



Team Manager Preseason Meeting

OCSL 2025 SEASON



Finding 'Team Management' page

1. Go to [OCSL - Ottawa Carleton Soccer League](#)
2. Hover over 'My Team' (top menu)
3. Select 'Team Management' from the drop down menu

The screenshot shows the website for the Ottawa Carleton Soccer League. At the top, there is a navigation bar with the following items: Home Page, About, My Team, Games, Ottawa Cup, and Club Management. The 'My Team' menu is highlighted, and a dropdown menu is visible with 'Team Management' selected. Below the navigation bar is a large banner image of a soccer ball on a field. Below the banner are three main content blocks: 'PLAYERS WANTED', 'LOOKING FOR A TEAM', and 'REGISTRATION OPEN'. The 'REGISTRATION OPEN' block is highlighted with a red speech bubble. Below the 'REGISTRATION OPEN' block is a link to 'Recreational Registration Now Open'. To the right of the 'REGISTRATION OPEN' block is a link to 'Discipline Course Dates & Registration'. To the right of the 'Discipline Course Dates & Registration' block is a link to 'Introducing, Ottawa Rapid FC' with a date of 'SEPTEMBER 20, 2024'. The OCSL logo is visible in the bottom right corner.

Login to Team Management



Ottawa Carleton Soccer League

[Home Page](#) [About](#) [My Team](#) [Games](#) [Ottawa Cup](#) [Club Management](#)



Team Management

If you have a team management account please log in below

Email address

Password

Remember me
[Forgot your password?](#)

If you don't have a team management account you can create one below with the activation code provided to you.

Activation code

Select your club



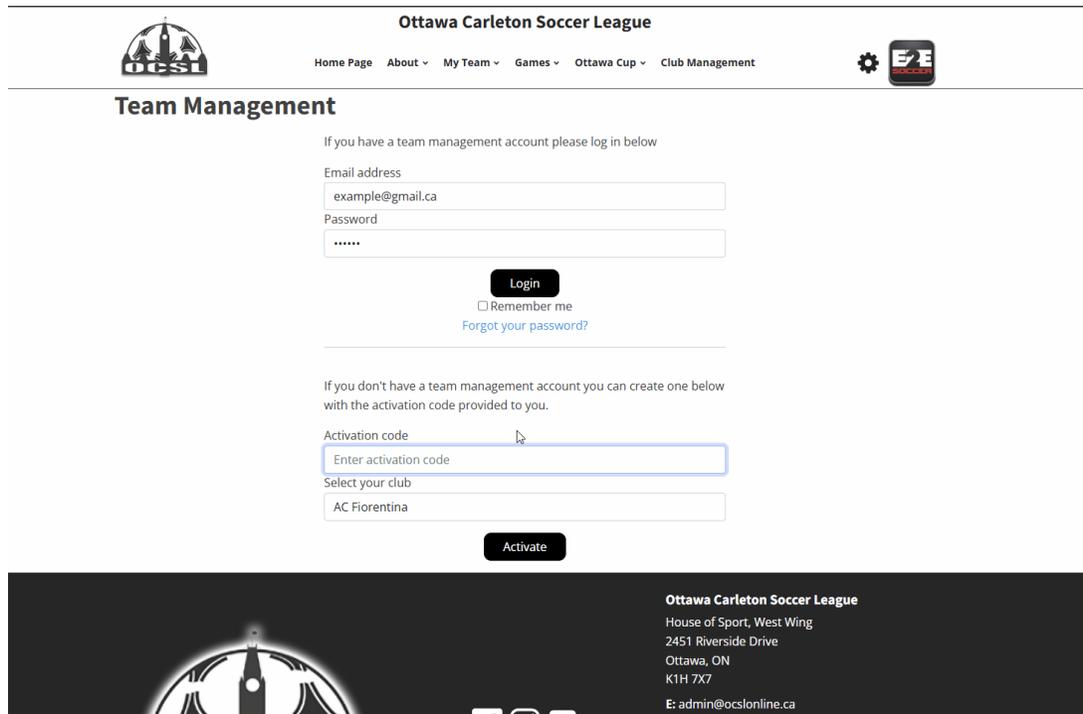
Ottawa Carleton Soccer League
House of Sport, West Wing
2451 Riverside Drive
Ottawa, ON
K1H 7X7
E: admin@ocslonline.ca



Refer to next slide if you have not made an account yet



Activating Your Account



Ottawa Carleton Soccer League

Home Page About My Team Games Ottawa Cup Club Management

Team Management

If you have a team management account please log in below

Email address
example@gmail.ca

Password
.....

