



LeagueOS How to Set-up a Team and Register Guide

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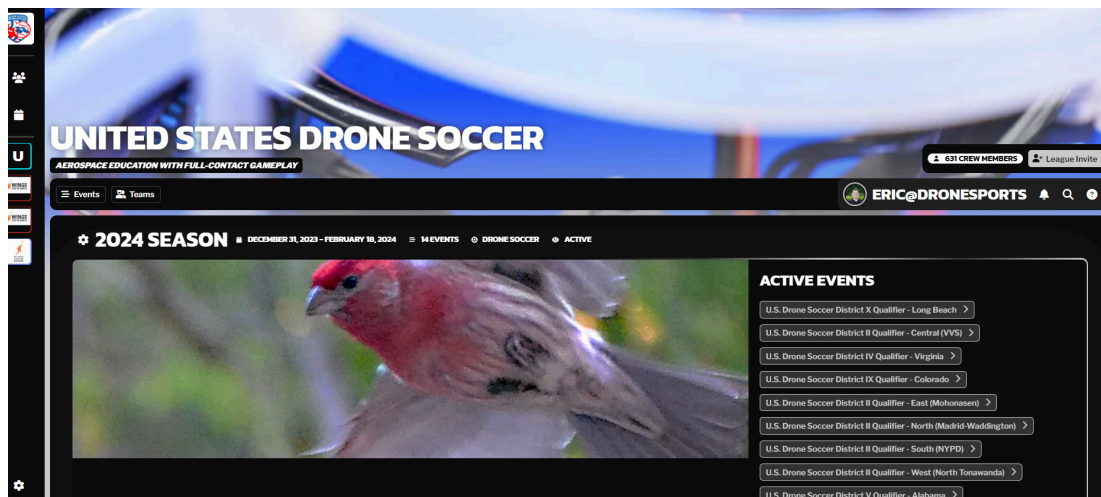
[Educator/Team Manager - Register for Qualifier/Championship](#)

[As a Qualifier/Championship Administrator: Confirm a Registered team](#)

Logging into U.S. Drone Soccer LeagueOS

Go here: <https://fly.dronesoccer.us/>

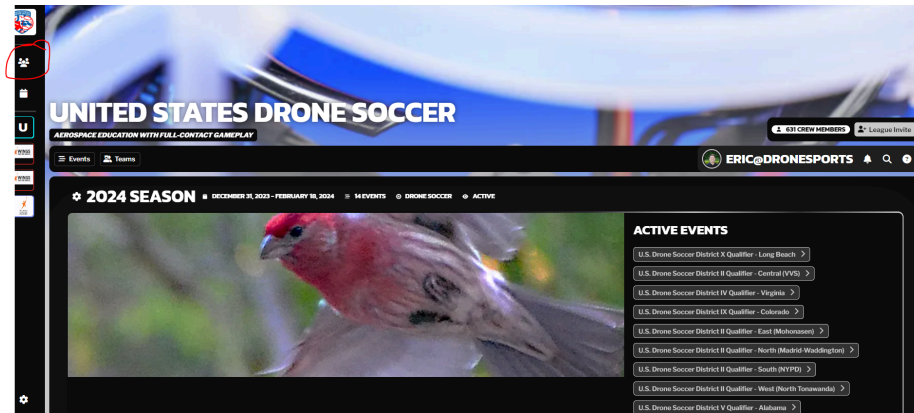
(Once logged in you will see this landing page)



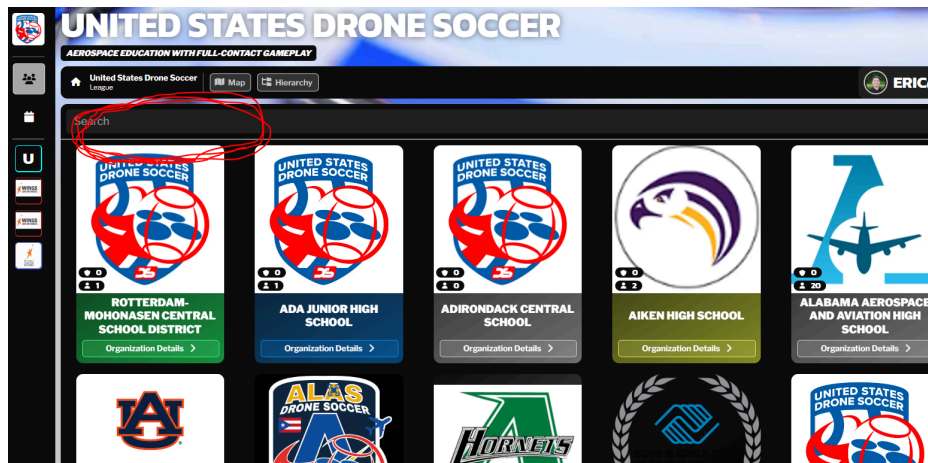
Navigate to your Organization/School

(Organization/Group/School are different terms for the same thing)

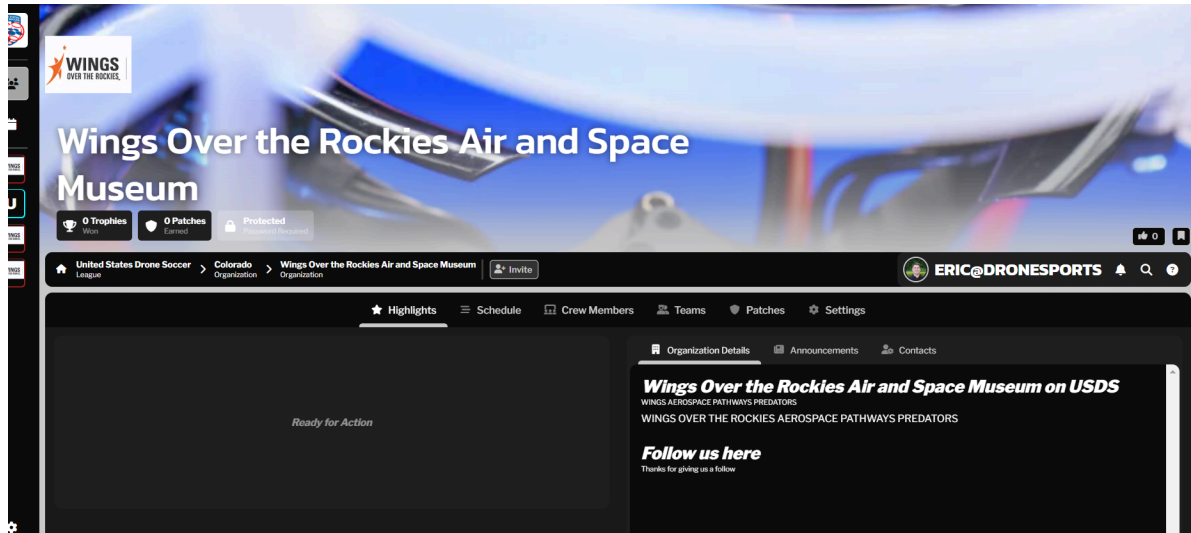
On the top left, select “Organizations” Icon



Type in the Search Bar, the name of your organization or school name



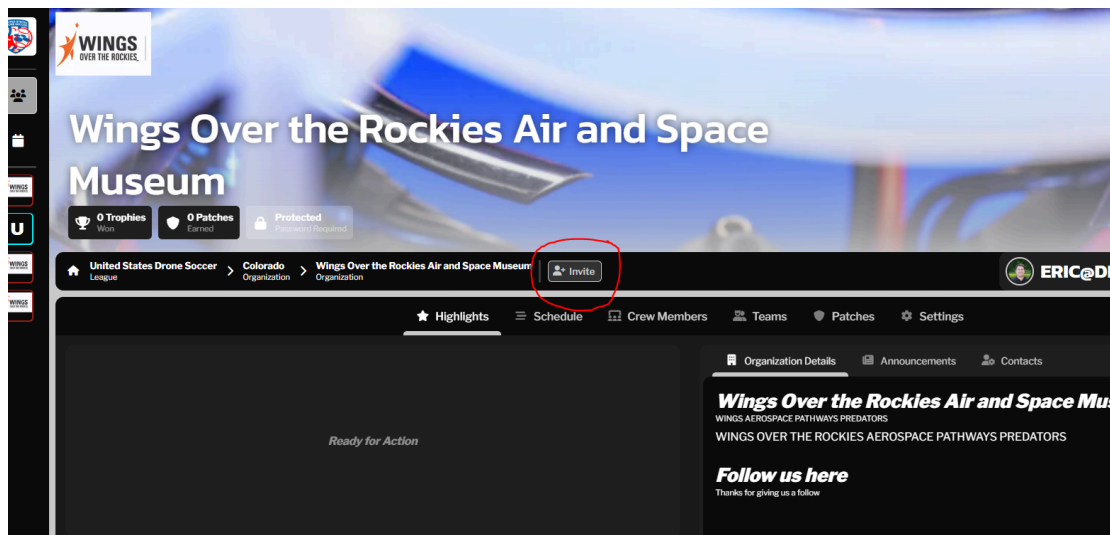
Now you have arrived at your organization page. If you are the lead program manager for your school or organization you should have administrator rights and be able to email invites to new people to your organization, create new teams, manage people, and manage administrative permissions for teams. If not and you need permissions, please email your contact at U.S. Drone Soccer.



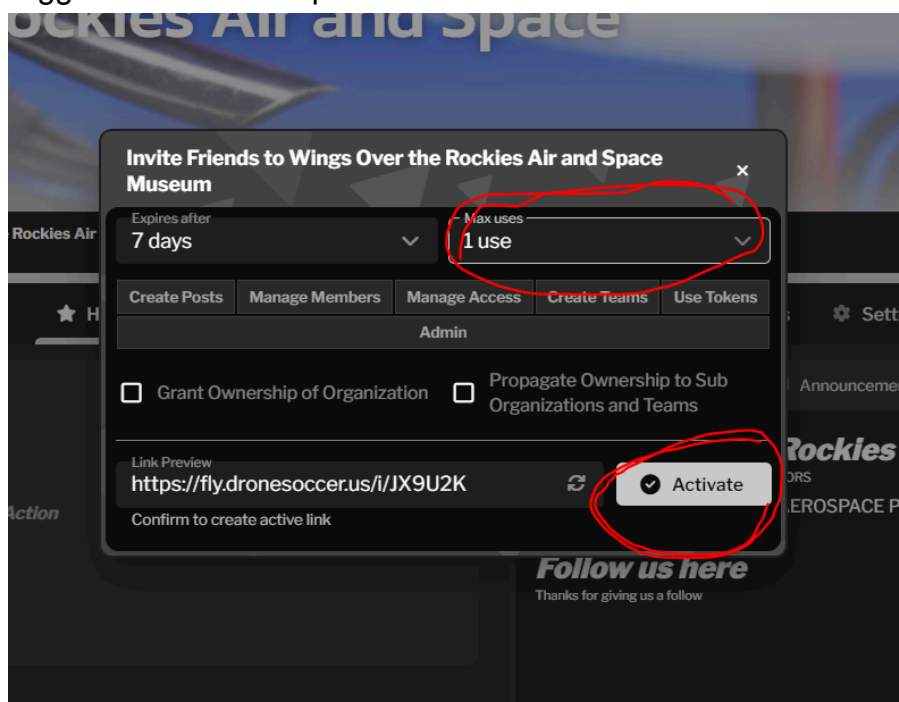
Invite a Teacher to LeagueOS AND your Organization - No Account

(Teacher does not have an account)

