

CPYBL Coordinator Season Setup Guide



CINCINNATI
PREMIER
YOUTH BASKETBALL LEAGUE

Contents


Video Tutorials	3
Registering Teams	3
Team Registration	3
Viewing Registered Teams	5
Scheduling Conflicts	6
Gym Availability	8
Roster Requirements	10

Video Tutorials

When navigating your Coordinator Portal, please look for the YouTube icons that indicate a video tutorial is available to help explain the registration, team schedule conflict, or gym availability processes. Clicking on the icon will take you to a short YouTube video hosted on the Amerileagues YouTube channel.

Gym Availability

The league needs to know when you enter gym availability. The league provides hints such as how to make us aware of your purpose. Please note that the league or purpose, the league only care

 Gym Availability Calendar

Registering Teams

Coordinators are expected to register all of their teams on-line in advance of deadlines that will be communicated on a per league basis. Registration is available from the Season Setup section of your Coordinator Portal or the Portals->Coordinator->Season Setup option from the main web site menu.

Team Registration

When registering teams in your organization, you **MUST have the following information** about each team in order for the system to approve your registration:

1. **Gender:** choose whether you are registering a boys or girls team
2. **Grade:** choose the grade associated with the team you are registering (for high school choose JV or Varsity)
3. **Division:** the division you will be registering the team to play (the list is filtered based on the gender/grade chosen)
 - a. **Instructional** – all second grade teams are considered instructional
 - b. **Recreational** – 10 game schedule offered in 3rd-12th grades
 - c. **High-Rec** – higher skill level teams that will play a 10 game schedule (offered in most age groups)
 - d. **Athletic C** – higher skill level teams that want a 20 game schedule (boys only)
 - e. **Athletic B** – Same as Athletic A but teams are not quite as skilled
 - f. **Athletic A** – 20 games for the elite division for 4th-6th grade girls and boys (teams formed by tryout)
4. **Head Coach Known?:** indicate whether or not you know who the head coach of this team will be
5. **Head Coach:** this will be displayed if Head Coach Known box was checked. It will provide a list of all known coaches for your organization. If the coach for this team is already on your coach list, simply choose it from the drop down. Otherwise, you will have to fill in the coach information listed below.
6. **Coach Name:** First and last name of the head coach. This will only be displayed if the Head Coach Known box is checked and a coach was not chosen in the Head Coach field.

7. **Coach Email:** Email address for the head coach (please take the time to get this correct as coach accounts are created based on this email address!!!!). This will only be displayed if the Head Coach Known box is checked and a coach was not chosen in the Head Coach field.
8. **Coach Phones:** Cell phone and home phone number for the head coach (please supply at least one of these, preferably the cell phone number)
9. **Assistant Coach:** Enter the name of the assistant coach (optional)
10. **Preferred Facility:** if you have more than one location that hosts home games for your teams, you can choose one of them to be the “preferred” location for games to be played for this team.
11. **Preferred Gym:** if you have more than one gym at your disposal for home games, please choose the gym from the drop-down list that is more suitable for this team (i.e. younger grades play in smaller gyms).
12. **Preseason Tournament (NEW):** This year you may register your team for the preseason tournament during registration by clicking a check box. The tournament is open to ALL 3rd-6th grade teams this year (rec and athletic). Also new this year is the \$95 fee which includes all ref fees. This will make things much easier for you and your coaches as you will not need to dispense money earlier than you’d like.

A screen shot of the on-line Team Registration form is shown below. You may choose to Register Another Team after you click Save Registration otherwise, you will be re-directed back to your portal.

Season *
 Winter 2017-2018 ▼

Gender *

Boys
 Girls

Please confirm the gender of the team you are registering

School Grade *
 - Select a value - ▼

please confirm the school grade of the OLDEST (farthest advanced in school) player on your team. Teams MUST play in the age group of their oldest player For high school teams, if the oldest player is 9th or 10th grade, please choose JV and if the oldest player is 11th or 12th grade, please choose Varsity.

Division *
 2B-Instr ▼

Please enter the division that you feel is best suited for your team. Athletic teams play a 20 game schedule and all other teams play a 10 game schedule, no exceptions.

Instructional: (2nd)
 All 2nd grade leagues are "instructional" and game scores are not logged and standings not kept.

