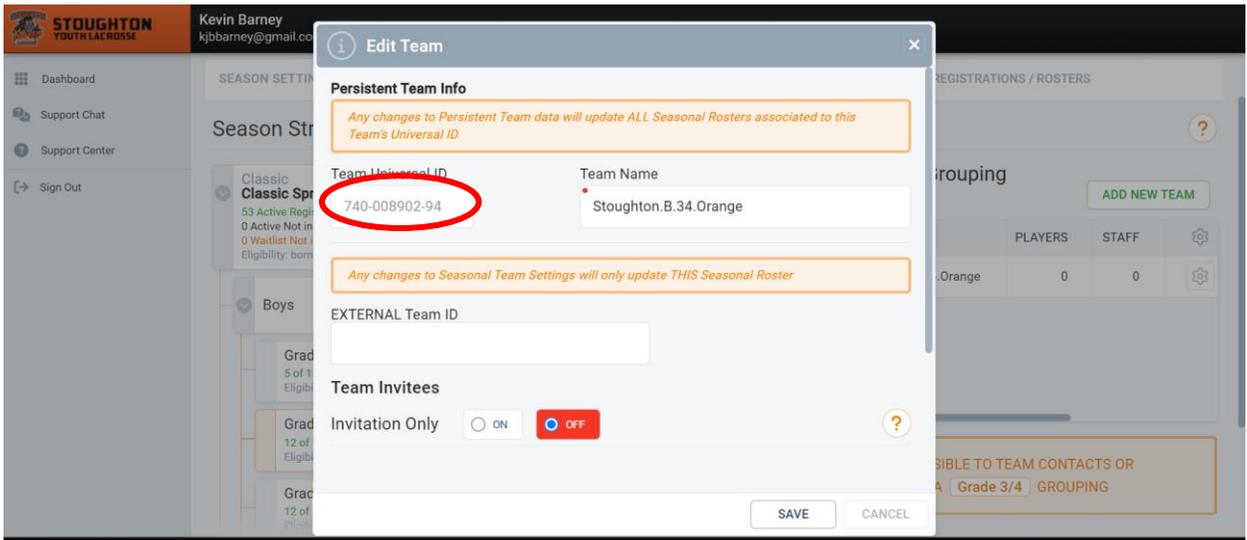
Season Structure

Seasonal Teams in Grouping

Boys > Grade 3/4

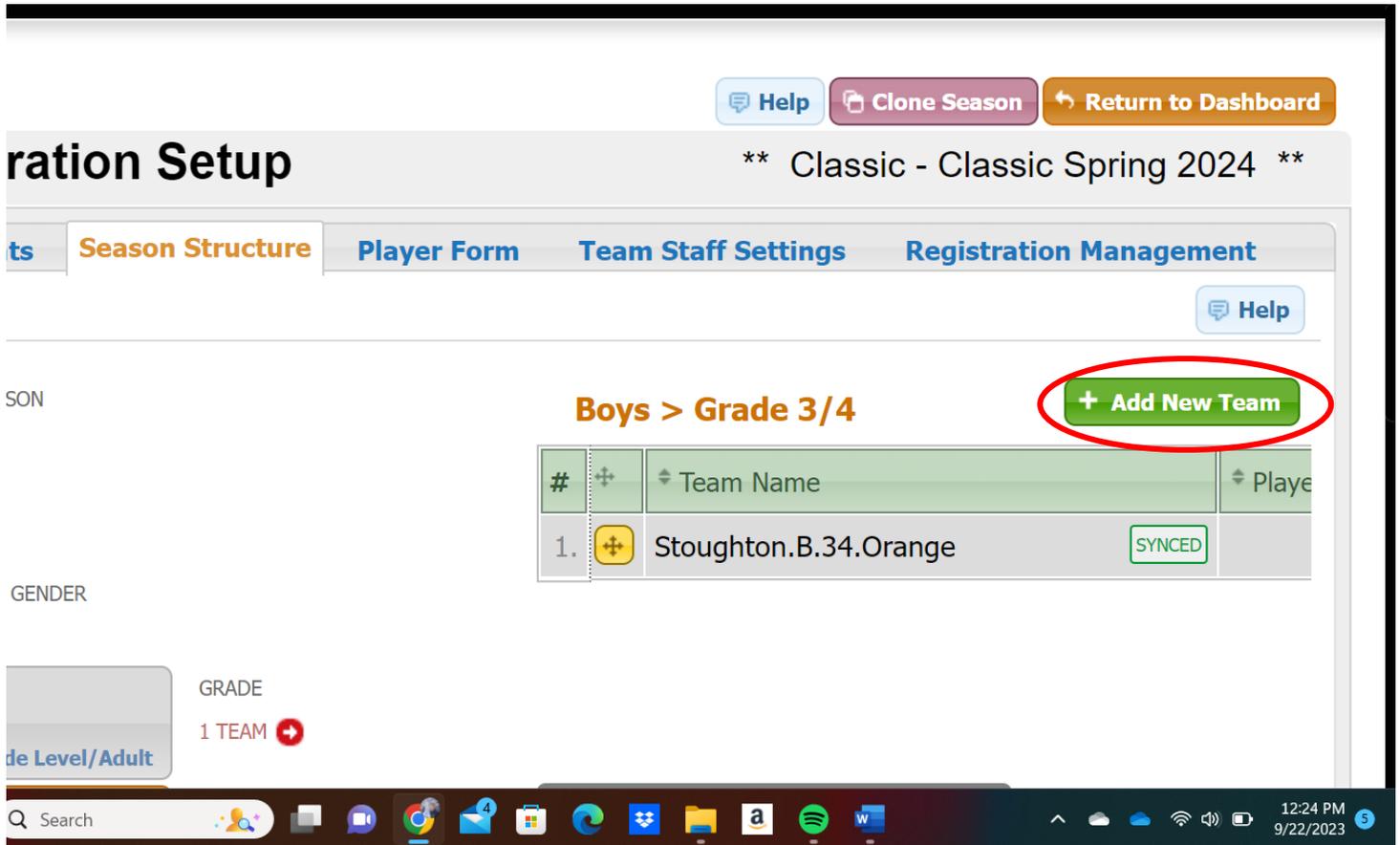
#	TEAM NAME	PLAYERS	STAFF	
1.	Stoughton.B.34.Orange	0	0	