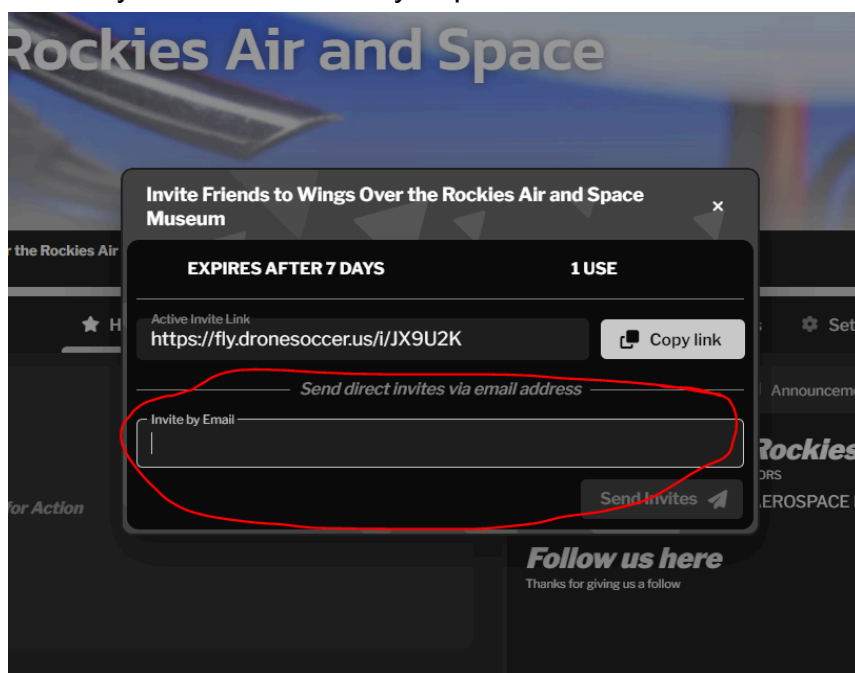
Click invite

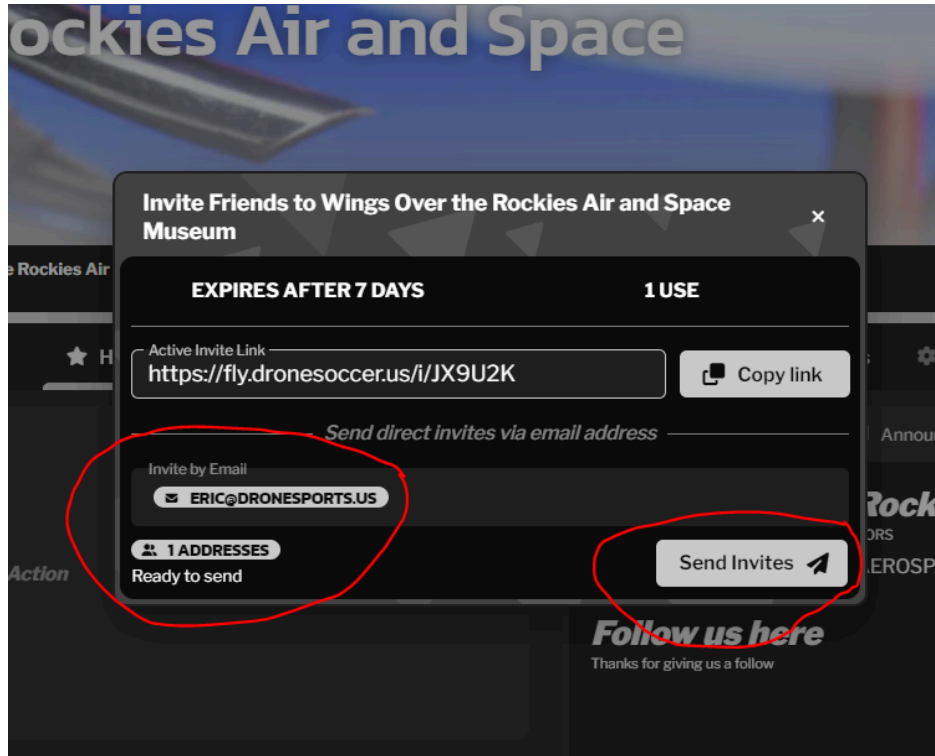


A box will pop up. Click “Max Uses” Box and change to 1 or however is needed but I suggest once for one person. Click activate to make the invite link “Live”

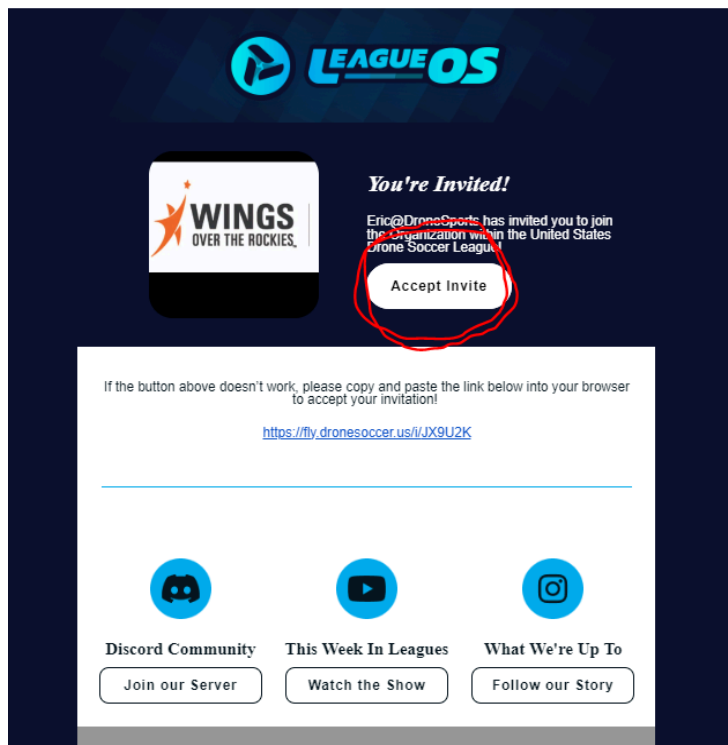


Now you can either enter in the Teacher’s email address or you can copy and paste the link and email to them. I recommend putting in their email address and sending the automated email. The “Send Invites” button will be usable when you click outside the “invite by email” box where you put in the address.



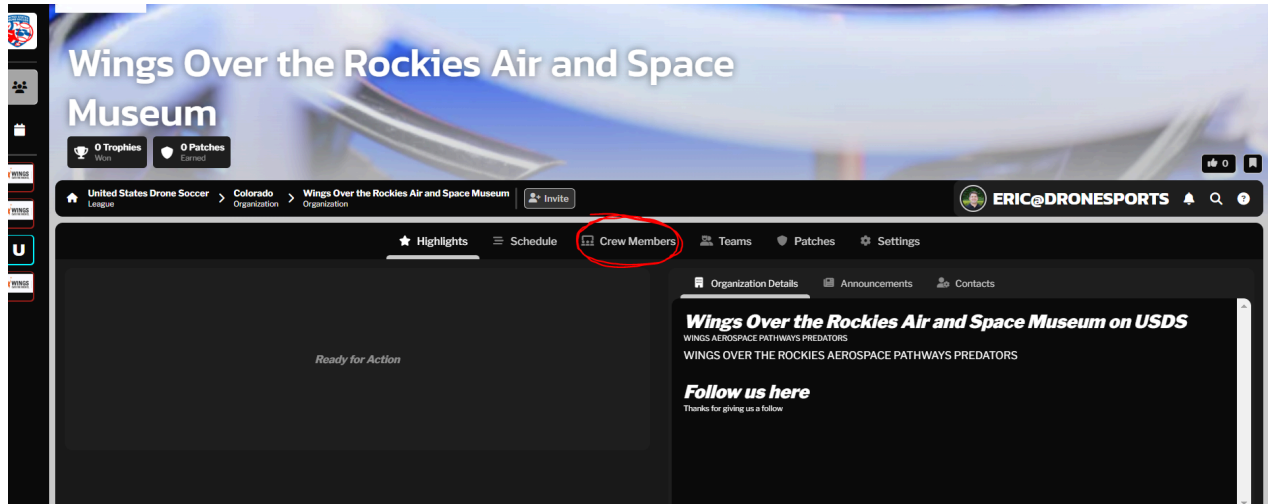


An automated email will show up in their inbox. Have the teacher click on the email and follow the link to create an account. Once they have an account, it will automatically pull the educator into the Organization.

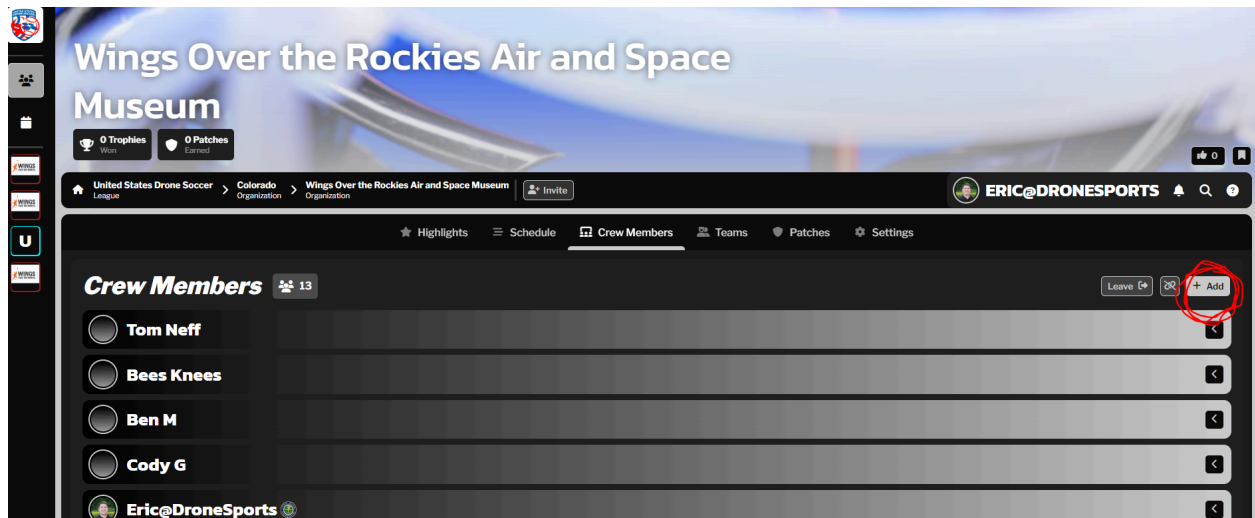


Invite a Teacher to Your Organization - Yes Account (Teacher does have an account)

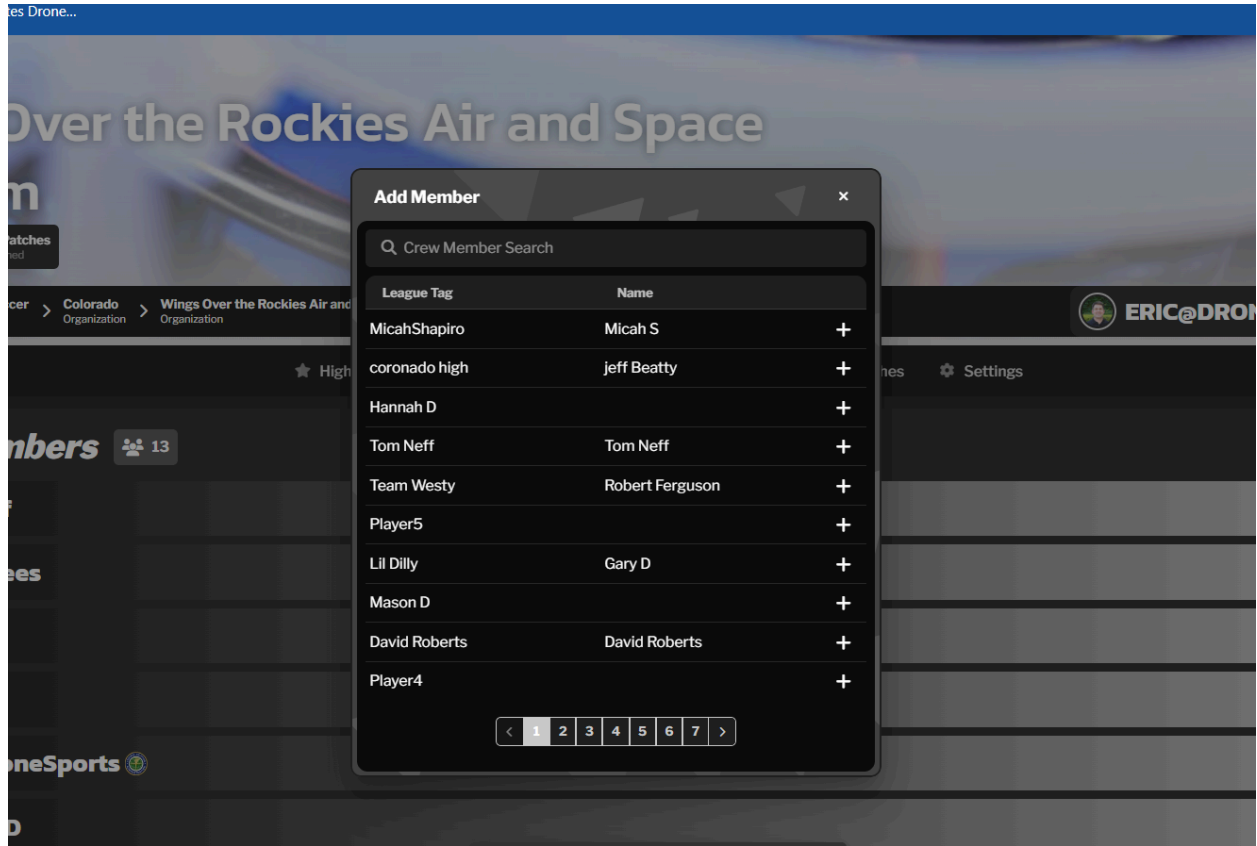
On you Organization page, click on “Crew Members”



Click “Add”