Recreational: (3rd-12th)
 This division is for players who want to play but not in a competitive environment. The focus for the younger players, 3rd - 6th, is to provide games where they can develop their skills at their own pace. For the older kids, 7th-12th, the focus is to provide an outlet for them to play without the competitive pressure. These players are typically playing for social reasons than playing competitive basketball. This division gives them that outlet.

High-Rec: (3rd-12th)
 This division is for boys and girls in grades 3rd through 12th grade and is for players who did not make an athletic or school team and want to play competitive basketball and kids who want a more competitive environment. These teams will travel more than recreational teams.

Athletic A: (3rd boys and 4th-6th boys and girls)
 This division is offered for boys and girls grades 4th through 6th and 3rd grade boys. These teams are comprised of the top players from a tryout that have the highest level of basketball experience relative to their grade. These teams practice multiple times per week and players usually play AAU, spring, or summer basketball.

Athletic B: (4th-6th boys and girls)
 This division is offered for boys and girls grades 4th through 6th. These teams are comprised of the next highest grouping of players from a tryout and have a moderate level of basketball experience relative to their grade. These teams practice multiple times per week and players sometimes play on a spring or summer team.

Athletic C: (4th-6th boys only)

Head Coach Known?

PLEASE CHECK THIS BOX IF YOU HAVE A HEAD COACH FOR THIS TEAM as it will display coach-related fields on the form. Some organizations do not know who the coach will be at this point in the season so these teams will be marked with a coach that is "Unknown".

Head Coach

Maury Bibent

NEW! Please choose your coach from this list if they coached last year or you have already registered them to coach another team for the upcoming season. If the coach is not on the list, then please fill in the following information below about your head coach: first and last name, email address, home phone OR cell phone number.

Assistant Coach Name

Preferred Facility

- None -

if you would prefer that this team play in a specific facility, please specify that now

Preferred Gym

- None -

if you would prefer that this team play in a specific gym, please specify that now

Register Team for Preseason Tournament?

Our Pre-Season Shootout is for 3rd-6th grade boys and girls recreational and athletic teams. The tournament is a 3 game round-robin with a running clock and will take place at area gyms on November 11/12. The fee for the tournament is \$95 and includes ref fees. Please check the box if you would like to register this team for the tournament.

Register Another Team? *

N

Y

Save Registration Cancel


Viewing Registered Teams

Once teams have been registered, coordinators can view them in the My Teams section of their portal. Note that while a team is still in "Registered" status, a coordinator can delete the team by clicking the Remove Team button if they determined that they team can no longer play in the league (e.g. not enough players signed up). Coordinators can also "Assign" a coach to a team if the team was registered without a coach or edit information about a team (to update the coach or registration information such as division).

My Teams

Teams can be deleted while they are still in Registered status. Once the status has been changed to Approved or Assigned, coordinators can no longer remove teams using their portal. They must contact the league directly.

Season	Boys/Girls	Skill Level	Grade
Winter 2017-2018	- Any -	- Any -	- Any -

Coach ?	Email	Phone	Division	Record	Status ?	Preseason? ?	COC ?	
Edit	Oak Hills Unassigned			0 - 0 - 0	registered	No		 Assign Remove Team

Scheduling Conflicts

Before the league builds the schedule, coordinators can communicate potential scheduling conflicts for their organizations and teams (coaches). Please note that once the schedule process begins as communicated by the league, new scheduling conflicts **WILL NOT** be taken into consideration. All conflicts will be reviewed by the CPYBL league coordinator and either accepted or rejected. Accepted conflicts will be scheduled around for league play.

The following is a list of acceptable conflicts:

1. A school event
2. Any event that causes the head coach AND all assistant coaches to be unavailable

A screen shot of the form used to enter scheduling conflict information is shown below. When entering conflicts, the coordinator can log a conflict for their entire organization by leaving the team name field blank, or they can enter a conflict for a specific team. A conflict date/time, and a description of the conflict must be entered and the conflict can then be submitted to the league by pressing the Submit button. All conflicts will be reviewed by the CPYBL league coordinator and either accepted or rejected.