TEAMS ARE NOT VISIBLE TO TEAM CONTACTS OR HOUSEHOLD ADMINS VIA Grade 3/4 GROUPING



You can copy this ID from here, or create all your teams and see them all in 1 list (see below)

If you need to add a NEW team, say the **Stoughton.B.34.Black** team, click the green box: "+ Add New Team"



In the pop-up box, type in your team name (please see “Naming Teams” note on first page), leave the Universal ID boxes blank (a number will be generated for you after completion), and save.

Create New Team

Persistent Team Info

Any changes to Persistent Team data will update ALL Seasonal Rosters associated to this Team's Universal ID

Team Name: Team Universal ID:

Any changes to Seasonal Team Settings will only update THIS Seasonal Roster

EXTERNAL Team ID:

Team Invitees

Invitation Only On | Off [Help](#)

RETRIEVING ALL YOUR TEAM’S UNIVERSAL IDS

Back in “My Dashboard” you will find your access to the “Demosphere Universal Experience” side of the website including the “Teams” function where you can see all of your created teams and their UUIDs.

STOUGHTON YOUTH LACROSSE Kevin Barney
kjbarney@gmail.com

Dashboard > User Administration < Demosphere Universal v

My Demosphere Communications Season Structure Registrations Teams

Locations

demosphere
https://stoughton.demosphere-secure.com/_teams

This is the view from the Teams feature (**be sure to choose the correct season from competition drop-down box at the top right**). You can use this to copy all the UUIDs and paste them into the MYL Team registration program (see page 6).

The UUID is the 11-digit number in grey text under each team.

#	TEAM	GENDER	AGE	COMPETITION	SEASON	SEASONAL GROUPING	STAFF	PLAYERS	TYPE	STAT
1	Stoughton.B.34.Orange 740-008902-94	-	-	Classic	Classic Spring 2024	Boys > Grade 3/4	0	0	RECREATIONAL	-
2	Stoughton.G.56.Orange 749-008933-50	-	-	Classic	Classic Spring 2024	Girls > Grade 5/6	0	0	RECREATIONAL	-
3	Stoughton.B.78.Orange 747-008988-10	-	-	Classic	Classic Spring 2024	Boys > Grade 7/8	0	0	RECREATIONAL	-

You now have what you need to use the 2025 MYL Classic Team Registration link which will immediately bring you to a team application on the MYL website. Your local site's username and password will work on both sites. The link will be sent out on January 1 once it is active.