Login

Remember me

[Forgot your password?](#)

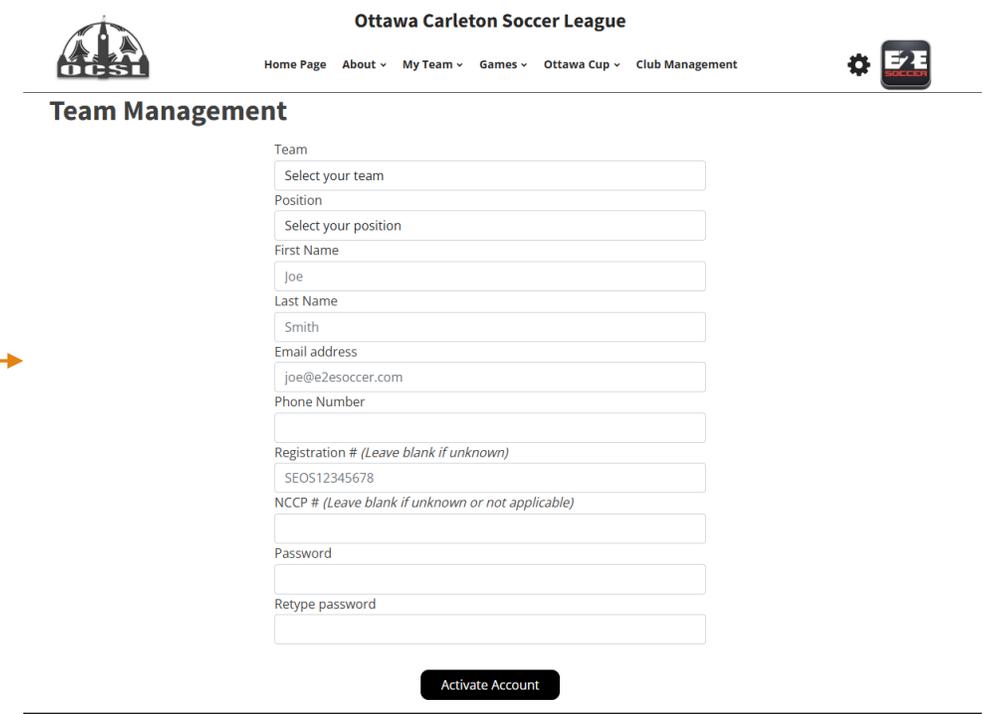
If you don't have a team management account you can create one below with the activation code provided to you.

Activation code
Enter activation code

Select your club
AC Fiorentina

Activate

Ottawa Carleton Soccer League
House of Sport, West Wing
2451 Riverside Drive
Ottawa, ON
K1H 7X7
E: admin@ocslonline.ca



Ottawa Carleton Soccer League

Home Page About My Team Games Ottawa Cup Club Management

Team Management

Team

Select your team

Position

Select your position

First Name
Joe

Last Name
Smith

Email address
joe@e2esoccer.com

Phone Number

Registration # (Leave blank if unknown)
SEOS12345678

NCCP # (Leave blank if unknown or not applicable)

Password

Retype password

Activate Account



Use Activation code “OCSL2025” and select your club.

then fill out the form with necessary information.