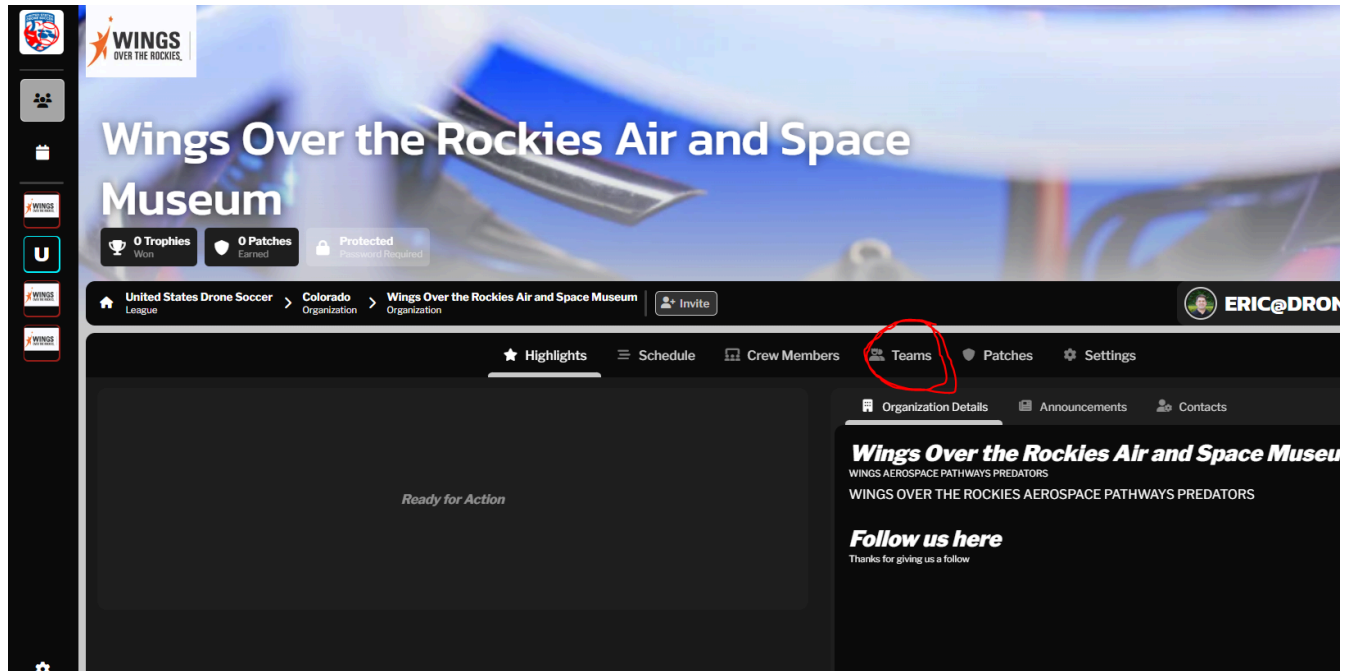


Search for the person's name or nickname. Click on plus to the right of their name and they will be added to the Organization.

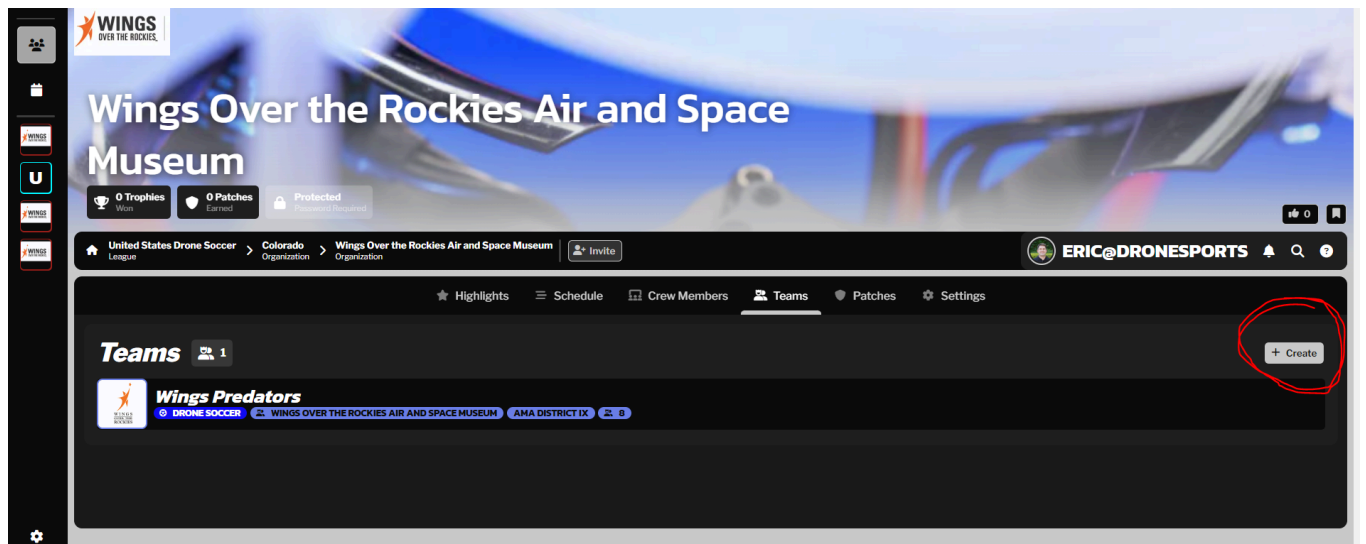


Organization Administrator: Make a New Team and Put the Educator in Charge

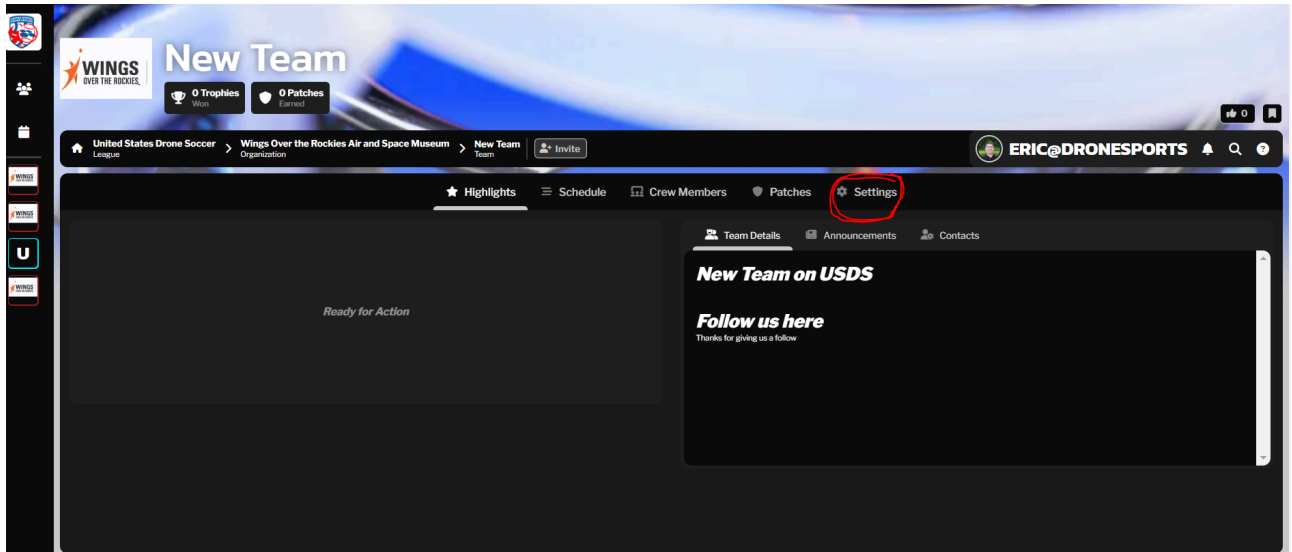
On your Organization/School Page click “Teams”



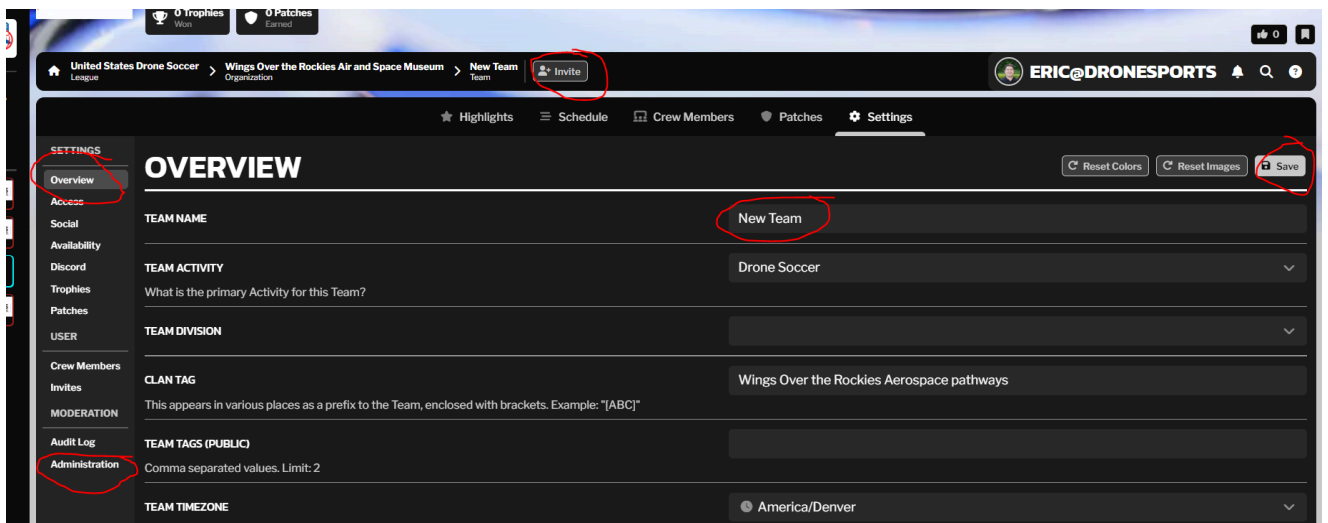
On the far right side you will see a “Create” button. Click this button to make a new team.



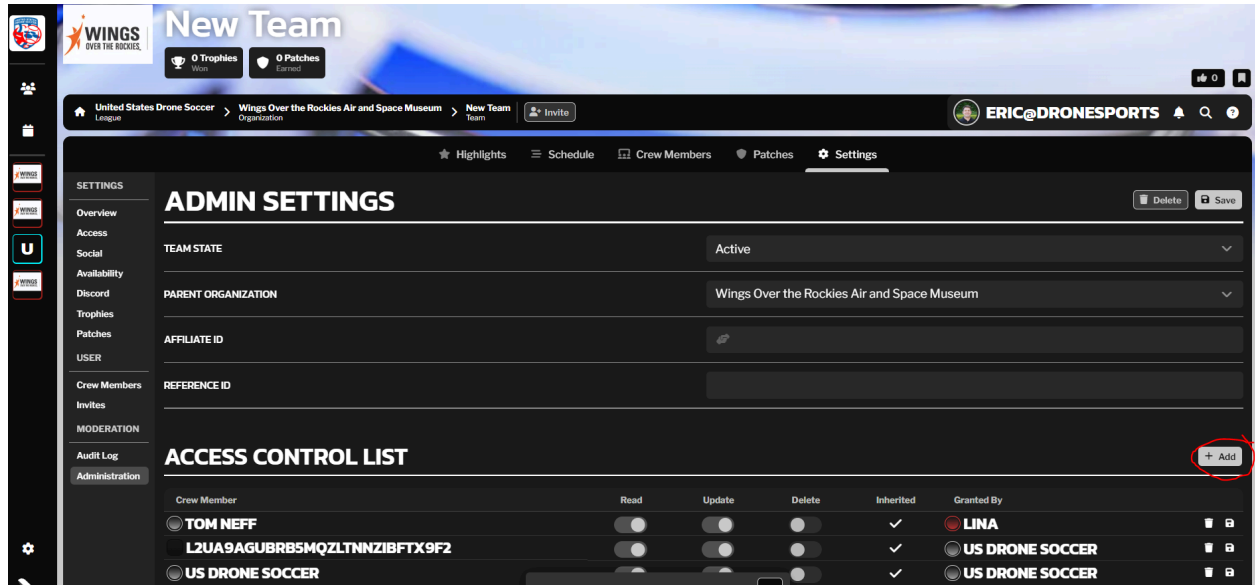
A New Team has been created for your Organization/School. It will bring you into this screen automatically. Now as an Administrator, you will want to give this new teacher the rights to their team. So go to “Settings”



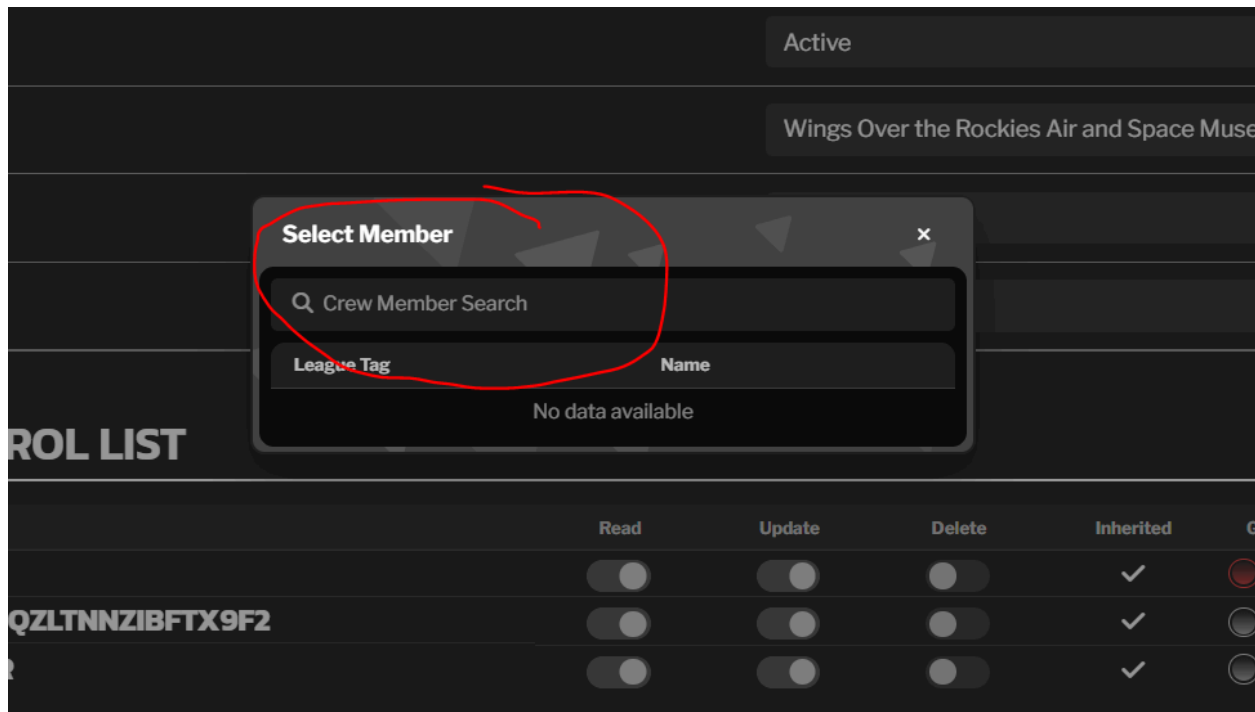
When you click “Settings” this brings you to the main Customization page for your team. You can set Team Name, colors, logo, etc. Whatever changes you want to make to the team can be done here but make sure you hit “Save” in the top right corner before finishing. On the left hand side at the bottom you will see “Administration”. We will click that to set the Teacher as the owner of the team.



