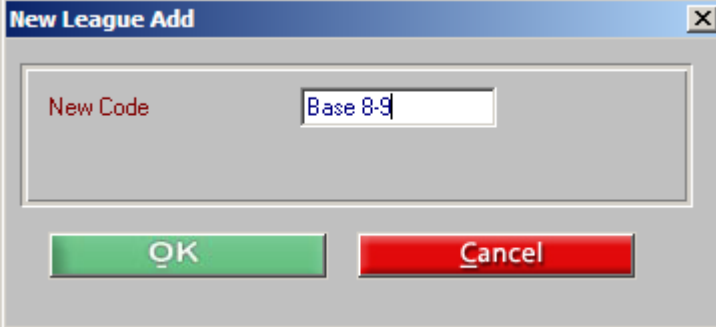


## #75 - CYMS Training Guide - Youth - League Setup (10.3 - Updated Sept 2013)

### Setting up a League

- 1 Go to **Files** → **League** → **League Maintenance**. You will proceed to the **League Maintenance screen**.
- 2 Click **Add**.



- 3 In the **New Code** Field enter the code you wish to use to identify this league and click **OK**.
- 4 You will proceed to the **League Core Information screen**.
- 5 In the **Name** field, enter the League Name.

- The League Name should be specific. For example, the Name could be “Base 8-9”
- It is important to be specific because you may have 4 different baseball leagues running at the same time.

- 6 Select **Reg Season** as the season option.
- 7 Enter the total number of teams (**Total Teams**) that will participate in the League.
- 8 Enter the **Minutes/Game**.

- The Minutes/Game field is necessary if you plan on using the CYMS League Schedule Generator.

- 9 Enter the number of **League Games**. This represents the number of games each team will play.
- 10 **Add** the manner in which you would like ties to be broken.

**Core information for league: Baseball 8-9 (BASE 8-9)**

League:   Reg Season  Single Elimination  Double Elimination  
 Name:   Active  Inactive

Total Teams: <input type="text" value="6"/>	League Games: <input type="text" value="6"/>	Available Hockey Pts Soccer Pts Head To Head Total Pts Scored Total Pts Allowed Sportsmanship User Defined	Break Ties By Win Pct Head To Head Total Wins
Minutes/Game: <input type="text" value="30"/>	Practice Games: <input type="text" value="0"/>		
Setup Minutes: <input type="text" value="0"/>	Total Games: <input type="text" value="6"/>		
Total Minutes: <input type="text" value="30"/>	Referee Count: <input type="text" value="0"/>		

Available	Ref Quals	Linked	Master ID	<input type="text" value="Not Selected"/>
BASEB	<input type="button" value="Add"/>	<input type="text"/>	Sched Comment	<input type="text" value="Not Selected"/>
REREG	<input type="button" value="Delete"/>	<input type="text"/>	Maint Comment	<input type="text" value="Not Selected"/>
	<input type="button" value="New Code"/>	<input type="text"/>	Waiver	<input type="text" value="Not Selected"/>
	<input type="button" value="Descrip."/>	<input type="text"/>	Waiver Option	<input type="text" value="One Per Team"/>

Enter a list of emails to notify on schedule changes

- 11 Click the **Add'I** Info button.
- 12 Enter the **Date Range** for the League.

**Additional Information for league: Baseball 8-9 (BASE 8-9)**

Track league attendance

Question Group:

Player Ques Group:

Receipt Documents:

Keyword Search:

Comment Code:

Comments:

Facility Reservation Contact:  Contact Phone:

FR Resv Number:  CR Resv Number:  Referees Scheduled Through:

**Date Range:  Thru  Dates are adjusted automatically after schedule is created.**

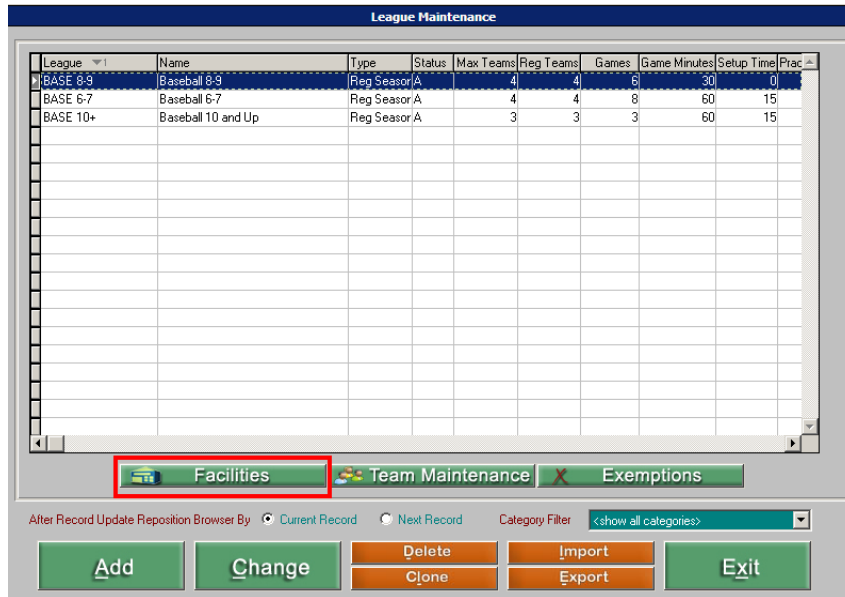
Tickler Code:  Web Tickler:

Tickler Cmnts:   Auto-Display in DP

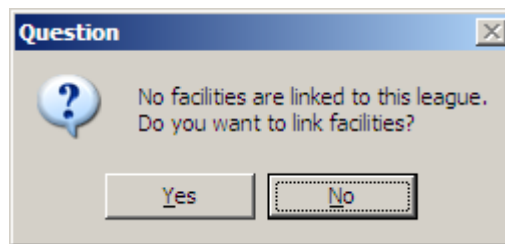
Count Scores Separately in Scores Posting

Scores To Update:

- 13 Click **Done**.



14 Click the **Facilities** button and click **Yes** to the question below.



15 Click **Add**.

16 Right click in the **Facility ID** field and select the facility where games for this League will take place.

- To add a new facility go to Files > Facility > Facility ID Maintenance
- If you do not have your League facilities created and do not feel comfortable doing this yourself, please contact Vermont Systems Support for assistance setting up these facilities.

17 Enter the **Begin/End Date** that you will need this facility. The dates entered here don't have to match the dates you entered in League Maintenance. For instance, field availability is such that you only need a certain field for a few days.

18 Enter the **Beg Time1** and **End Time1** of when this facility will be **used** by this league. **Beg Time2** and **End Time2** should only be entered if, for example, this league uses the facility on Monday from 17:00-18:00 and **then again** on Monday from 20:00-22:00. **Beg Time2/End Time2** would be 20:00-22:00.

**Baseball 8-9(BASE 8-9)**

Facility Type: **YFIEL** Sports Field      Begin Date: **05/01/2012**  
 Facility Location: **9POST** On Post Facility      End Date: **07/31/2012**  
 Facility Id: **F-BAR** Barstow Field Road

	Beg Time1	End Time1	Beg Time2	End Time2
Monday	17:00	20:00	:	:
Tuesday	:	:	:	:
Wednesday	17:00	20:00	:	:
Thursday	:	:	:	:
Friday	:	:	:	:
Saturday	:	:	:	:
Sunday	:	:	:	:

19 Click **Done**. Repeat **Steps 15 – 18** for any additional facilities that will be used by this League.

**Setting up a League, Facility or Team Exemptions**

You may have situations where a League or Facility or Team cannot play on certain days/times. If this applies, see below.

- 1 To add a League or Facility or Team Exemption (for example your league plays on 7/16/2012 but Team 1 cannot play on that day, etc); Go to **Files → League → League Maintenance**. You will proceed to the **League Maintenance** screen.

**League Maintenance**

League	Name	Type	Status	Max Teams	Reg Teams	Games	Game Minutes	Setup Time	Prac
BB 4-5	Baseball (4-5)	Reg Season A		5	4	10	0	0	
<b>BASE 8-9</b>	<b>Baseball 8-9</b>	<b>Reg Season A</b>		<b>4</b>	<b>4</b>	<b>6</b>	<b>30</b>	<b>0</b>	
BASE 6-7	Baseball 6-7	Reg Season A		4	4	8	60	15	
BASE 10+	Baseball 10 and Up	Reg Season A		3	3	3	60	15	

After Record Update Reposition Browser By:  Current Record     Next Record    Category Filter: <show all categories>

- 2 Select the League you wish to add Exemptions to and click **Exemptions**.
- 3 Select the **Exemption Type**. For example if this is a Team Exemption – i.e., Team 1 can't play on 7/16/2012 – select **Team**.