Another way to speed up the data entry process is to take advantage of the Repeat check box on the Conflict Date field on the form. If you have a conflict that occurs, for example every Saturday from 9am-12pm, there is no need to enter a conflict for every Saturday. Simply enter the date for the first conflict (with start and end times, **TO AND FROM DATE SHOULD BE THE SAME!!!**), check the Repeat check box, and then enter the end date of the last Saturday the conflict occurs. It is also possible to exclude or include other dates.

Please use this form to communicate potential game scheduling conflicts for your entire organization or for a specific team. You will be asked to define the date(s) and time(s) of the potential conflict and if it is team specific, to choose the team. If you need to enter a conflict for a group of teams (i.e. all 4th graders, etc ...), please leave the team field blank and indicate this is a group conflict in the description field. All scheduling conflicts will be reviewed by the league and classified as approved or rejected.

DO NOT DO THE FOLLOWING:

- 1. Log conflicts for your gyms. If your gym is not available, don't mark it as such on the Gym Availability form.
- 2. Log schedule conflicts for tournaments. This is for regular season scheduling only.
- 3. Log a conflict to tell us that a coach is coaching multiple teams. Our scheduling engine reads the names of the coaches and avoids this automatically.

Schedule conflicts that say "coach is unavailable" will only be accepted if an assistant coach isn't available to coach a team. Legitimate conflicts include the entire coaching staff not being available, not being able to field a 5 player team due to a school event.

Team Name

optionally enter a team to which the scheduling conflict applies

Conflict Date *

Enter one of the following: 1. A single date for an All Day conflict (i.e. team cannot play on December 4th) 2. A date with a start and end time for a partial day conflict (i.e. team cannot play on January 12th from 9am to 1pm) 3. A repeating single date with or without a start and end time for a repeating conflict (i.e. team cannot play on Saturdays from 4pm to 10pm)

- All Day Show End Date

Date	Time
<input type="text" value="09/11/2017"/>	<input type="text" value="10:00pm"/>
E.g., 09/11/2017	E.g., 10:00pm

Date	Time	to:
<input type="text" value="09/11/2017"/>	<input type="text" value="10:00pm"/>	
E.g., 09/11/2017	E.g., 10:00pm	

- Repeat

Conflict Description *

please describe the conflict

Submit Another Conflict? *

- N
 Y

indicate whether or not you want to submit another conflict

Gym Availability

The league relies on gym space provided by our member organizations to conduct league games as well as the preseason shootout and the post-season tournament. Please note the deadline to communicate gym availability to the league as published on the league web site. Any delay in getting gym availability to the league will result in a degradation of the quality of the schedule and/or a delay in releasing the schedule.

Here are some guidelines regarding gym availability:

1. The more gym space that you give the league to schedule games for your teams, the better your schedule will be.
2. The league will not necessarily use all of the gym space you provide to us, but the more gym space you give us initially provides us with better flexibility and will result in a much better schedule.
3. We will fill gym slots contiguously, meaning if we have 4 games to play at your gym on a given day we won't schedule them to take place at 9am, 11am, 2pm, and 6pm.

The screen shots below show the Gym Availability calendar as well as the Add Calendar Entry interface. The calendar is a GUI tool that can be used to drag and drop existing gym availability blocks which will result in changes to the gym availability schedule. In addition, in the weekly and daily view, the size of a gym availability block can be increased or decreased by dragging the edge of the block up or down.

Please use the calendar to communicate to the league all of your gym availability, **including the season-ending tournament weeks!** Please provide gym availability for to schedule league games for all days of the week. Please note that games will only be scheduled during weekday evenings if gym time on the weekend is completely used up.

GYM STATUS LEGEND

Watch Video Tutorial

- available to league
- closed
- organization use
- practice
- unavailable

Add Calendar Entry

Coordinators, please use this calendar to communicate to the league available gym time (available to the league) which will be utilized to schedule league and tournament games. Here are some tips on how to use the calendar:

- Utilize repeating dates
- Click on entry to edit
- Drag and drop availability blocks
- Shrink and expand in week/day view
- Start time is time first game can begin
- End time is time **last game must end**
- Only other coordinators in your organization can see your entries