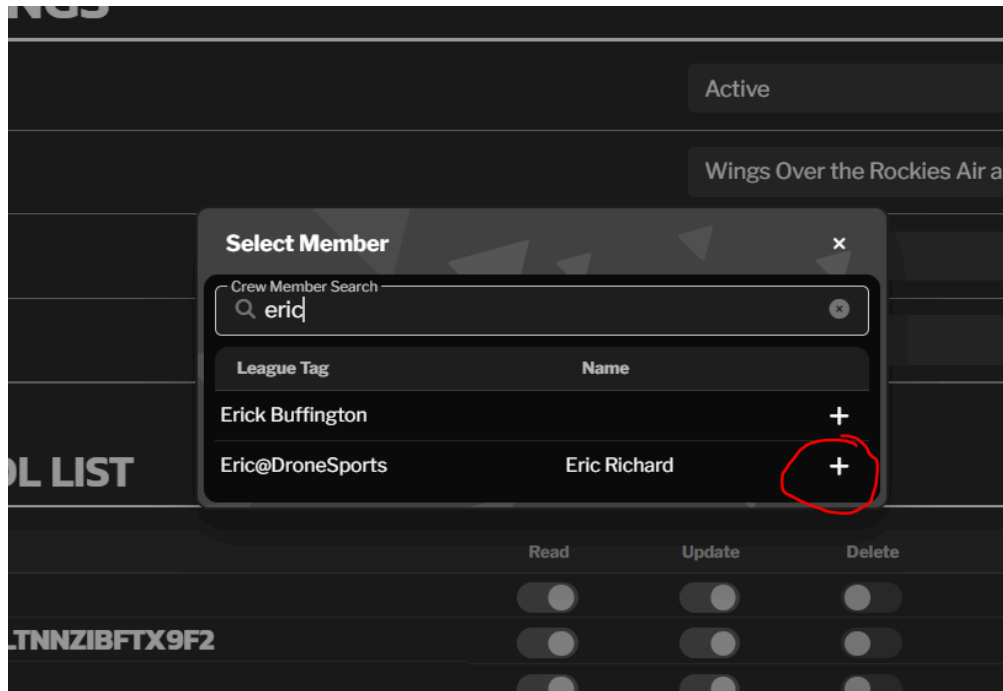
In the bottom right corner you will see “Add”. Click this button



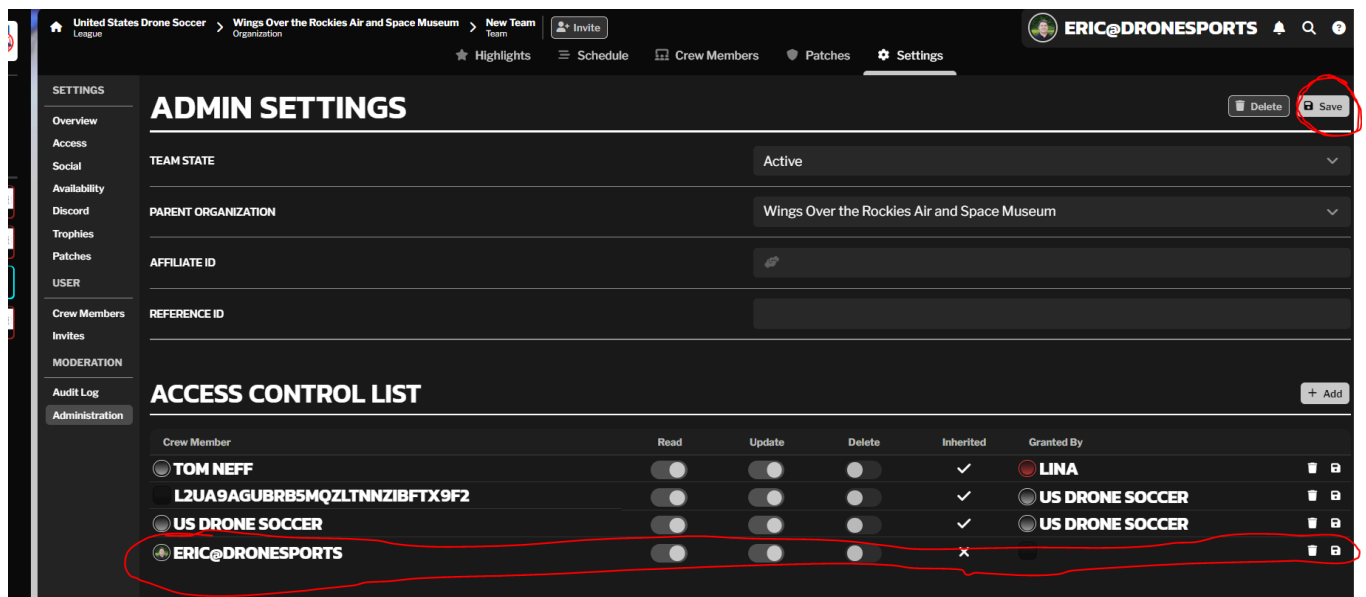
A box will appear where you can type in the person you are looking for that made an account.



Click the “+” next to their name

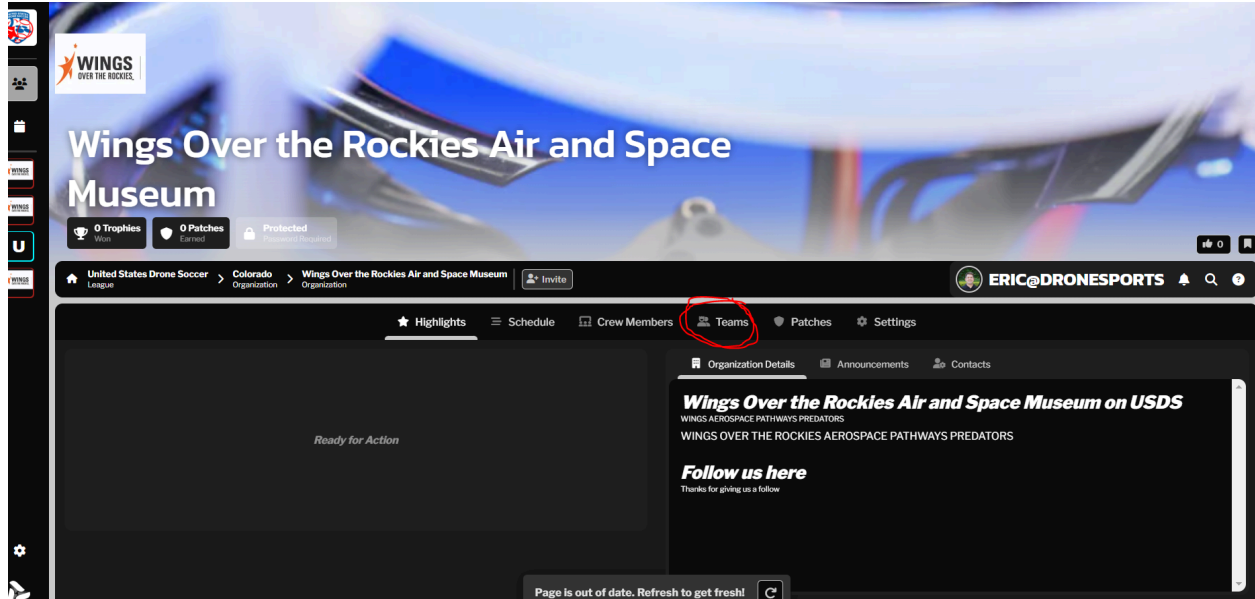


You will now see their name populate under the “Access Control List” Section. Dont forget to save! You can delete old admins by moving to this screen and hitting the small trash can to the right of their name to delete. You have now successfully created a team and brought in a new Educator to manage it. They now have all the rights to add and remove individuals for their team.

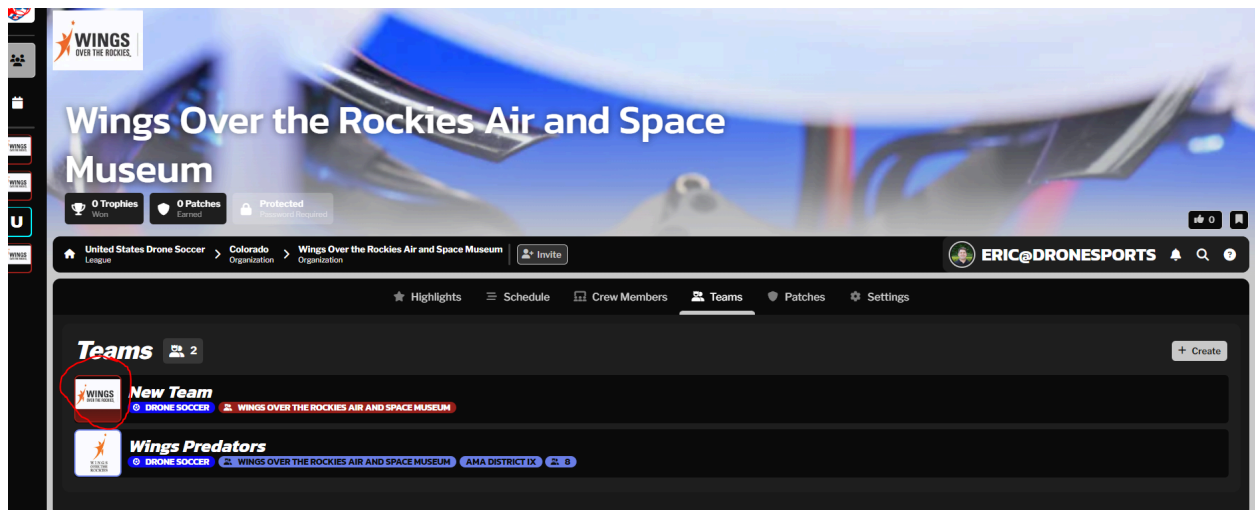


Educator/Team Manager - Add Members to your Team and Manage “Roles”

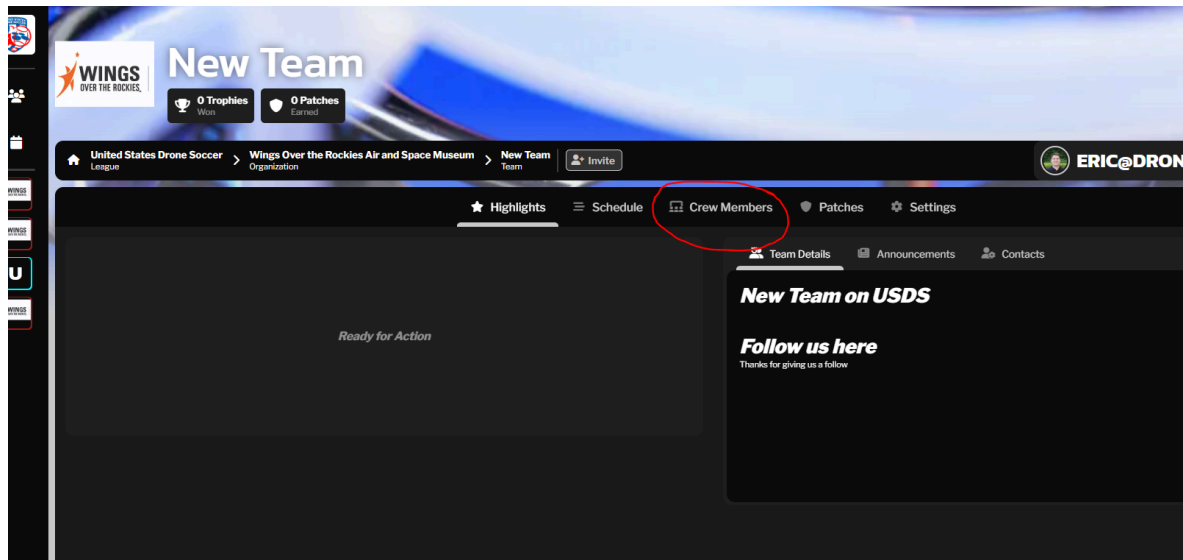
Assuming you are a new Educator, you have signed up for an account, logged in, and navigated to your Organization/School page as discussed above. First click “Teams”.



