

# CYM NEW ONLINE REGISTRATION

## AA PRESIDENTS AND ROSTERS

An Athletic Association President must first be registered in the new online system the same as a coach before being authorized as an Athletic Association President. See the Registration Help page on the CYM Athletics page at <http://www.cdowcym.org/athletics/view/category/registration-help> where you will find New Family Registration and New Coach Registration.

If you are a new Athletic Association President, please email CYM at [catholicyouth@cdow.org](mailto:catholicyouth@cdow.org) and let us know so we can set you up with authorization as an Athletic Association President.

Once you have set up your registration, please go to the Log in page at <https://cymsignup.cdowcym.org/Athletics/Login.aspx>

**ATHLETIC ASSOCIATION PRESIDENTS** - Please note the following once you are authorized as a Athletic Association President:

“My Athletes” tab will only show children of the AAP entered in the system

The “Teams/Coach” Tab will only show teams that you are listed as a coach (head or assistant) and will have sub tabs of Manager Rosters and contact Roster Members. See Roster Building by Head Coach in the CYM Registration page for instructions on building rosters.

**AAP ADDIING HEAD COACH TO ROSTER** - Please note the following once you are authorized as a Athletic Association President:

The "My Parish/School Rosters" tab will have the following sub-tabs

- Manage Rosters - will show all rosters for your parish/school – sorting options are as follows:
  - By Sport – ie JV soccer, Varsity Boys BB, etc
  - By Season – ie winter would show all basketball teams
- By Year - **NOTE** that in the case of winter basketball that overlaps calendar years, it is important to list in the year search field the year the season ends and not begins. For example for the 2015-1016 basketball season, the year field needs to show 2016.

- Manage Coaches will allow you to move the head coach from the right column of available coaches for your parish/school to the team roster. When you move the coach to the team roster, it will show “assistant coach” link. Click that link if you wish to change the individual to be head coach.
- Manage Coordinators – Individuals that are sports coordinators need to be moved to the My Sports coordinator column. It is important that CYM is contacted so we can complete authorization fields on the back end.
- Coaches & Coordinators - will show status of backgrounds, training, etc.
- Players - Show names of all athletes, phone, grade, DOB and Medical whose parent/guardian has registered them and they are affiliated with your parish/school.

**AAP APPROVING TEAM ROSTER** - Please note the following:

- Head Coaches must make certain all players and coaches are listed on the team roster and the roster meets FSGC ratios before being submitted for approval. See Roster Building by Head Coach handout
- Once the head coach submits roster for approval, the AAP will receive an email message letting the AAP know.
- Rosters to be approved can be found under the “My Parish/School Rosters” tab and then the Manage Rosters.
- When searching for roster to be approved, make certain you have the correct team and correct year.
- **NOTE** that in the case of winter basketball, it is important to list the year the season ends and not begins. For example for the 2015-1016 basketball season, you need to end 2016.
- If you click the Manage Coaches or Manage Player link, you will see to the right of the team the “Approve Roster?” block where you can click the “approve roster” button – see below example
- Once the roster is approved, the “Approved Roster?” block will change to “Roster Approved”

**ONLINE DIRECTORY** – The CYM Online Directory provides athletic leaders an opportunity to obtain contact information of coaches and athletic leaders within your parish/school and other parishes/schools. In the case of coaches, the individual must be on a CYM roster. In order to access the Online Directory and be placed on a team roster, you must be up to date with all above requirements. If you run into any problems, please email CYM at catholicyouth@cdow.org

Thank you  
CYM Staff

## Approve Roster?

This roster has been submitted by the Coach and is ready for approval.

**approve roster**

✓ Coach to player ratio met.

[ ✓ ] Roster  
Approved

✓ Coach to player ratio met.