Managing 2 or more Teams

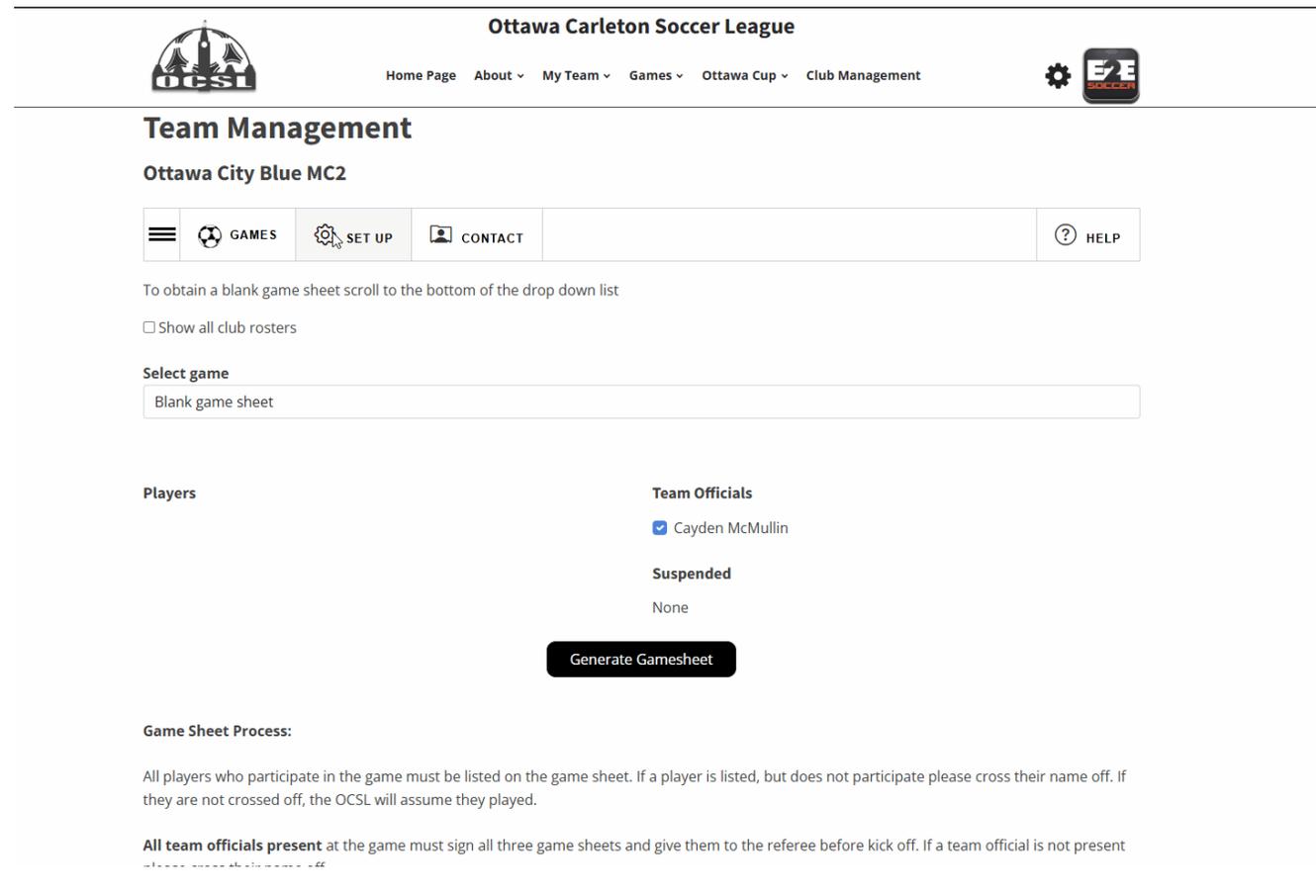
You must activate for each team

You can use the same email for both teams, but you must set a different password. Each password will log you in for that specific team

Roster Page

1. From the 'team management' page hover over menu bar on left side

2. Select 'Roster' button



Ottawa Carleton Soccer League

Home Page About ▾ My Team ▾ Games ▾ Ottawa Cup ▾ Club Management

Team Management

Ottawa City Blue MC2

☰ GAMES ⚙️ SET UP 👤 CONTACT ? HELP

To obtain a blank game sheet scroll to the bottom of the drop down list

Show all club rosters

Select game

Blank game sheet

Players

Team Officials

Cayden McMullin

Suspended

None

Generate Gamesheet

Game Sheet Process:

All players who participate in the game must be listed on the game sheet. If a player is listed, but does not participate please cross their name off. If they are not crossed off, the OCSL will assume they played.