- 4 Enter the **Starting Skip Date**. If Team 1 can't play on 7/16/2012, enter that or right click in the date field and select the day off the calendar picklist.
- 5 Enter the **Beg Time** and **End Time** that Team 1 can't play that day.
- 6 Right click in the **Team No** field and select which team this relates to. You cannot multi select in this field, however, if this was applicable to **all** teams you would simply make this a League Exemption or Facility Exemption rather than a Team Exemption.
- 7 Enter 1 in the **Consecutive Days** as long as 7/16 is the only day Team 1 can't play. If Team 1 couldn't play on 7/16 and 7/17 you would enter 2. If they couldn't play on 7/16 and 7/20 you would create 2 individual exemptions for Team 1 – one for each day.
- 8 Click **Add** to add this exemption to the League.

- 9 Repeat **Steps 3-8** to add more Exemptions. **Note:** The more exemptions you add the more difficult it will be for CYMS to create the League Schedule.

### Activity Roster Upload

- For the **Activity Roster Upload** to work your children must already be enrolled into their appropriate activity and your League Activities (Sports Classes, etc) must be setup in the following manner:
- Each league age group must be its own **Activity Number** and have just **one Activity Section**.
- If your League Activities are not set up in this manner, **do not** proceed with the Roster Upload or you could overwrite existing rosters. Please contact Vermont Systems Support for assistance with converting your League Activities.

920120-01	Basketball 4-5
920121-01	Basketball 6-7
920122-01	Basketball 8-9

**Correct**

<del>920120-01</del>	<del>Basketball 4-5</del>
<del>920120-02</del>	<del>Basketball 6-7</del>
<del>920120-03</del>	<del>Basketball 8-9</del>

**Incorrect**

- 1 Go to **Files > League > Activity Roster Upload**.
- 2 Right click in the **Upload Activity Number** field and select the League Activity to be uploaded.
- 3 Right click in the **Download League ID** field and select the League for which you are creating teams
- 4 Select the **Upload Method** you wish to use. See below for a description of each.

▪ **Section to Team**

- This is **not** typically a valid option for the Military. Essentially it would upload all the Section 01 enrollees to Team 01. Section 02 to Team 02, etc. The military typically enrolls into one section and makes team from there.

▪ **Feature to Team**

- This option is very similar to the Skill Level to Team option. If for instance you have 6 user codes that you have been assigning to the children during the enrollment. This option will place all the like user codes on the same team. For instance, everyone assigned to User Code X would be on one Team. User Code Y would get assigned to another Team, etc.

▪ **Balance Skill Level to Team**

- Select this option if enrollees with varying skill levels will be equally distributed on teams throughout the league. This is a good option if you have tryouts/skills assessments where each child is evaluated.
- Print the **Assignment Sheet** for use in assigning skill levels to players.
- See the section on **Creating Skill Levels** at the end of this document if you wish to use this option.

▪ **Balance Gender to Team**

- Select this option to distribute players by gender equally to teams throughout the league.

▪ **Balance Age to Team**

- Select this option if enrollees with varying ages will be equally distributed on teams throughout the league.

▪ **Auto Assign Players to Team**

- Select this option if you want to automatically assign uploaded players to teams randomly.

**Activity Registration To League Scheduling Team/Roster Upload**

Upload Activity Number:  Baseball 8-9 years

Download League ID:  Baseball 8-9

Upload Method:

- Section To Team
- Feature To Team
- Balance Skill Level to Team
- Balance Gender to Team
- Balance Age to Team
- Auto Assign Players to Team

Copy roster notes to player notes

Copy roster question answers to player

Upload children to their parent's team first (Team must have a HH link)

Print Assign Sheet      Init Team Players      Revise Players

Print Player Listing      **Assign Features**      Upload Players      Exit

- 5 For this example, we will use the **Balance Skill Level to Team** option. If you need to create the Skill Levels, see the **Creating Skill Levels** section at the end of this document.
- 6 To assign the skill levels, click **Assign Features**. You will be taken to the **Feature Assignment** screen.