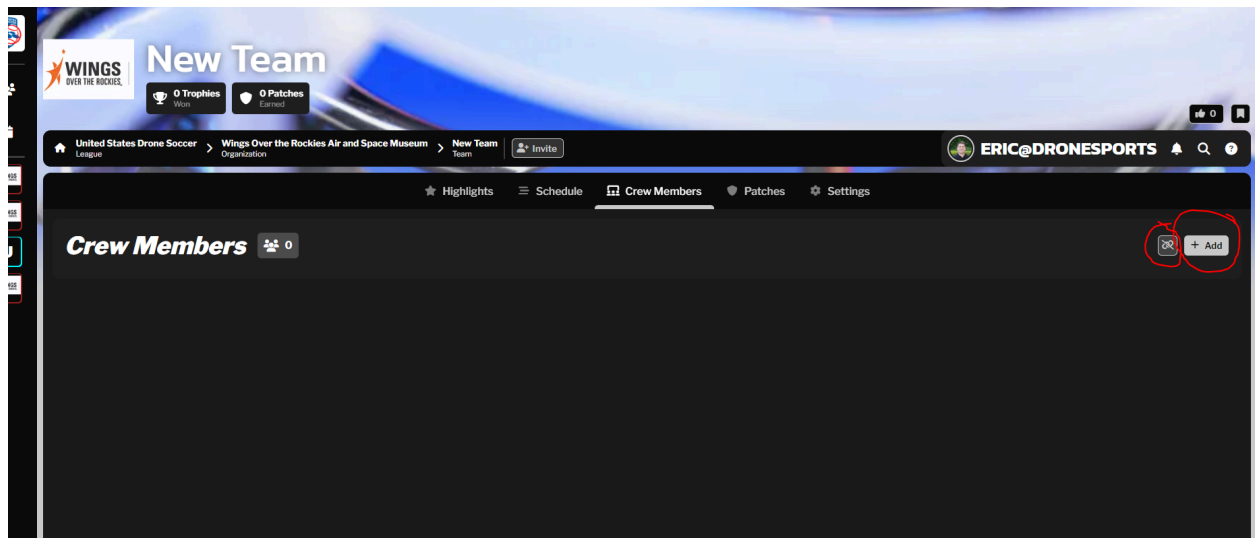
You will see all the teams in your organization. Click on the Icon of your team to go to select your team



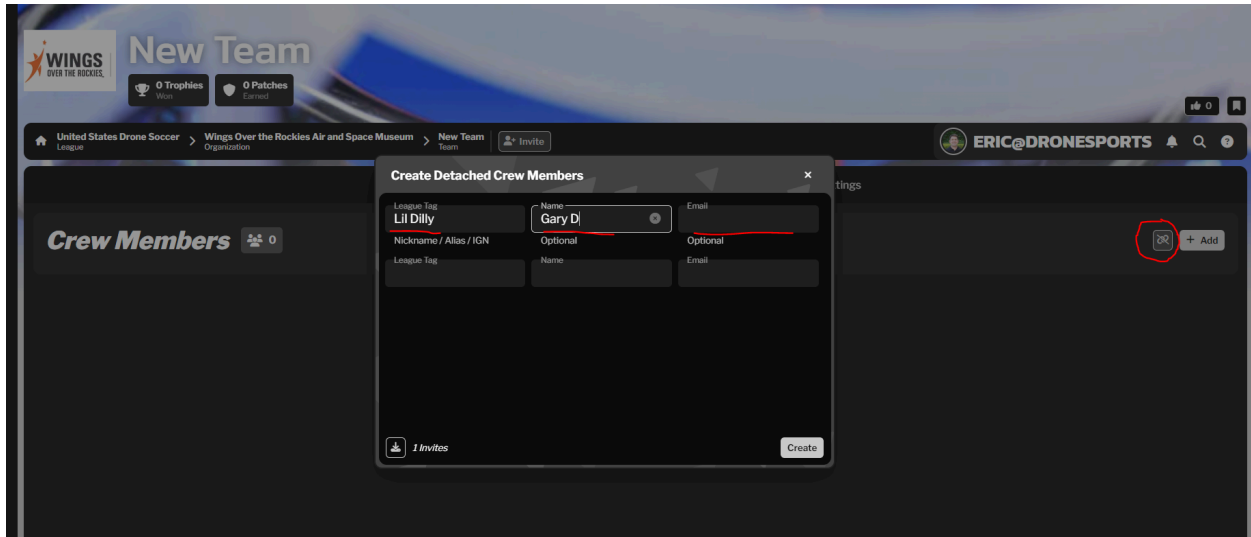
Click on Crewmembers to look at who is on your team.



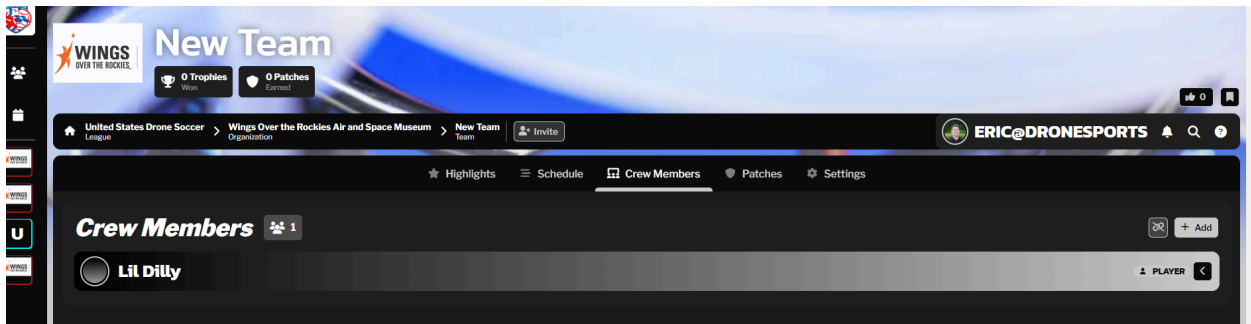
On the right hand side you will see an “Add” button and two chain links with a line through it symbol. The “add” button is used if the person has an account and you want to pull them into your team. However, with children privacy restrictions applying to most organizations, you will want to click the **Chain Link option to the left** of the “Add” button. This will allow you to create a “Detached” account which means there is no private information associated with the account and you can choose to call your student by a nickname, last name, or made up name that only you and the student will recognize on your roster.



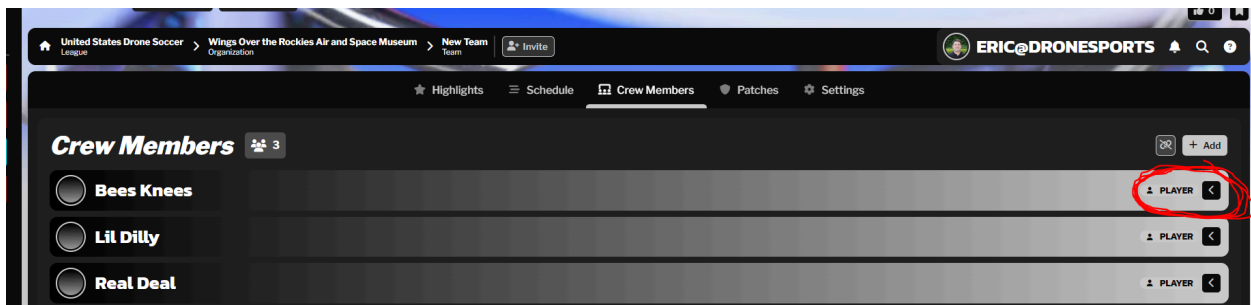
When you click the **Chain Link** option to the left of the “Add” button a new window pops up. Here you can enter in just a nickname or just a name like in the picture. An email address can be attached but this is only used to “claim” this generic profile at a later date. This would be useful if the individual would like to claim the profile and input additional information . But in most cases a generic name with no identifying information is all you need.



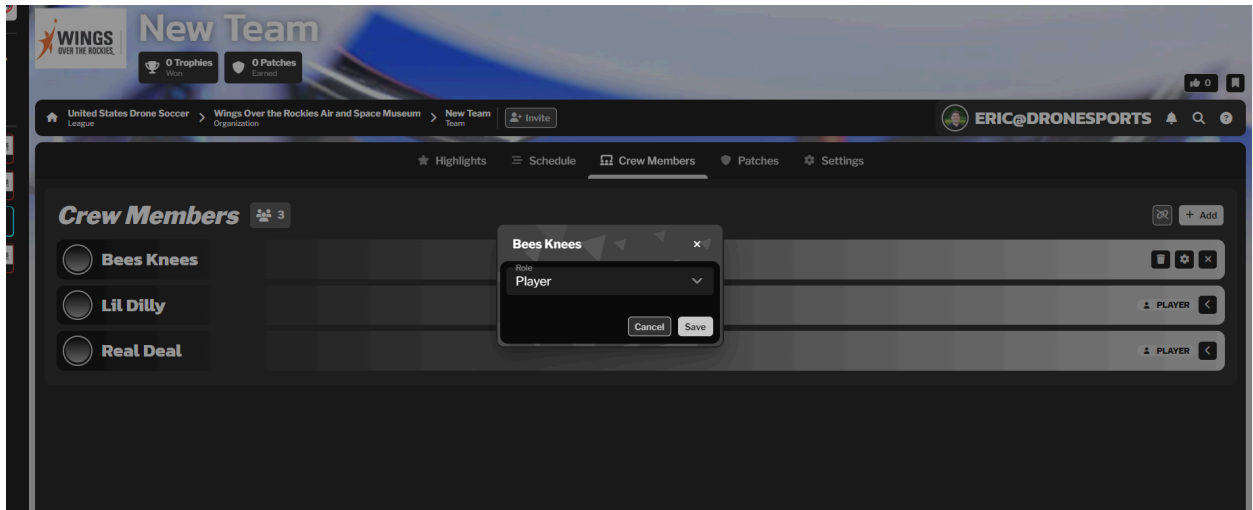
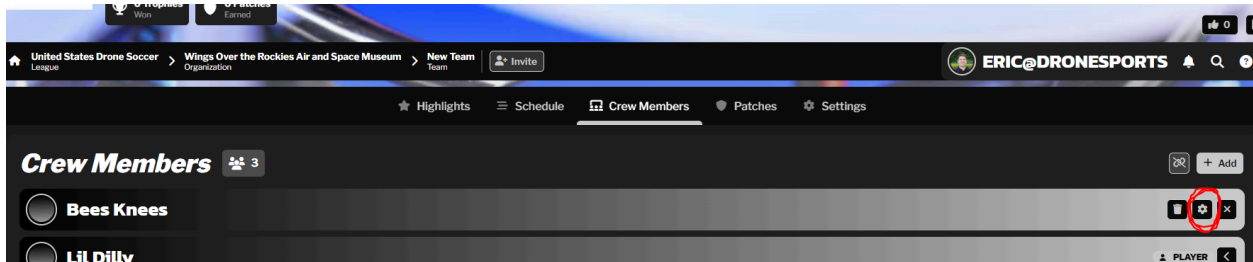
When you click “Create” in the bottom right corner, it adds the individual to the team.



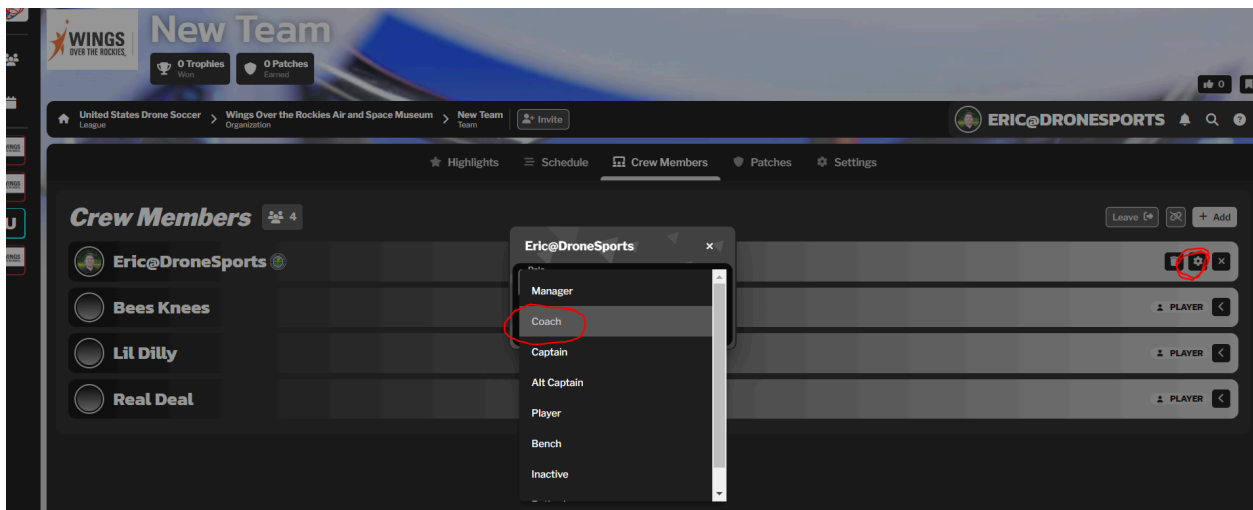
Repeat these steps until you have everyone added. Then we will set roles. At the end of the name you will see the label “Player”. Click on the < to open options.