All team officials present at the game must sign all three game sheets and give them to the referee before kick off. If a team official is not present please cross their name off.



Adding Players to Your Roster

Fill in individual players information

'delete' and 'edit' actions beside already added players.

Team Management

Ottawa City Blue MC2

☰ GAMES ⚙️ SET UP 👤 CONTACT ? HELP

+ Add Single Player **📄** Import from CSV

First Name

Date of birth

Registration #

Email address (optional)

Last Name

Gender

Jersey # (optional)

Phone Number (555-555-5555 - optional)

Save Player **Cancel**

The following players are currently registered to your team.

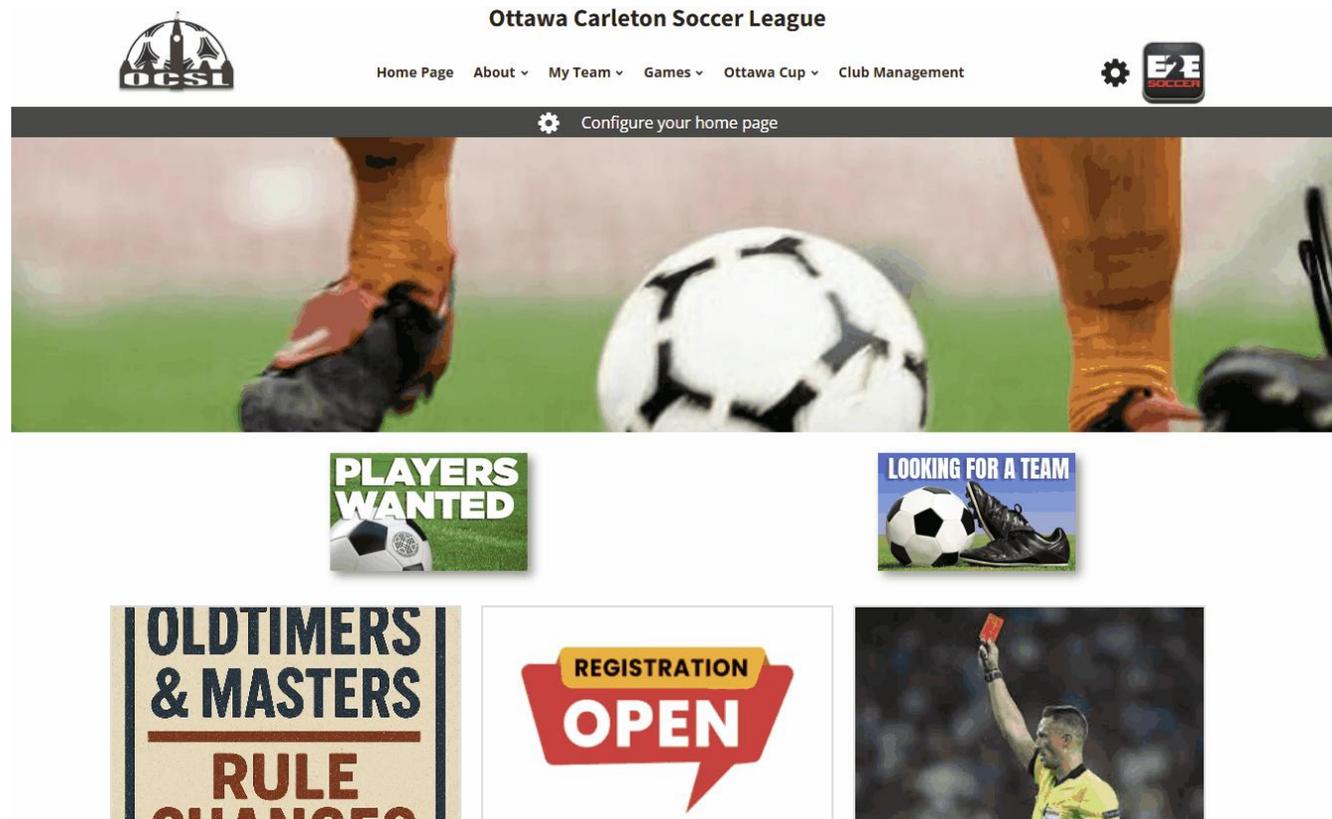
Show entries Search:

#	First Name	Last Name	Email	Reg #
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

Jersey Selection

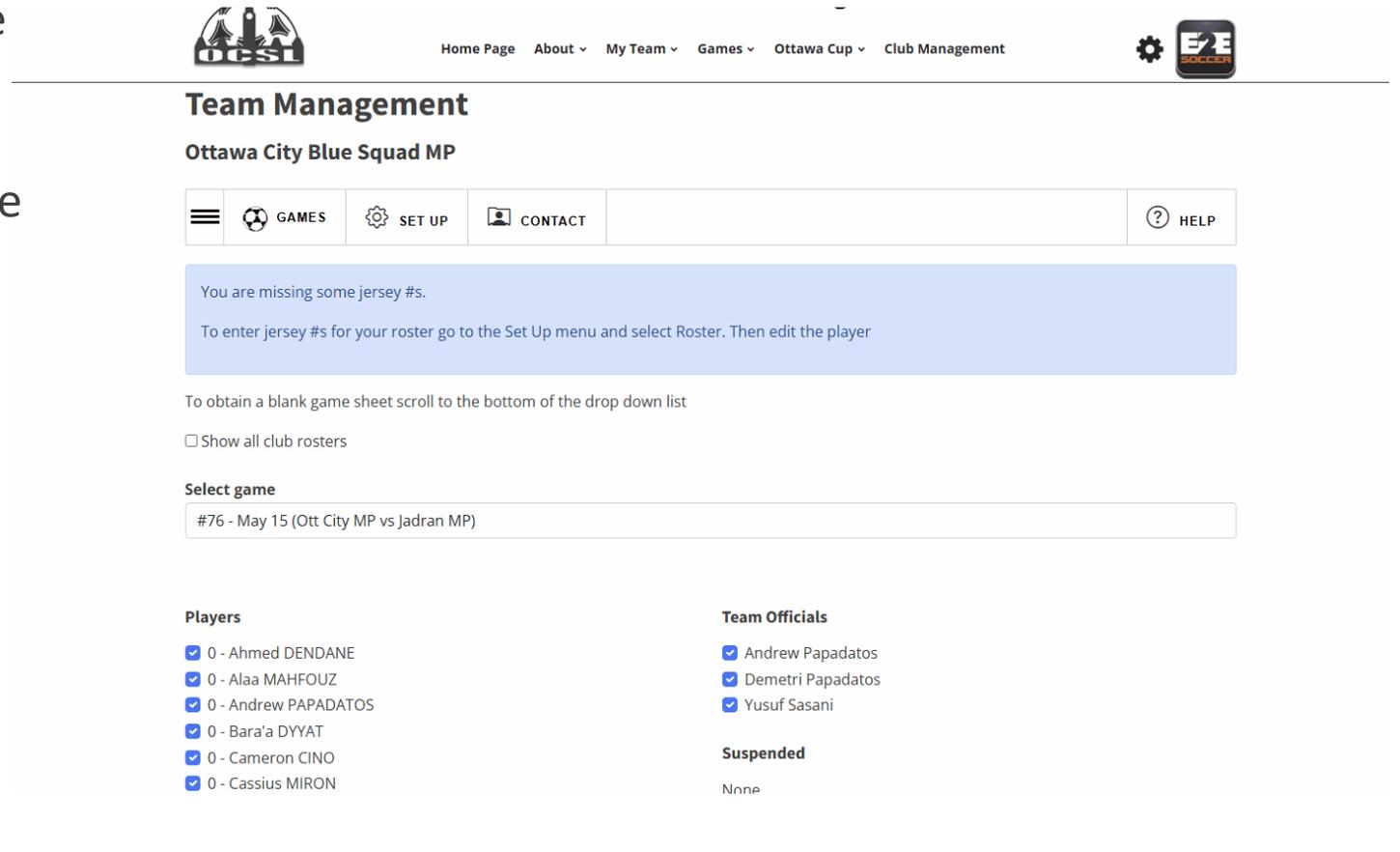
1. Go to 'Team management' page
2. select 'set up' button
3. Choose primary jersey colours



Printing Gamesheets

1. Go to 'Team management' page
2. Select desired game
3. Checkmark players attending the game
4. Press 'generate gamesheet'

Print THREE (3) Gamesheets!!!