The first step will be to confirm this is the 2025 MYL Spring season and to select the appropriate grouping (Gender and Grade Grouping).

MASSACHUSETTS YOUTH LACROSSE

Team Registration

1 SELECT 2 FORM 3 REVIEW

Select Season & Grouping
Only seasons currently open for registration are listed

Competition: Classic Season: 2024

- Boys > Grade 1/2
- Boys > Grade 3/4
- Boys > Grade 5/6
- Boys > Grade 7/8
- Girls > Grade 1/2
- Girls > Grade 3/4
- Girls > Grade 5/6
- Girls > Grade 7/8

Next you will enter the team ID (you can copy / paste it from your site in lieu of typing each UUID manually) which will automatically populate the team name box and other matching information. After pasting in the number, click the tab button, or click a non-textbox area of the page to activate the synchronization. You will NOT need to re-enter the team name. It will match the name as created on your local site. Confirm the Team Grade grouping by selecting under the Team Age dropdown.

Click NEXT

The screenshot shows a registration form for Massachusetts Lacrosse. At the top, a progress bar indicates five steps: 1. SELECT (highlighted), 2. FORM, 3. REVIEW, 4. CHECKOUT, and 5. CONFIRMATION. The main form is divided into two sections: 'Select Season & Grouping' and 'Identify Team'. In the 'Identify Team' section, the 'Team Universal ID' field contains '740-008902-94', the 'Team Age' dropdown is set to 'Grade 3/4', and the 'Team Gender' is 'Male'. The registration fee is shown as '\$0.00'. A 'NEXT >' button is located at the bottom right of the form. Red circles highlight the 'Team Universal ID' field, the 'Team Age' dropdown, and the 'NEXT >' button.

On the Next Page, complete the Team Form, by answering a Question on number of games if registering a L1/2 team (you must select NA, if registering a 3/4, 5/6 or 7/8 team).

The screenshot shows the 'Agreements' section of the registration form. It starts with a question: '# of Games for L1/2 Teams (Check NA if registering other levels)'. Below this is a dropdown menu with the option 'N/A (registering older team)' selected. The 'Agreements' section contains two paragraphs of text and two checkboxes. The first checkbox is checked and reads 'I certify my town program will balance all teams *'. The second checkbox is also checked and reads 'I understand and accept the above *'.

CLICK "REVIEW"

Confirm all the team info, level, and answers are correct and click "CHECKOUT"

This will bring up your personal information. Fill in any missing information and submit. You will become the official registrant (although all rostered members including players and coaches will have access to the team's schedule).

The image shows a web form titled "Registrant Info" with a sub-header "You will be included on the Staff Roster". The form is divided into two sections: "Your Role" and "Your Household Info".

Your Role

- Your Role *: Team Manager (dropdown menu)
- Your Phone *: (781) 789-8453

Your Household Info

- Name *: Picard
- Country *: United States (dropdown menu)
- Street *: [Redacted]
- Street Line 2: [Empty]
- City *: Duxbury
- State *: Massachusetts (dropdown menu)
- Zipcode *: 02332

For "Your Role" you can select "Assistant Coach," "Coach," or "Team Manager" which will be your official role with that team on the MYL League website.

Click "Submit" to officially apply to the season. If and when the league reviews and accepts the entry, you will receive email notification. If for any reason it is denied (team name is missing important information or the team appears in the wrong grouping) you will receive an email notification including the reason why it was rejected and you will need to re-submit.

For the towns that are NOT using Demosphere (local sites)

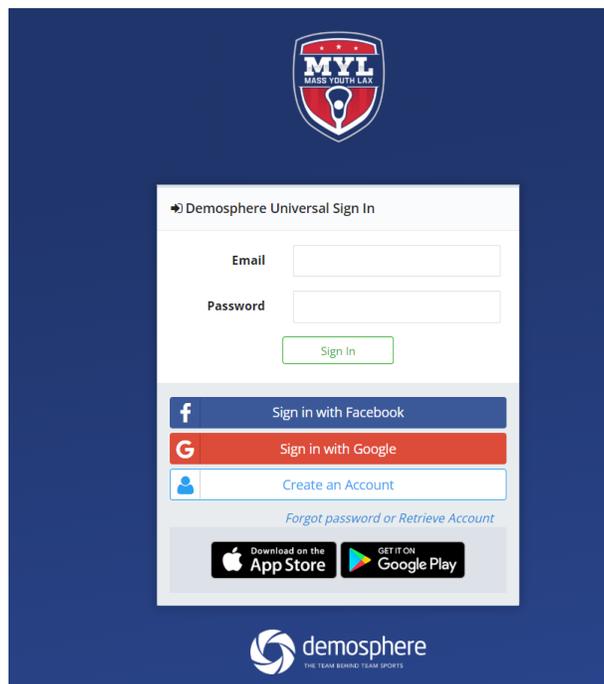
If your town program is not using the Demosphere platform for your local website, your access to the team's schedule will be limited to the league website only. To begin, your team registrar will be the only rostered member of the team with viewing access. However, you have the option of submitting a CSV file with players and coaches for other team members to view the schedule as well.