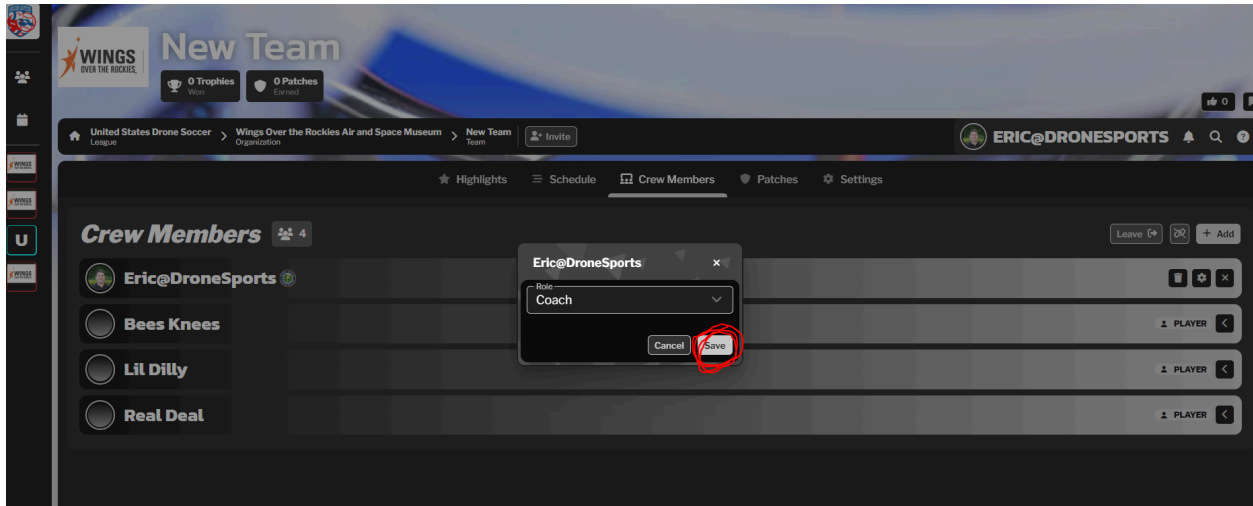
Click on the gear symbol.



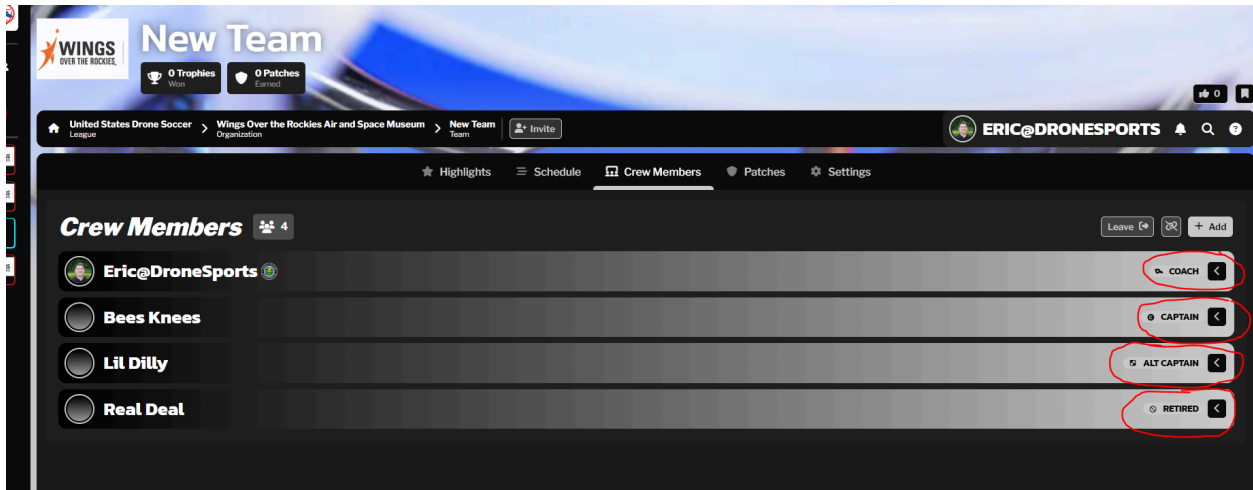
A box will appear and here is where you can assign roles to your team. This is good for organization purposes but **critically important for registering your team for events.** **Make sure you as the Team Manager/Coach is assigned as a member of the team.** **Once you see your name, change your role to Coach/Manager. In this example we will say Eric is the Coach.**



Don't forget to hit save!

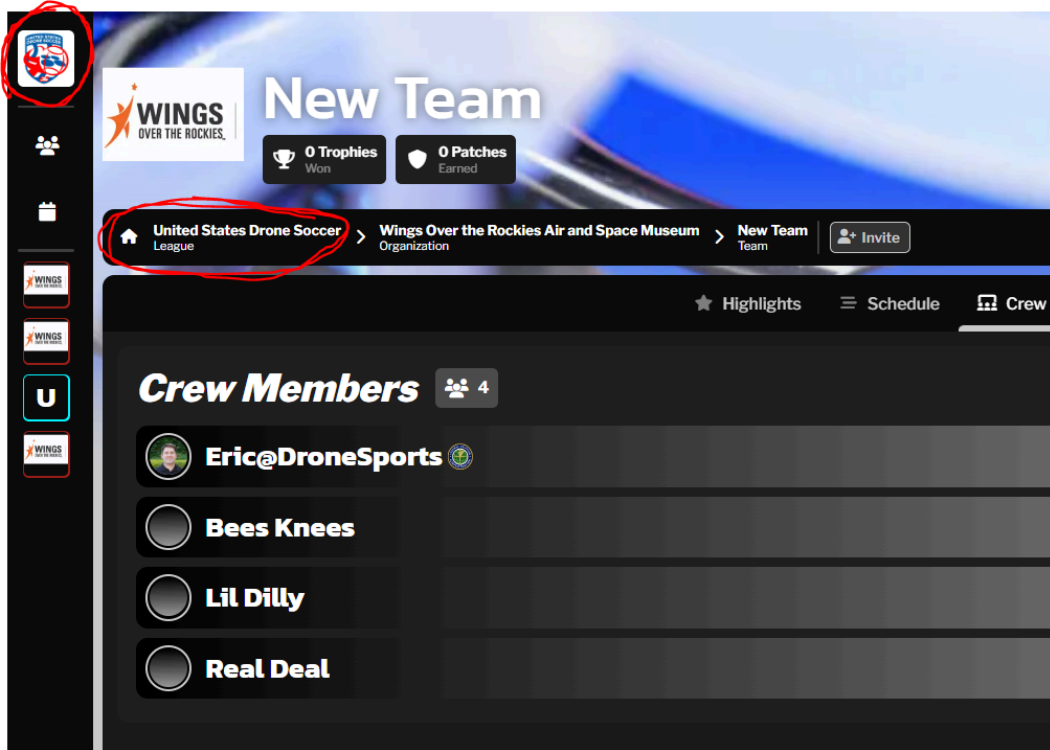


Done! You can set other roles to people on your team but the one that matters is the person signing the team up for events. More on registration in the next section.

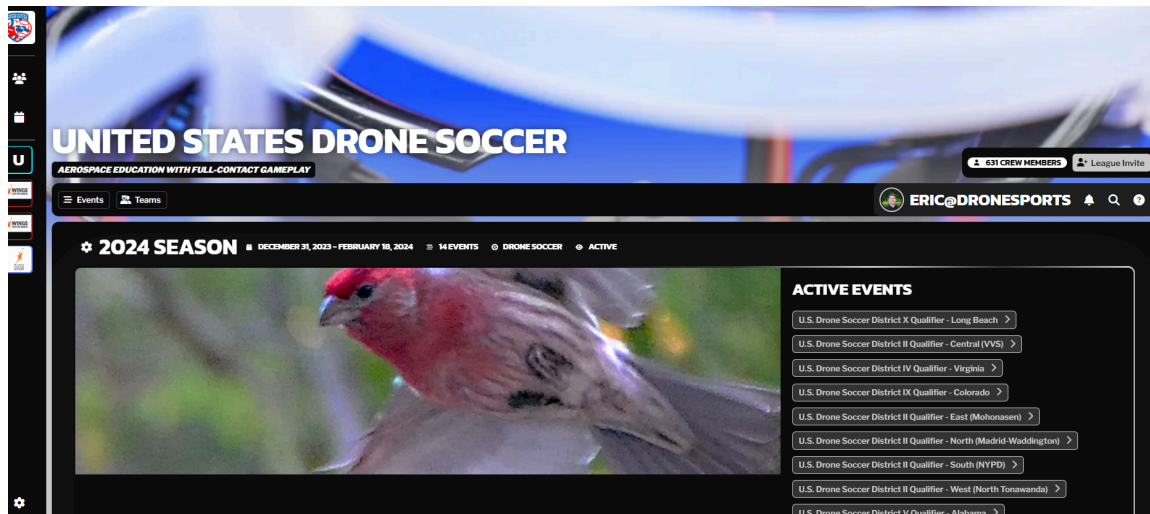


Educator/Team Manager - Register for Qualifier/Championship

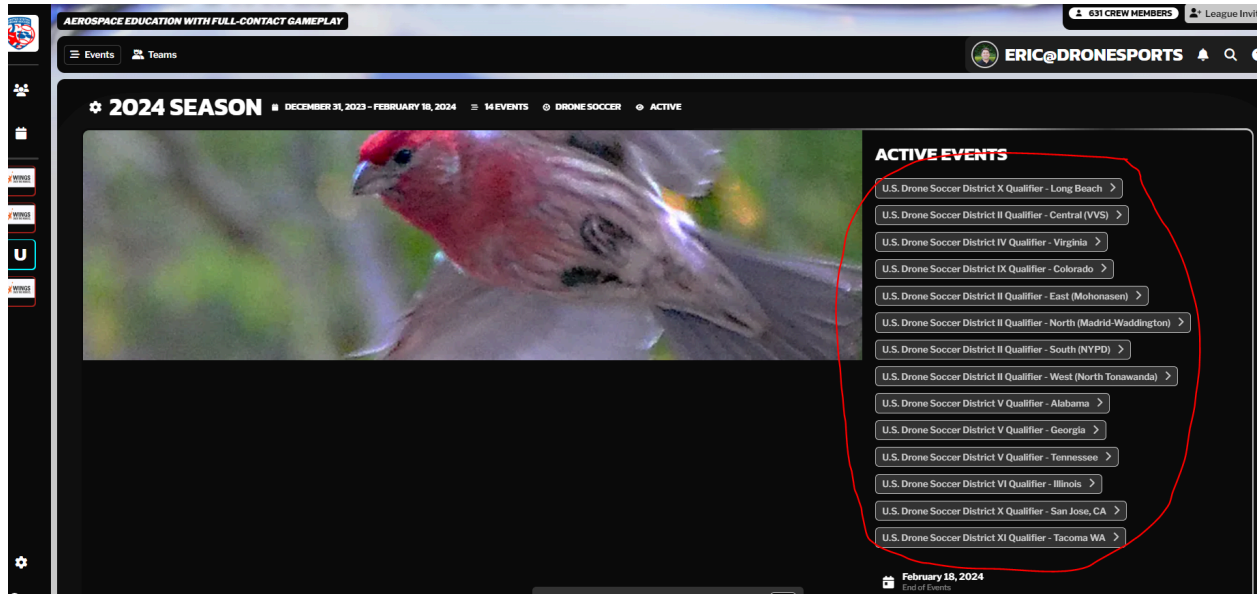
Now that you are the “Coach” or “Manager” of your team, it is time to register. From your team page, click on the Drone Soccer logo in the top left corner. Or you can click the United States Drone Soccer link in the middle of the screen.