Team Management
Ottawa City Blue Squad MP

Home Page About My Team Games Ottawa Cup Club Management

GAMES SET UP CONTACT HELP

You are missing some jersey #s.
To enter jersey #s for your roster go to the Set Up menu and select Roster. Then edit the player

To obtain a blank game sheet scroll to the bottom of the drop down list

Show all club rosters

Select game

#76 - May 15 (Ott City MP vs Jadran MP)

Players

- 0 - Ahmed DENDANE
- 0 - Alaa MAHFOUZ
- 0 - Andrew PAPADATOS
- 0 - Bara'a DYYAT
- 0 - Cameron CINO
- 0 - Cassius MIRON

Team Officials

- Andrew Papadatos
- Demetri Papadatos
- Yusuf Sasani

Suspended

None



Adding Callups

1. Go to 'Team management' page
2. Select 'call ups' from menu bar
3. Select the desired game
4. Select the desired player
5. Click 'submit call up request'

Once request is made, club officials will receive an automated email to approve the request. Once approved, they will automatically be added to the gamesheet when its generated.

The screenshot shows the 'Team Management' page for the Ottawa Carleton Soccer League. The page title is 'Ottawa Carleton Soccer League' and the sub-page is 'Ottawa City Blue Squad MP'. The navigation bar includes 'Home Page', 'About', 'My Team', 'Games', 'Ottawa Cup', and 'Club Management'. A gear icon and a 'E2E SOCCER' logo are also present. The main content area has a menu with 'GAMES', 'SET UP', 'CONTACT', and 'HELP'. A blue notification box states: 'You are missing some jersey #s. To enter jersey #s for your roster go to the Set Up menu and select Roster. Then edit the player'. Below this, there is a note: 'To obtain a blank game sheet scroll to the bottom of the drop down list' and a checkbox for 'Show all club rosters'. The 'Select game' dropdown menu is open, showing '#76 - May 15 (Ott City MP vs Jadran MP)'. At the bottom, there are two columns of player and official lists. The 'Players' column lists: 0 - Ahmed DENDANE, 0 - Alaa MAHFOUZ, 0 - Andrew PAPADATOS, 0 - Bara'a DYYAT, and 0 - Cameron CINO. The 'Team Officials' column lists: Andrew Papadatos, Demetri Papadatos, and Yusuf Sasani. There is also a 'Suspended' section which is currently empty.

Gamesheets

Players that are registered to the roster can be handwritten on. The league verifies these players' eligibility upon receiving the gamesheet. If handwriting a name on, be 1000% sure they registered to that team

Callups:

- Printed on to the gamesheet ([see how](#))
- Handwritten on gamesheet with a signed [Callup Permit](#) paper

Reserve team players:

- Printed on to the gamesheet as a call up
- Handwritten on gamesheet (name, SEOS#, DOB, & R)

Card Check

- ❑ Referee performs card check 10-20-minutes before kickoff

- ❑ All players must show ID to play:
 - a) pictures/headshots on your TRR or
 - b) valid government issued photo ID

- ❑ The referee cannot prevent anyone from playing, only make a note that says *“X player did not provide any picture identification”*