**Feature Assignment**

First Name	Last Name	Birthday	Age	Grade	sex	ResFlag	Feature	House #	r #
Lamont	Ahl	10/15/1994	17.33	8	M	yes		0	0
Chevy	Andrews	06/19/1998	13.67	4	M	yes		0	0
Sara	Andrews	07/27/1999	12.58	0	M	yes		0	0
Tabitha	Andrews	06/21/2001	10.67	3	F	yes		0	0
Tyler	Astorga	02/09/2000	12.08	4	M	yes		0	0
Evan	Boal	05/24/1998	13.75	6	M	yes		0	0
Clifford	Bonilla	09/01/1998	13.50	0	M	yes		0	0
Azul	Branham	06/08/1999	12.75	0	F	yes		0	0
William	Burks	10/05/1999	12.42	0	M	yes		0	0
Caillin Marie	Burnworth	06/25/1998	13.67	0	F	yes		0	0
Aaron Jr.	Clark	09/23/1998	13.42	5	M	yes		0	0
Ernest Jacob	Davis	08/18/1999	12.50	0	M	yes		0	0
Gunnar	Davis	03/16/2000	11.92	4	M	yes		0	0
Jian Bernon	Ellis	04/14/1999	12.83	0	M	yes		0	0
Allyanna T	Esteban	04/28/1999	12.83	4	F	yes		0	0
Heather	Evans	07/10/1999	12.67	0	F	yes		0	0
Nicolin Jame	Garza	06/14/1999	12.67	0	M	yes		0	0
Dameuruce	Gaub	07/15/1998	13.58	0	F	yes		0	0
Michael	Genao	07/22/1999	12.58	5	M	yes		0	0
Jason	Genevich	05/31/1998	13.75	6	M	yes		0	0
Dominike	Gilmore	08/25/1998	13.50	0	F	yes		0	0

Lamont Ahl - AGE: 17 - GRADE: 8 - SEX: M      Add      Delete

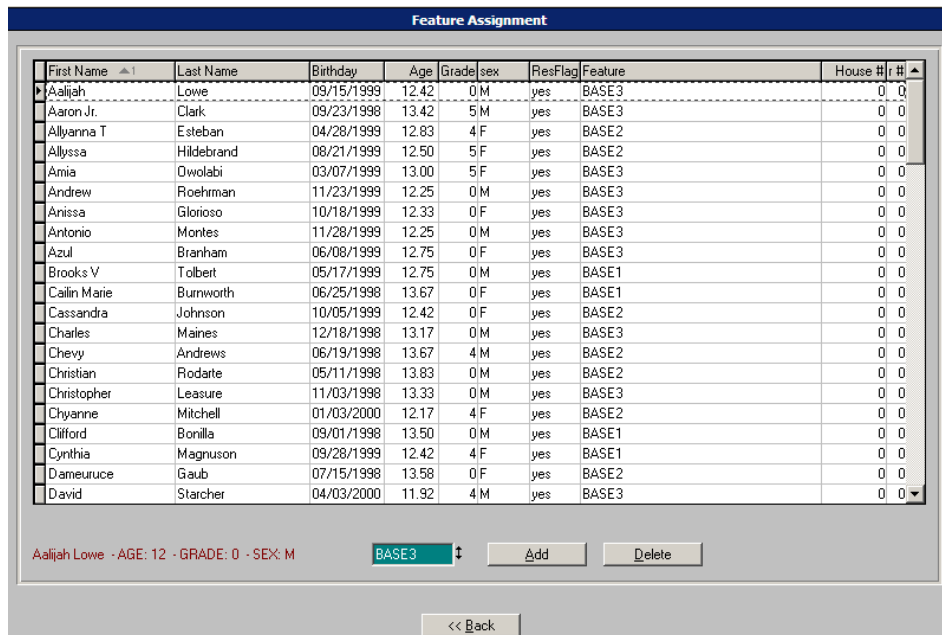
<< Back

- 7 Right click in the skill pick list at the bottom of the screen (the green area to the left of the Add button) and select the Skill Level to assign.

- 8 Hold down the **CTRL** key on your keyboard and select each player that will be assigned this Skill Level. To make this process easier you might consider creating a Question Group on the section that asks the customer for their skill level during enrollment. Then you could print the roster with those answers.
- 9 Once all players receiving this Skill Level are highlighted click **Add**.



- 10 Press F5 to refresh the list of children then repeat **Steps 7-9** for all Skill Levels.



- 11 When finished assigning Skill Levels click **Back**.