Step 1: Access the 2024 MYL Classic Team Registration via the provided link (sent out on Jan 1)

Step 2: Log In or Create a Demosphere account to be the team registrar and primary contact

Step 3: Complete registration and await an email confirmation from the league once it has been accepted

When you click on the link, the first screen you will see is a log-in screen. If you have registered for anything on the MYL site before, use the same email and password. Or you will have to create an account to become the team registrar.



Once logged in, the Team Registration Page will appear:

- 1) Select the appropriate grouping (Grade)
- 2) Then you will enter in a team name meeting criteria established in the “Naming Notes” on the first page of this document.
- 3) Select Your Town Program from the “Club” dropdown.
- 4) Confirm the Team Grade Grouping Level in the “Team Age” dropdown
- 5) Click NEXT

The screenshot shows the 'Team Registration' page for MYL MASSACHUSETTS YOUTH LACROSSE. At the top, there is a progress bar with five steps: 1. SELECT (highlighted in orange), 2. FORM, 3. REVIEW, 4. CHECKOUT, and 5. CONFIRMATION. Below the progress bar are two main sections. The first section, 'Select Season & Grouping', includes dropdowns for 'Competition' (Classic), 'Season' (2024), and 'Grouping' (circled in red). Below these is a 'Registration Fee' of \$0.00. The second section, 'Identify Team', includes a 'Team Universal ID' field, a 'Team Name *' field (circled in red), a 'Club' dropdown, a 'Team Type *' dropdown (CLASSIC), a 'Team Gender *' dropdown, and a 'Team Age *' dropdown (circled in red). A 'NEXT >' button is located at the bottom right of the 'Identify Team' section.

On the Next Page, complete the Team Form, by answering a Question on number of games if registering a L1/2 team (you must select NA, if registering a 3/4, 5/6 or 7/8 team).

The screenshot shows the 'Team Form' page. At the top, there is a section titled '# of Games for L1/2 Teams (Check NA if registering other levels)'. Below this is a dropdown menu with the text 'For 1/2 teams, how many games do you want scheduled? *' and the selected option 'N/A (registering older team)'. Below this is a section titled 'Agreements'. The first agreement is 'You and your town program's board of directors agree that this team will include players meeting grade eligibility, and if you have more than 1 team at this level, the teams will be balanced.' with a checked checkbox and the text 'I certify my town program will balance all teams *'. The second agreement is 'You and your town program's board of directors understand that on Feb 16 this team being registered is fully committed to the 2024 season. Dropping a team on Feb 17 or later causes major complications for the scheduler, the league, and most importantly the 8 other towns this team is scheduled to play. If you drop this team on or after Feb 17, your town program will be responsible for finding new games / opponents for the 8 teams you are scheduled to play.' with a checked checkbox and the text 'I understand and accept the above *'.

Click REVIEW

Confirm all the team info, level, and answers are correct and click “CHECKOUT”

This will bring up your personal information. Fill in any missing information and submit. You will become the official registrant.

Registrant Info
You will be included on the Staff Roster

Your Role *
Team Manager ▼

Your Phone *
(781) 789-8453

Your Household Info

Name *
Picard

Country *
United States | ▼

Street *
[REDACTED] Street Line 2

City *
Duxbury

State *
Massachusetts | ▼

Zipcode *
02332

For “Your Role” you can select “Assistant Coach, “Coach,” or “Team Manager” which will be your official role with that team on the MYL League website.

Click “Submit” to officially apply to the season. When the league reviews and accepts the entry, you will receive email notification. If for any reason it is denied (team name is missing important information or the team appears in the wrong grouping) you will receive an email notification including the reason why it was rejected and you will need to re-submit.