Game Reports

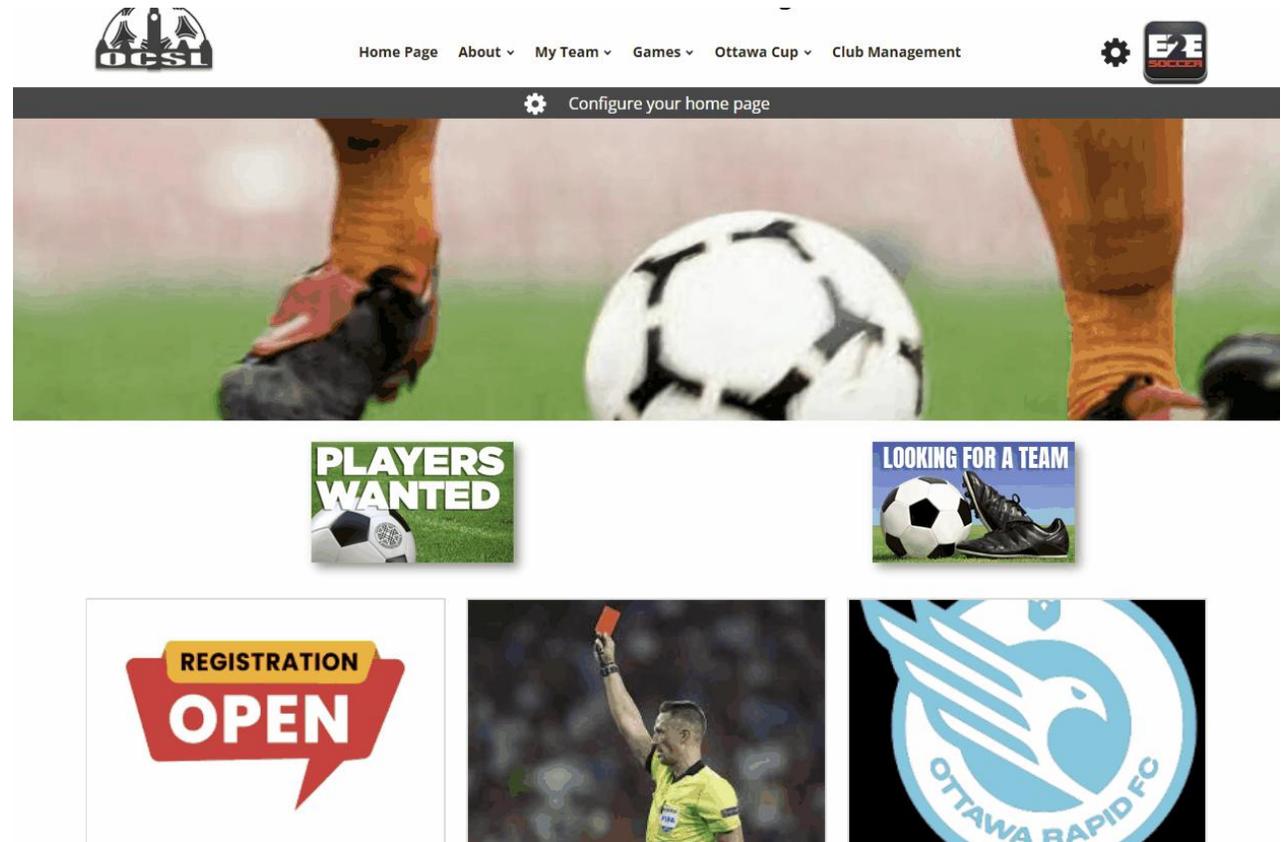
1. Go to 'Team management' page

2. Select 'game report' from menu bar

3. Select the outstanding game

4. Confirm game status and call-ups

5. Click 'next' and fill out the form



Reschedules

Reschedule Policy:

1. Email your opponent's team official(s) (see next slide on how to do that)
2. Agree on a new date and time via email
 - Both team official must agree in writing
 - If there is a cost associated with moving the game, a club official from the requesting team must approve the request
3. Once the two steps above have been completed loop league in manager@ocslonline.ca and we will move the game
4. Once the game has been updated, you will receive an automated email confirming the new time & date

For more information check out our reschedule policy: [Reschedule policy PDF](#)