**Activity Registration To League Scheduling Team/Roster Upload**

Upload Activity Number: 920105 ↓ Baseball 8-9 years  
 Download League ID: BASE 8-9 ↓ Baseball 8-9

Upload Method:

- Section To Team
- Feature To Team
- Balance Skill Level to Team
- Balance Gender to Team
- Balance Age to Team
- Auto Assign Players to Team

Copy roster notes to player notes  
 Copy roster question answers to player  
 Upload children to their parent's team first (Team must have a HH link)

Buttons: Print Assign Sheet, Print Player Listing, Assign Features, **Upload Players**, Init Team Players, Revise Players, Exit

12 Once your Features have been assigned, click **Upload Players**. You will be brought to the **Feature Balance Options** screen.

- The **Features List** option will only be displayed if you selected the **Balance Skill Level to Team** upload method.
- Right click in the **Features List** field and highlight ALL the skill levels you've assigned.

**Feature Balance Options**

Features List: BASE1,BASE2,BASE3 ↓

Max Players per Team: 10

Max Teams: 6

Buttons: OK, Cancel

13 Enter the **Max Players per Team**.

14 Enter the **Max Teams** that will participate in the league. Click **OK**.

15 A question will appear: "Do you want to print an error log?" Click **Yes**. This will print a log showing any child that was not placed on a team. Upon completion you will be returned to the **Activity Roster Upload** screen.

16 Click the **Print Player Listing** button to get a print out of the new roster assignments.

## Revising Team Rosters

- 1 In the event that you want to re-shuffle your teams, click **Revise Players**
- 2 You will be brought to the **Revise Team Assignment** screen.

- The player's current team number will be displayed down the far left column.
- If a player has a zero in the **Team** column they are not currently assigned to a team and should have shown up on the error log when you **Uploaded Players** above.

Team	First Name	Last Name	Birthdate	Age	Grade	sex	Res	Feature	Hou:
1	Lamont	Ahl	10/15/1994	17.33	8	M	yes	BASE1	
1	Matthew	Roby	01/29/2000	12.08	4	M	yes	BASE1	
1	Jerry	Hosie	05/09/1999	12.83	0	M	yes	BASE3	
1	Jason	Genevich	05/31/1998	13.75	6	M	yes	BASE1	
1	Haley	Re	11/02/1999	12.33	0	F	yes	BASE3	
1	Ernest Jacob	Davis	08/18/1999	12.50	0	M	yes	BASE2	
1	Owen	Twiss	05/06/1999	12.83	0	M	yes	BASE3	
1	Chyanne	Mitchell	01/03/2000	12.17	4	F	yes	BASE2	
1	Charles	Maines	12/18/1998	13.17	0	M	yes	BASE3	
2	Tabitha	Andrews	06/21/2001	10.67	3	F	yes	BASE1	
2	Anissa	Glorioso	10/18/1999	12.33	0	F	yes	BASE3	
2	Chevy	Andrews	06/19/1998	13.67	4	M	yes	BASE2	
2	Cassandra	Johnson	10/05/1999	12.42	0	F	yes	BASE2	
2	Gunnar	Davis	03/16/2000	11.92	4	M	yes	BASE3	
2	Vareck	Jones	10/23/1999	12.33	4	M	yes	BASE3	
2	Taylor	Gonzales	09/09/1998	13.50	0	M	yes	BASE1	
2	Antonio	Montes	11/28/1999	12.25	0	M	yes	BASE3	
2	Jacob	Jarnagin	08/16/1998	13.50	0	M	yes	BASE1	
3	Sierrenamari	Latham	12/18/1999	12.17	4	M	yes	BASE2	
3	Michael	Genao	07/22/1999	12.58	5	M	yes	BASE3	
3	Dameuruce	Gaub	07/15/1998	13.58	0	F	yes	BASE2	

Remove from Team   Add to Team #   Switch to Team #   Reload Players   Register Questions

<< Back

- 3 To remove a player from their current team highlight the player and click the **Remove from Team** button. This will assign the player a team number of zero.
- 4 To add a player to a team enter the team number to the right of the **Add to Team #** button, select the player and click the **Add to Team #** button.
  - This process can only be done if the player has a current team number of zero.
- 5 To move a player from one team to another enter the team number you would like the player on in the **Switch to Team #** field, select the player and click the **Switch to Team #** button.
- 6 Once you are satisfied with your rosters click **Back**. If you would like to clear your rosters and start fresh click the **Init Team Players** button. This will assign all players to team number zero.