Gym

- Any -

Today 🔍 🔍

December 2015

Month Week Day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5 1:00 - 10:00 Love Middle	6 1:00 - 10:00 Love Middle
7	8	9	10	11	12 1:00 - 10:00 Love Middle	13 1:00 - 10:00 Love Middle
14	15	16	17	18	19 1:00 - 10:00 Love Middle	20 1:00 - 10:00 Love Middle
21	22	23	24	25	26 Love Middle	27
28	29	30	31	1	2 1:00 - 10:00 Love Middle	3 1:00 - 10:00 Love Middle
4	5	6	7	8	9 1:00 - 10:00 Love Middle	10 1:00 - 10:00 Love Middle

CPYBL Coordinator Season Setup Guide

Page 8

The screen shot below is the gym availability entry form. Specify the gym, the start and end time of the gym availability, and if the availability is repeating (i.e. all Fridays from 6pm to 9pm). The start time specified is the time the first game can begin and the end time is the time the last game will conclude. Please use the repeating date function to make this a much quicker process. Gym availability can be edited by expanding the availability block, dragging it a different date/time, or clicking on the availability block to edit the form.

The league only requires that you specify time that is “available to league” that allows us to schedule games. If you would like, you can use this as a tool to better manage your times by creating blocks that can be “closed”, “organization use”, “practice”, and “unavailable”. The league will not do anything with these types of availability blocks, but they are available if you would like to use them. When choosing a “practice” slot, you can also specify the name of the team practicing from a drop down list of teams that you have registered.

Gym *
- Select a value -

Gym Schedule Date *

Show End Date

Date	Time	
06/03/2016	02:00pm	
<small>E.g., 06/03/2016</small>	<small>E.g., 02:00pm</small>	

to:

Date	Time	
06/03/2016	02:00pm	
<small>E.g., 06/03/2016</small>	<small>E.g., 02:00pm</small>	

Repeat

Gym Schedule Status *

- available to league
- closed
- organization use
- practice
- unavailable

choose the status of the gym associated with the time blocks you will specify below (available indicates that the blocks are available to the league to schedule games)

FORM INSTRUCTIONS: Please pay close attention to what you are doing with the gym schedule date. You can really speed up the time it takes to enter gym availability by using repeating dates. For instance, your gym is open for the league to schedule games every Saturday from 9am to 5pm for a specific date range. You can check the Repeat box and supply your date range. **MAKE SURE WHEN USING REPEATING DATES,** the original from and to date should be the same date. A video tutorial is available on our YouTube channel.

Roster Requirements

Roster information MUST be submitted to the league for all players before the first game of the season. While roster information can be entered on-line by clicking on the Roster icon next to each team on your portal (roster entry form is shown below – more information is available in the Coordinator Portal Guide), the league **will accept a one-time initial load of roster information via an Excel file** to help speed up the process for coordinators that have a large number of teams and do not want to enter all of their players on-line. This will also be beneficial to those organizations that use their own registration system where this information is already on-line. A link to the Excel file will be placed on your portal a few weeks before the start of the season. Here are the requirements for this Excel file:

1. All roster information must be placed on a single sheet within the document (tabs for each team will not be accepted)
2. The name of the team must be spelled EXACTLY the same as it is on the CPYVL web site (a drop-down list will be provided)
3. The CPYBL will provide a template file for use by the organizations that will be available on your coordinator portal a few weeks before the start of the season
4. The CPYBL will only process ONE file. Please do not send a file early and then expect the league to process multiple changes to it. All changes to the initial information must be made on-line.

Add Player(s) *

Player First Name *	<input type="text"/>
Player Last Name *	<input type="text"/>
Date of Birth *	<input type="text" value="08/08/2016"/> Format: 08/10/2016
School Grade *	<input type="text" value="- Select a value -"/>
School Attended *	<input type="text"/> please enter the school that the player attends
Address	
Street *	<input type="text"/>
City *	<input type="text"/>
State/Province *	<input type="text"/>
Postal code *	<input type="text"/>
<input type="button" value="Remove Player"/>	
<input type="button" value="Add Another Player"/>	
<input type="button" value="Submit"/>	

Jersey Number	<input type="text"/> optionally enter the player's jersey number if known
Home Phone	<input type="text"/>
Cell Phone	<input type="text"/>
Email Address	<input type="text"/> optionally enter an email address for the player/player's parents