Finding Other Teams' Contact Info

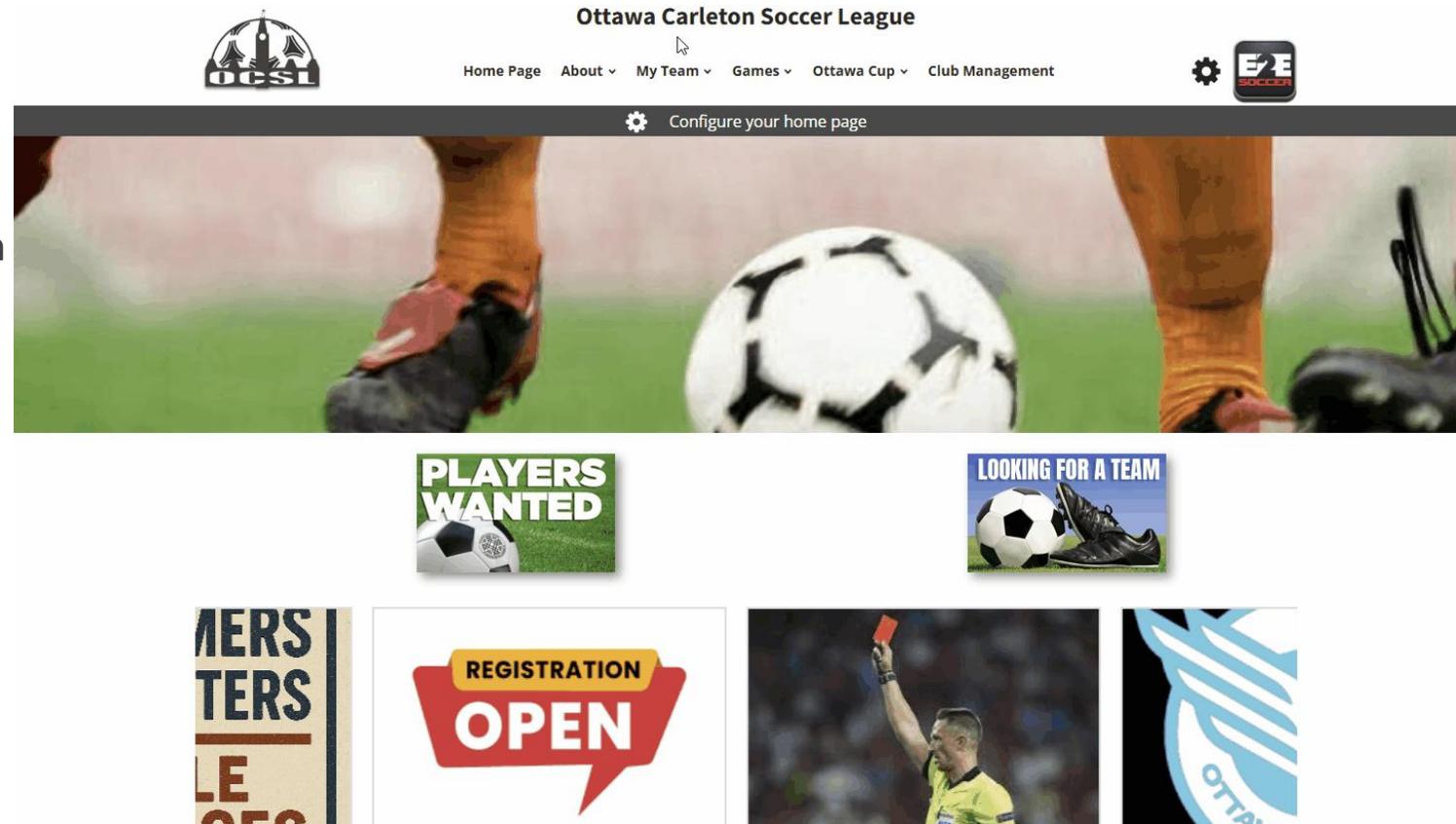
1. Login as a team official

2. Under My Team, select 'Team Management'

3. 'Contact'

4. 'Other Teams Contact'

5. Select division of desired team



Protest Procedures

1. Have referee make note on the game sheet at the field

ex: X team protesting X player's eligibility

2. Email manager@ocslonline.ca of intention to protest within **24 hours**

3. Submit filled out the [protest form](#) and pay \$100.00 protest fee.
(Reimbursed if protest is successful)

Contact

manager@ocslonline.ca	admin@ocslonline.ca	discipline@ocslonline.ca	stats@ocslonline.ca
Fields & reschedules	General inquiries	Yellow/red cards	Statistics
Finances/invoices	Team Pictures	Suspensions	Game Reports
League Rules	Social Media	Hearings	Gamesheets
All other		Discipline Policy	Player Approvals