## Assigning Team Names / Entering Team Contact Information

- This step must be done if you want team names and coach information to appear on league schedules and rosters. For Updating Team Info VSI recommends that you create a **League HH Device** that only has Core Information Included on the Household side otherwise you will be prompted to enter several screens of information on your coaches/teams. If in Step 3 below you end up on a Sponsor Screen, please contact VSI immediately.

- Go to **Files → League → League Maintenance**. You will proceed to the **League Maintenance** screen.
- Highlight the league and click on the **Team Maintenance** button. You will be brought to the **Team Listing** screen for the league you selected.
- Highlight the first team and click the **Update** button. You will be brought to the **League Team Core Info** screen.

The screenshot shows the 'League Core Info' form. Key elements include:

- Team ID:** 779
- Team Name:** Team: 01 Cardinals
- Team Status:** Active (selected), Inactive
- Last Active:** / /
- Primary Contact:**
  - Link HH, Clear Link, HH Link: 0
  - F'Name: Charles, L'Name: Reece
  - Addr 1, Addr 2, City, State, Zip
  - HM Ph: (731)616-0680, Country
  - WK Ph, EM Ph, Cell Ph, Email
- Secondary Contact:**
  - Link HH, Clear Link, HH Link: 0
  - F'Name, L'Name, Addr 1, Addr 2, City, State, Zip
  - HM Ph, WK Ph, EM Ph, Cell Ph, Email
- Team Colors, Language, Home Facility**
- Team Fee Codes, Team Type, Team Tax Status, Total Team Balance (0.00), Allow Reward Points**
- Buttons:** Next, Done, Web Details, RecConnect, Players, Delete, Cancel

- Replace the Activity Number in the **Team Name** field with the name of this team.
- In the **Primary Contact** section enter in the coach's information.
- Enter the **Secondary Contact** information if applicable.
- Click **Done**.
- Repeat **Steps 3 – 7** for each team in the league.

## Generating a League Schedule

- 1 Go to **Daily > League > League Schedule Generator**.
- 2 Highlight the league you are scheduling and click the **Matrix Schedule Generator** button. You will be brought to the **Matrix Schedule Generator** screen.

**Note:** This is not the only way to create a League Schedule. The **Matrix Schedule Generator** gives you more flexibility for adjusting the schedule; however, if you have a fairly straight forward league with a few or no exemptions you could also try the Auto Schedule Generator/Algorithm Schedule.

Matrix Schedule Generator For Baseball 8-9

Start Date 05/01/2012 ↑ End Date 07/31/2012 ↑

\* Note: Dates assigned to the facility links will override this date range

Template Option  Automatic  Manual

Automatic Template

Use a Bye-Fill Game for Odd Team Leagues

All Games are Double Headers

Manual Template

Template [Dropdown]

Do not schedule games on facility holiday dates

Facility Headcnt 0

Event Type [Dropdown]

Site Type [Dropdown]

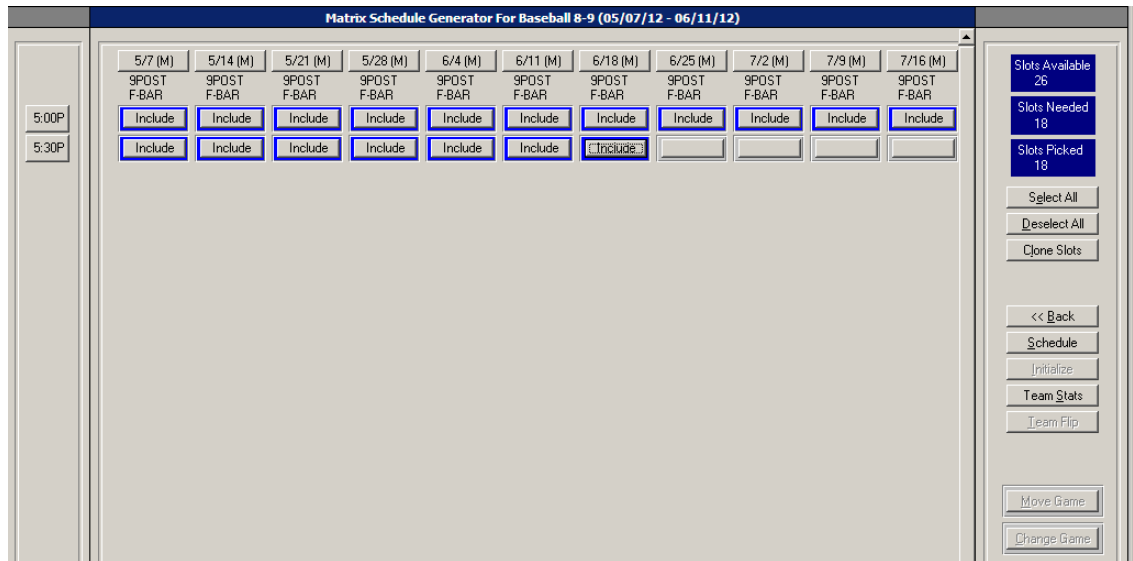
Print Opt [Dropdown]

