

CYM NEW ONLINE REGISTRATION

ROSTER BUILDING BY HEAD COACH

You must be registered in the new online system before registering as a coach. If have not registered, please go to the Registration Help page at <http://www.cdowcym.org/athletics/view/category/registration-help> and follow instructions under New Family Registration.

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

BUILDING TEAM ROSTERS

Go to the Login page (see above) If you are planning on coaching and click the Volunteer to Coach link on the upper right of the page.

- Click Teams/Coach Tab
- Click Manager Rosters
- Make certain to enter the correct year for your sport –
- **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.

Under manage rosters, only teams that you are listed as a head coach or assistant coach will be showing.

Click players for a team you will see a dropdown of “Available Players” on the right column and “My Players” on the left

Click “+” to the right of the player and the player will move to the team roster “My Players” column

To remove a player from the team roster, click the “-“ next to the players’ name.

The same process applies to adding/deleting coaches.

SUBMITTING ROSTER FOR APPROVAL

Before a roster can be submitted for approval by the AAP, the roster must For the Sake of God's Children (FSGC) ratio by having a minimum number of coaches based on the number of players. The ratios are as follows:

- 1-14 players requires a minimum of 2 coaches on the team roster
- 15-25 players requires a minimum of 3 coaches on the team roster
- For every additional 1-10 players added, one additional coach needs to be added to the team roster.

SUBMIT ROSTER FOR APPROVAL BLOCKS

The Submit for Approval block can be found on your Manage "Coaches" or Manage "Players" page. Please note the following:

If you have a Submit for Approval block that has a **check mark** in green with "**Coach to player ratio met**" also in green and you have added all of your players and coaches to your team roster, you can click the "submit roster" button. An email will automatically be sent to your AAP to approve your team roster. See below Submit for Approval block with green type.

If you have a Submit for Approval block that has "**! Coach to player ratio not met**" in red, you will **NOT** be able click the "submit roster" button because your team does not meet the above FSGC ratios. See below Submit for Approval block with red type.

If you run into any problems, please email CYM at catholicyouth@cdow.org

Thank you

CYM Staff

Submit for Approval

Submit roster for approval by your parish's AAP.

[submit roster](#)

✓ Coach to player ratio met.

Submit for
Approval

[!] Roster cannot be submitted because coach to player ratio is not met.

 Coach to player ratio is not met.