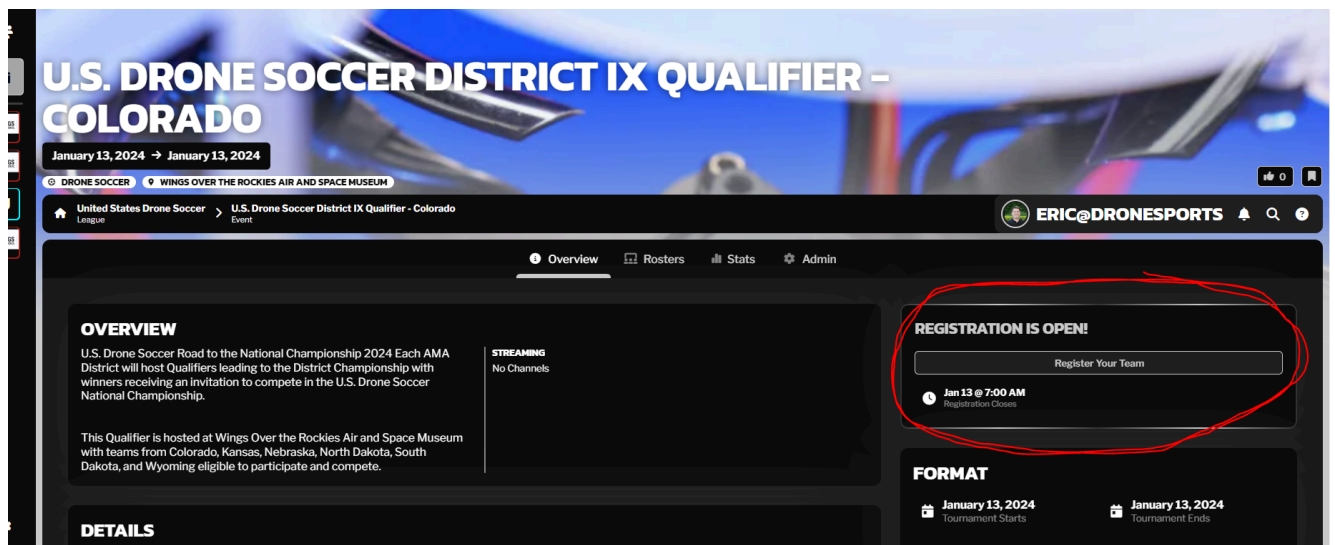
This takes you back to the main league page.



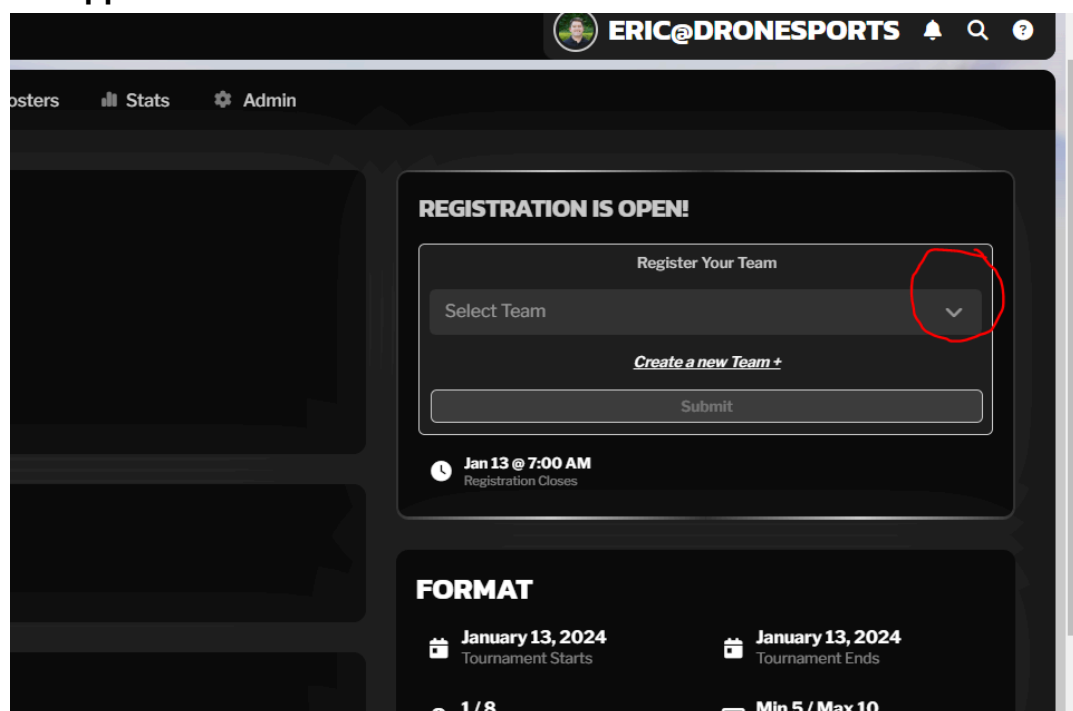
Scroll down slightly to see all the Active Events on the right hand side. Click on the right Qualifier for your district



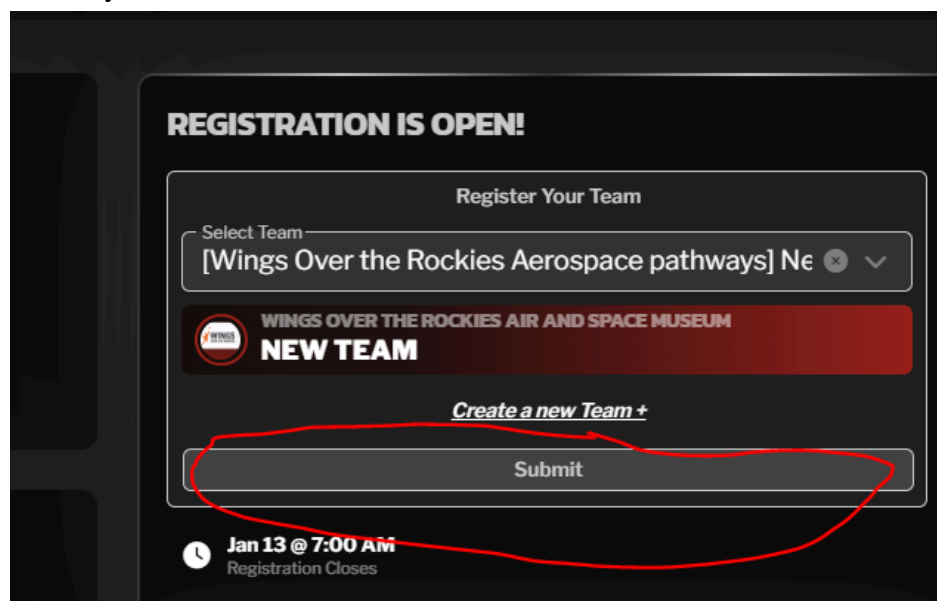
For this example we will pick District IX Colorado. Once you click on the correct event, the page will open and you will see Registration Open - Register your team. Click on Register your team.



When you click “Register Your Team” a carrot will appear. Use the drop down arrow and select the team you want to register. **Only teams you are the Coach or Manager of, will appear.**

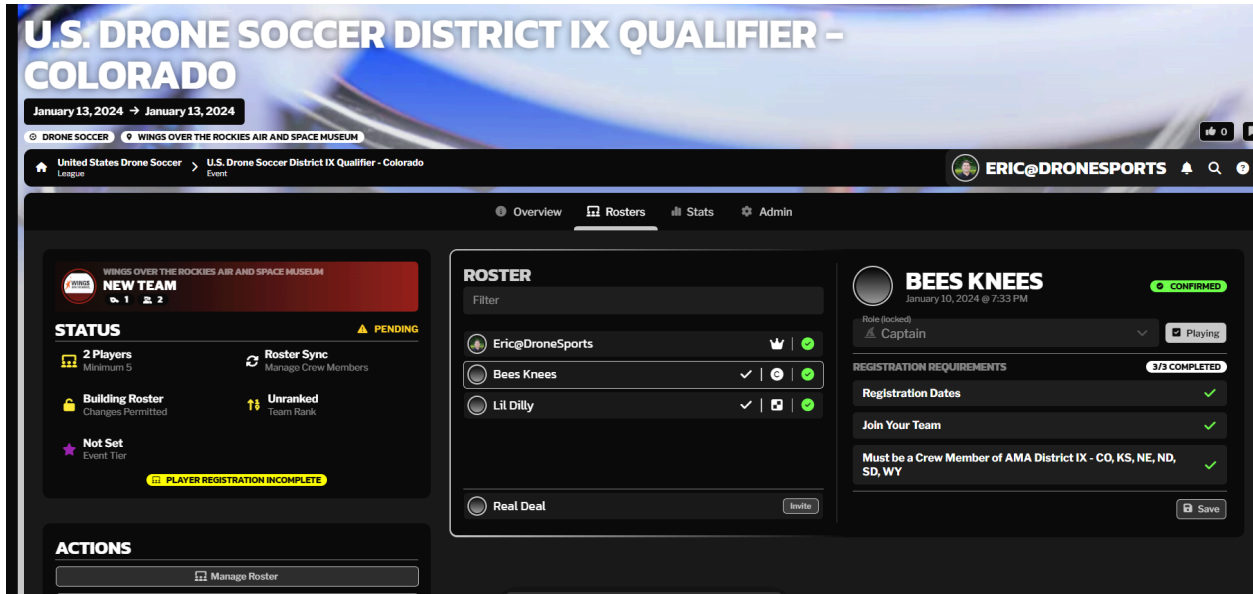


Select your team and hit submit. DONE!



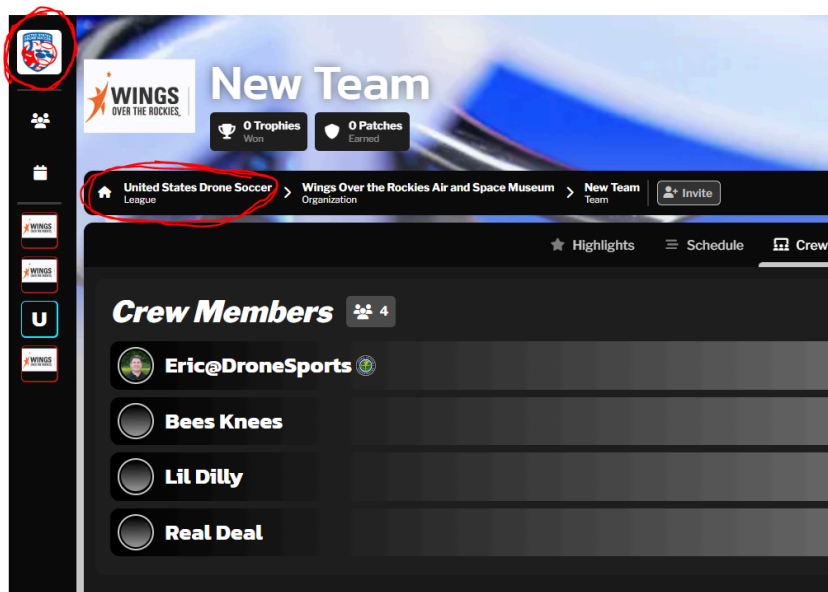
If you get an error message saying you need an invite to the event you do not have a Coach or Manager role in your team. Go back to the section **Educator/Team Manager - Add Members to your team and manage “roles”**

When you hit submit, it will load your team management page for that even. Here you can manage your team for the event but this is not important at this time. The important thing is your team is signed up for the event.



As a Qualifier/Championship Administrator: Confirm a Registered team

Go to the main League landing page.



Main League page - find your qualifier on the right and left click.

AEROSPACE EDUCATION WITH FULL-CONTACT GAMEPLAY

431 CREW MEMBERS League Inv

Events Teams ERIC@DRONESPORTS

2024 SEASON DECEMBER 31, 2023 - FEBRUARY 18, 2024 14 EVENTS DRONE SOCCER ACTIVE

ACTIVE EVENTS

- U.S. Drone Soccer District X Qualifier - Long Beach >
- U.S. Drone Soccer District II Qualifier - Central (WVS) >
- U.S. Drone Soccer District IV Qualifier - Virginia >
- U.S. Drone Soccer District IX Qualifier - Colorado >
- U.S. Drone Soccer District II Qualifier - East (Mohnassen) >
- U.S. Drone Soccer District II Qualifier - North (Madrid-Waddington) >
- U.S. Drone Soccer District II Qualifier - South (NYPD) >
- U.S. Drone Soccer District II Qualifier - West (North Tonawanda) >
- U.S. Drone Soccer District V Qualifier - Alabama >
- U.S. Drone Soccer District V Qualifier - Georgia >
- U.S. Drone Soccer District V Qualifier - Tennessee >
- U.S. Drone Soccer District VI Qualifier - Illinois >
- U.S. Drone Soccer District X Qualifier - San Jose, CA >
- U.S. Drone Soccer District XI Qualifier - Tacoma WA >

February 18, 2024 End of season

Click on the Admin tab

U.S. DRONE SOCCER DISTRICT IX QUALIFIER - COLORADO

January 13, 2024 → January 13, 2024

DRONE SOCCER WINGS OVER THE ROCKIES AIR AND SPACE MUSEUM

United States Drone Soccer League > U.S. Drone Soccer District IX Qualifier - Colorado Event ERIC@DRONESPORTS

Overview Rosters Stats **Admin**

OVERVIEW

U.S. Drone Soccer Road to the National Championship 2024 Each AMA District will host Qualifiers leading to the District Championship with winners receiving an invitation to compete in the U.S. Drone Soccer National Championship.

STREAMING
No Channels

This Qualifier is hosted at Wings Over the Rockies Air and Space Museum with teams from Colorado, Kansas, Nebraska, North Dakota, South Dakota, and Wyoming eligible to participate and compete.

REGISTRATION IS OPEN!