Fill Time Slots By  Date-Time-Facility  Date-Facility-Time

Continue View Schedule << Leagues Exit

- 3 Set the **Start Date** and **End Date** for your League.
- 4 If you have an odd number of teams in this league and wish to schedule Bye Games select to **Use Bye-Fill Game For Odd Team Leagues**
- 5 Click **Continue**. You will be brought to the **Scheduler Date/Time Selection** screen.

- This will display all of the time slots available for games to be played.
- In this section you will select the time slots where you would like the games played, and CYMS will automatically generate a schedule based on the slots you selected.
- When a time is selected it will be highlighted in blue and labeled **Include**.



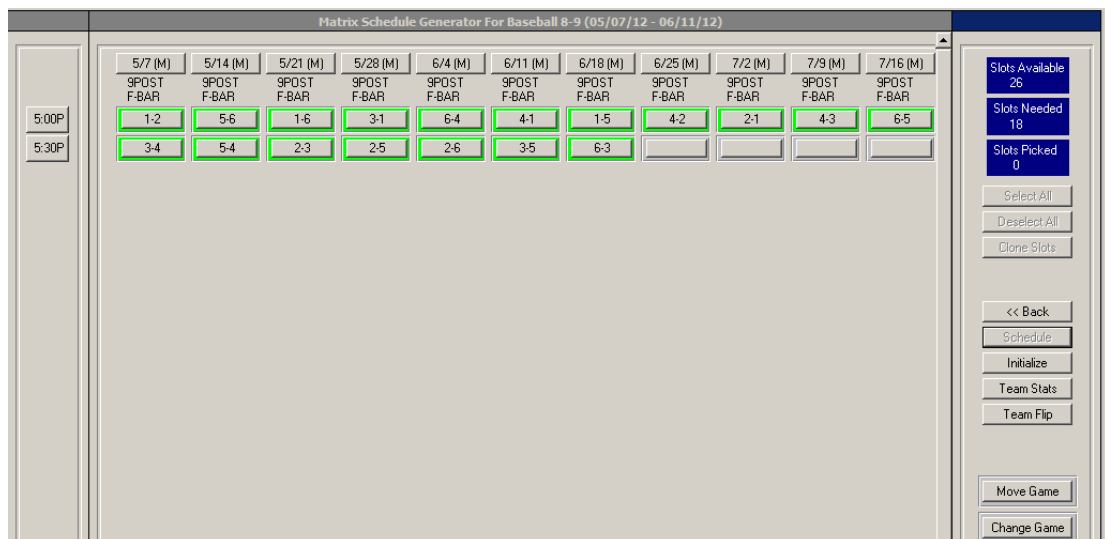
6 To include every date for all times listed, click **Select All**. In the above example there are only 18 slots needed to complete the League. You would click each gray box (upon clicking it will then say Include) until you have 18 slots picked.

7 OR, in the event that you wish to specify dates and times in your League Schedule date range, simply click in the blank spaces you would like to include.

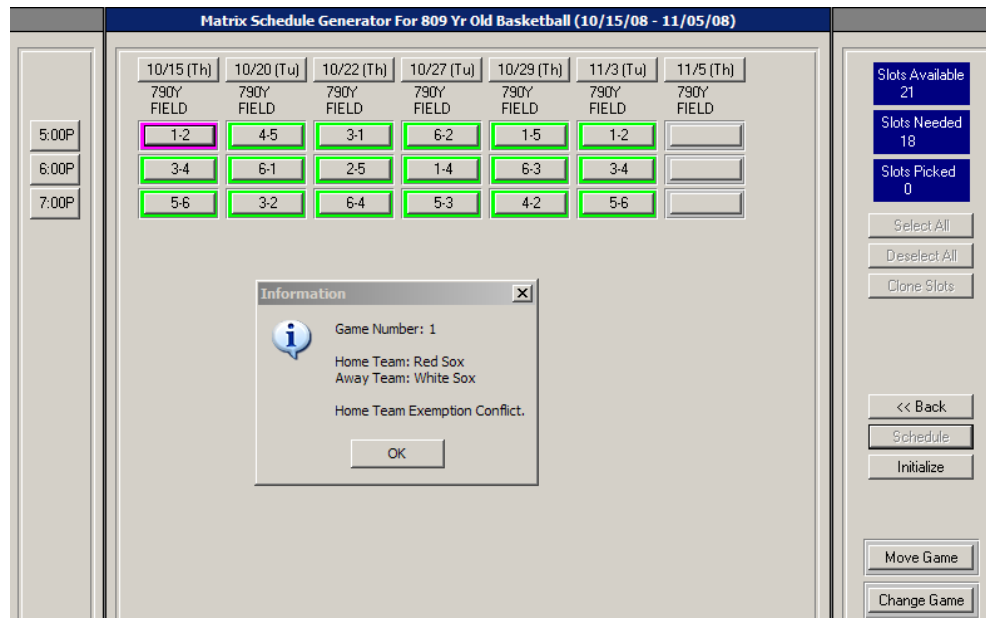
- Be careful not to select too many times on any given day as this may cause teams to play more than once per day.

8 OR, to include every date for a specific time, click on the time button on the far left of the screen. **Example:** 5:00p

9 Once you are satisfied with your selections, click **Schedule**. The screen will refresh and each Include button will be changed to show your game match-ups.



- 10 Games that are highlighted in **Green** have no conflicts or Exemption issues. Games that are highlighted in **Pink** have a Team Exemption issue – Example Team 1 can't play on a particular day. Right click the game in question to see the problem.



- 11 You may leave the conflict as is or fix it by moving or changing games. To move a game from one time or date to another click the **Move Game** button the click and drag the game to the new date and time.
- 12 To make the Home Team/Away Team changes choose **Team Flip**. You will be prompted to select which teams you want to work with. When you click **OK**, **ALL** of their games will be affected.
- 13 To change the teams that will be playing in a specific game click the **Change Game** button and select the new teams for the game.
- 14 To clear the schedule and start over click the **Initialize** button.
- 15 Once you are happy with the layout of your schedule, click the **Back** button. You can View and/or Print the schedule by clicking **View Schedule** or simply click **Exit**.

## League Reports

### League Listing

Reports > League > Setup Reports/Rosters > League Report

- The League Listing report allows you to report on detailed or summarized league setup information. The report prints the following league information for the ranges selected, including League Name, Dates, Facilities, Teams and Contacts, Fees and Exemptions.

## Team Roster

Reports > League > Setup Reports/Rosters > League Team Roster Report

- The League Team Roster Print allows you to report on the players on a team and their personal statistics. The reports prints Team Players, Player Number, Address, Phone Number, Birthday, and Age for the league and team ranges selected.

## League Schedule

Reports > League > Schedules > League Schedule Print

- The League Schedule Print Report allows you to create team schedules in two different formats. The report prints schedule information for each league in the ranges selected, including Round, Cycle, Day of the Week, Date, Time, Facility, Home Team vs. Away Team, Game or Practice, League Name and Blank Lines for Final Scores.

## Team Schedule

Reports > League > Schedules > Team Schedule Print

- The League Team Schedule Print report allows you to report on each team's game dates, times and facilities. The report prints schedule information for each team in the ranges selected, including Round, Cycle, Day of the Week, Date, Time, Facility, Home Team vs. Away Team, Game or Practice, League Name and Blank Lines for Final Scores.

## Creating Skill Levels

- 1 If you elect to use Skill Levels during the Activity Roster Upload you will need to create them first.
- 2 Go to **Files > System > Other Maintenance > User Code Maintenance**
- 3 Click **Add**.
- 4 Enter the **New Code** (i.e. Base1) and New Type (**Fam Mem Feature**) and click **OK**.
- 5 Enter the **Description** i.e. (Baseball Level 1) then click **Done**.
- 6 Repeat **Steps 2 – 5** for all skill levels required.