View Registration

Register Your Team

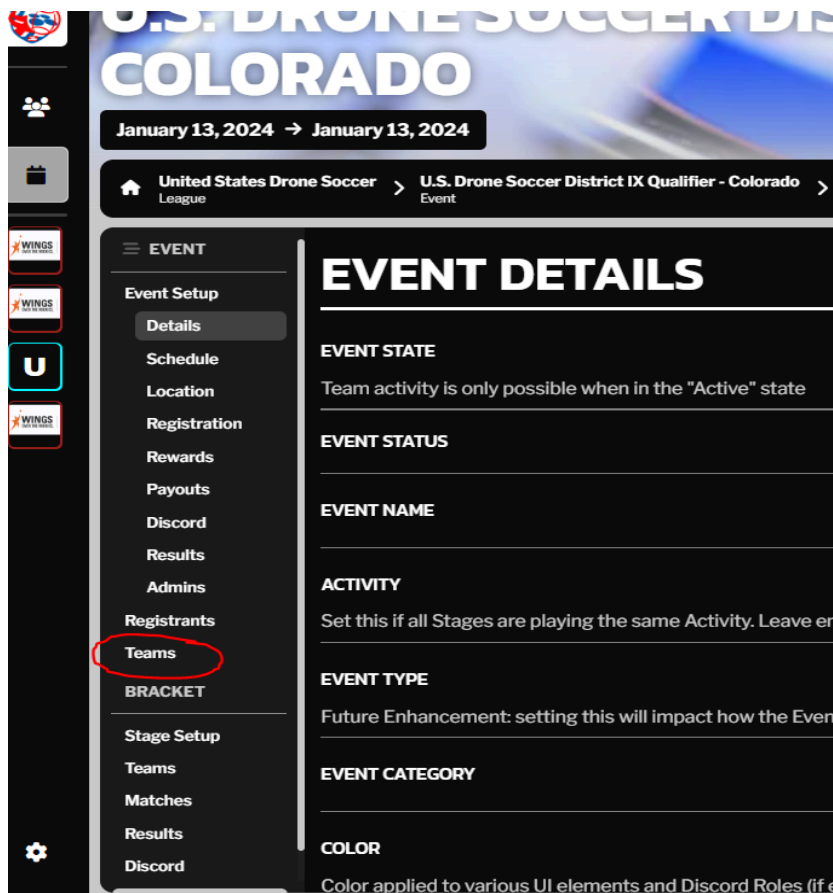
Jan 13 @ 7:00 AM
Registration Closes

FORMAT

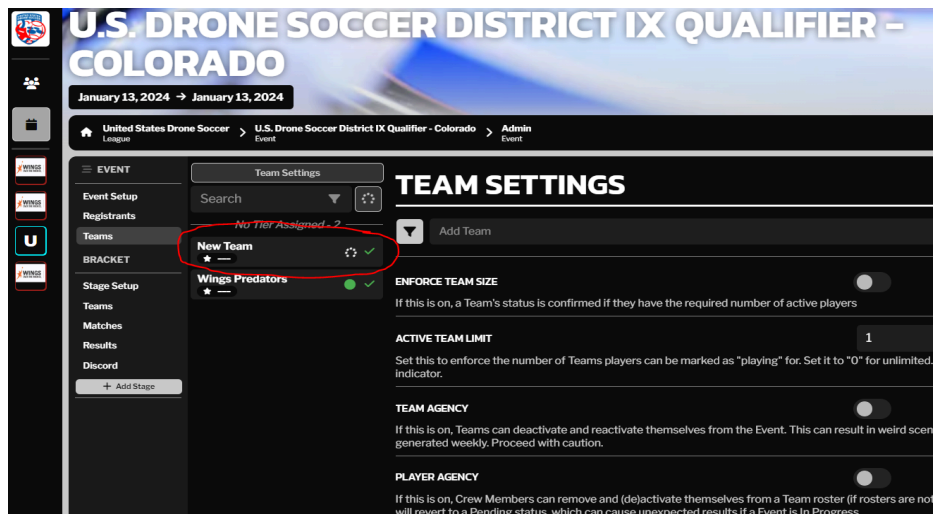
January 13, 2024
Tournament Starts

January
Tournament

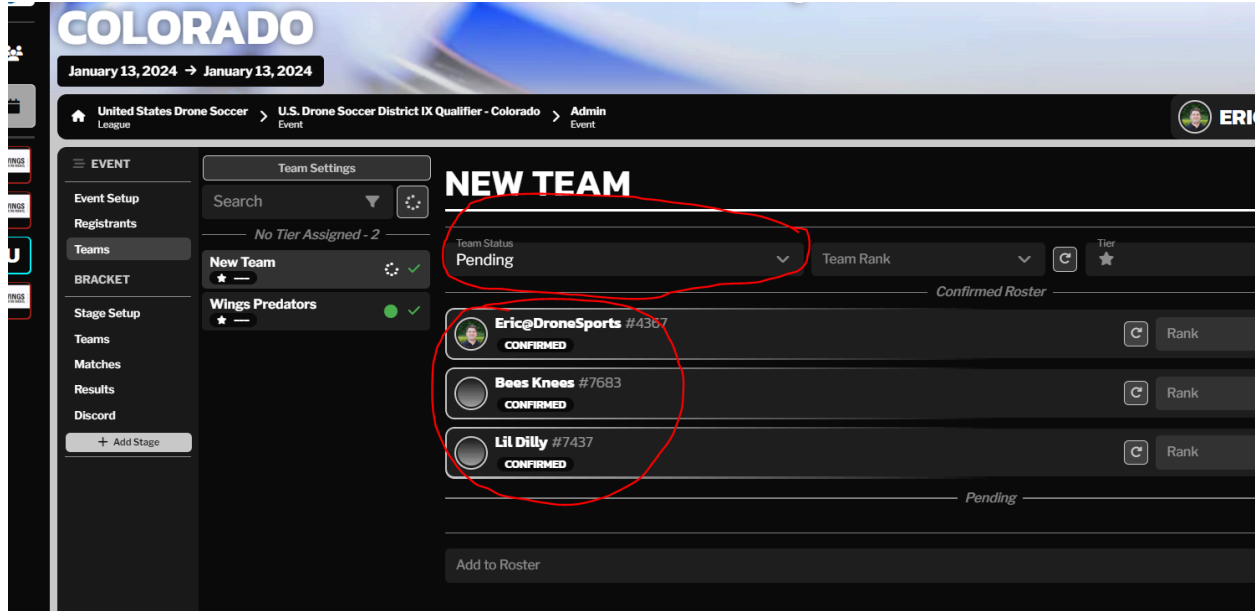
On the left hand side, click on the bottom click "Teams"



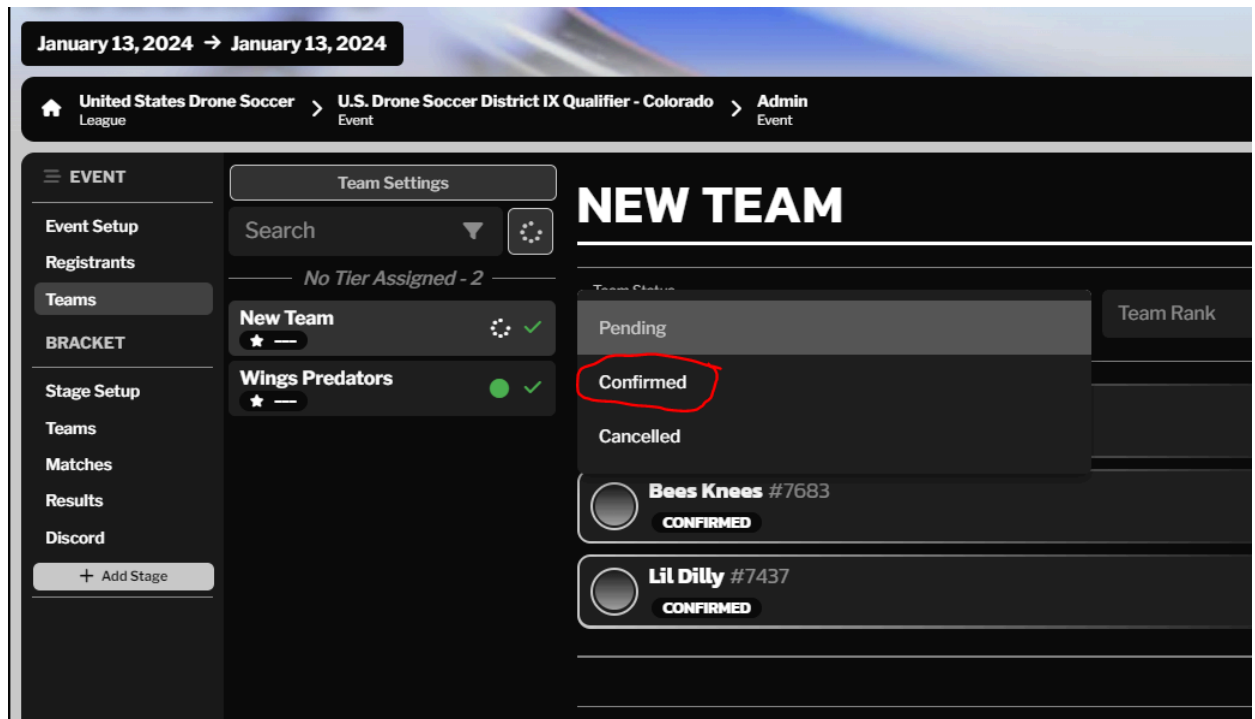
You will see the list of teams registered. Those confirmed will have a green dot next to their name. Those that still need to be confirmed will have a spinning loading symbol. Left click on the new team to select.



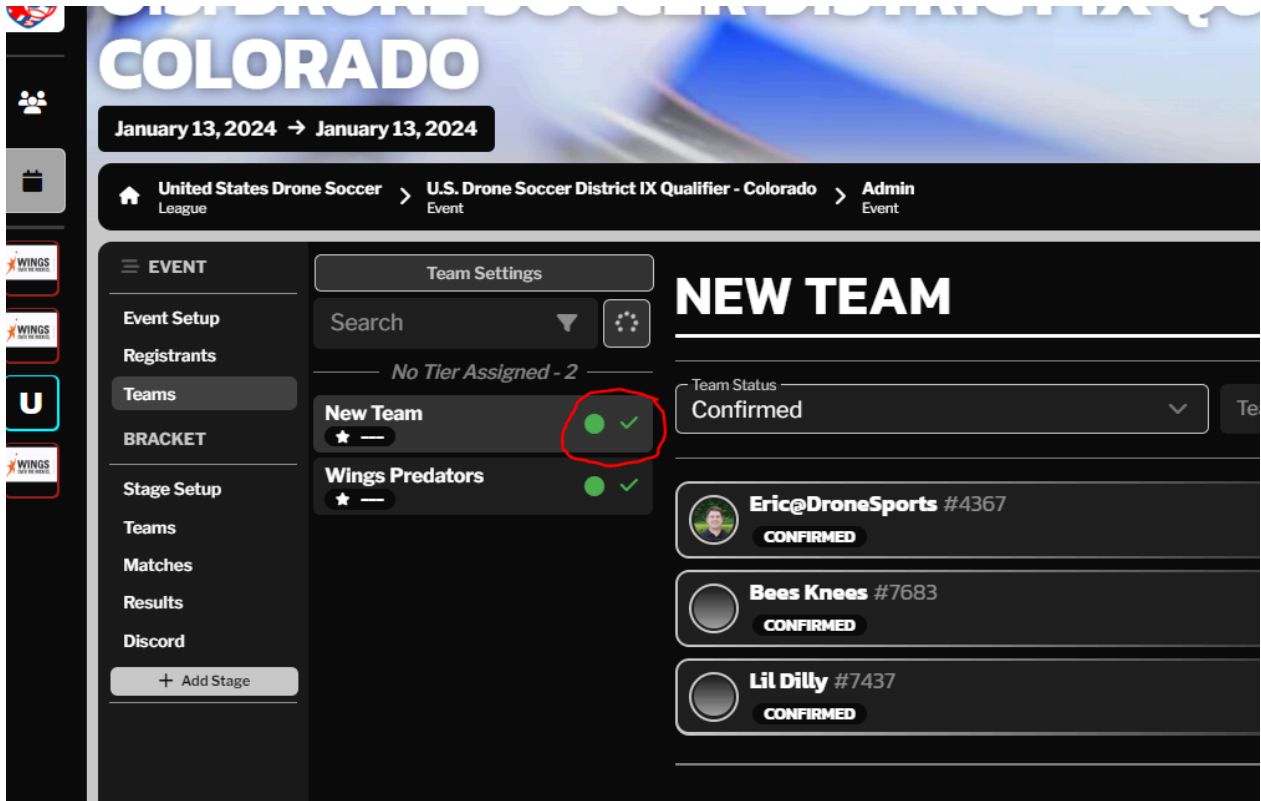
When you select the new team, it will look like below. Notice every player we added to the team earlier was pulled into the event. Except the one we marked “Retired” earlier. Team managers can still adjust their teams even after signing up for the event. Next we will click the “Team Status” area.



Select “Confirmed”.



The New Team is now confirmed and is part of the event. The spinning loading symbol turns to solid green.



Hit Save! Done!!

