

LOUDOUN SOCCER AGC SOFTWARE USER GUIDE

Updated: December 2007

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LOGGING ON TO THE DEMOSPHERE AGC SYSTEM

The Demosphere AGC system has a web-based component and a PC-based component. The web-based component is used to set up teams and put them in divisions, and assign teams to coaches. The PC-based component is used to assign players to teams and print team rosters.

To log on to the web-based portion, go to the following address and enter your User ID and password.

<https://ssl.demosphere.com/LYSA/AGC>

Note that this is an https address, not http (the s is for “secure”). The User ID and password are not case sensitive, so it does not matter if your CAPS key is set or not. Once you log in you will see a web page that provides the following options:

TEAM MANAGEMENT

Team Management Page for Classic Commissioner

You have rights to 648 players.
Some of these players may be on the [Wait List](#).

Follow the four steps below to assign your players to teams.
Refer to the [Help](#) page for instructions regarding steps 1-3.
Refer to the [Download Instructions](#) for help with Step 4.

- 1 [Division Management](#):** Every team that you wish to use must be placed on a division.
- 2 [Create/Add Teams](#):** Before you can place your players on teams you must first create your teams.
- 3 [Coach Assignments Screen](#):** (Optional) You may wish to assign coaches to teams and or view the Volunteers that have offered to Coach for your players.
- 4 [Download the AGC Program](#):** The AGC program is what you will need in order to assign players to the teams you created along with other features such as printing rosters.
- 5 [Assign Division](#):** This is an optional feature you have been granted rights to that allows you to move players between divisions for the purpose of filling play up/down requests.
- 6 [Reports](#):** Additional exporting and reporting features.

SETTING UP DIVISIONS

Option 1 on the Team Management page is used to define divisions that are used to group teams. The Loudoun Soccer divisions have already been set up and coordinators should not try to create any new divisions. The divisions are used to group teams together in a list, and each coordinator will have one list of teams in one division. Regional Commissioners have access rights to view teams in multiple divisions.

Once you know which teams you will be keeping in your list and which ones you do not need, use this option to remove any unneeded teams from your team list. Select this option and when the next page is displayed, click on the division name that is displayed to view a list of teams assigned to that division. Click on the Remove link beside any teams that you no longer need in your division. This step should be performed as soon as you finalize your team count in each age group so that it is clear to others who view that team data which are the active teams in your list. If you decide you need to add a team back in to your division list, you can do that using the Add team option shown above the list of teams in your division.

SETTING UP TEAMS

Option 2 on the Team Management page is used to define teams that will be assigned to coaches. Coordinators will probably find that all the teams they need are already set up and assigned to their divisions. If you need to create another team for a particular age group, use Option 2 on the web page to define the new team. Be sure to use the same naming convention for team name and team abbreviation as the other teams in your list when you create the new team, and make sure the team identifier at the end (A, B, C, etc.) does not duplicate what is used for another team for that town and age group. Fill in the team information as follows:

Team Name: Enter the team name with dash separators, such as U08B-LEE-D

Team Abbreviation: Enter the team name without dashes, such as U08BLEED

Division: Select your division from the drop-down list

Comments: Enter Red/White in the Comments field.

Your team list will be displayed on the left side of the screen, and beside each team name will be the word Delete or Deactivate. **You should not click on either of those words to remove a team from your list. The Delete option is only available if the team name has never been used in prior seasons when assigning players to teams. The Deactivate option is used to put teams on the Inactive list if they have been used before (rather than delete them from the database). Instead of deleting or deactivating teams, you can just remove them from your division list as described in the previous section.**

ASSIGNING COACHES TO TEAMS

Option 3 on the Team Management page is used to do all initial coach assignments and any subsequent changes in assignments. If parents volunteer to coach more than one kid, they may

appear twice in your list of coach volunteers if their kids are also in your list. A coordinator who handles multiple age groups in a town may see a parent listed twice on the coach volunteer screen, but a coordinator who only handles a single age group will only see one volunteer entry per person (unless the parent is coaching twins). All coach volunteers do not have to be assigned to teams if there are more volunteers than teams.

Most of the coach volunteers in your list will have **Yes** noted in the Pref column and that indicates that the person wants to coach his/her son or daughter. If you click on the word **Yes** you can see the name of the player the person wants to coach. The Year-of-Play for that player is shown in the column to the right of the Pref column, and that should match the age group for the team that you assign to that coach.

If you see a coach listed who has **No** noted in the Pref column, that indicates that the person is a non-parent volunteer and can coach any team. Non-Parent volunteers will show up in the coach volunteer lists of all coordinators, **so you should first click the coach name to see where that person lives and determine if he/she is geographically close to where your teams are.** You can then contact that person to see if they are available to coach one of your teams and if the age group you need a coach for is one that they are willing to coach. If you see that a non-parent volunteer already has a team assignment, do not contact that person about coaching one of your teams, and **do not attempt to change the team assignment.**

If you see a coach who has **SC** noted in the Pref column, that indicates a player parent who checked the volunteer box to coach any recreational team, rather than just their son or daughter. You may also see another entry for this person in your list where **Yes** is shown in the Pref column. In most cases, this parent checked too many boxes on the coach volunteer screen and you can ignore the entry in your list where **SC** is shown in the Pref column.

To assign a team to a coach, just choose a team from the drop-down list beside the coach name. **Be careful when you select teams from the drop-down list that you never select the same team name twice** (i.e. assign the same team to two different coaches). There is nothing in the software that prevents you from doing that. If there are more teams in your list than you actually will use, just leave the other teams there and do not assign any coaches to them. If you check the **Assign** box beside each coach name, the players associated with the coaches will automatically be assigned to their teams. After making one or more coach assignments, click the **Update** button at the bottom of the page to save the changes you have made.

When assigning teams to coaches, you must do the assignments in the upper part of the screen where coach volunteers are listed rather than in the lower part of the screen where assistant coaches are listed. Only coaches will be shown on any contact lists that are generated, and the AGC software used for doing team assignments will only show the coach name, not the assistant coach. If someone who volunteered to be an assistant coach becomes a head coach, you must designate that person as a coach before you do the team assignment. Use the link at the top of the page that is labeled [Click here to view non-coaching parents and make them coaches](#), to designate a coach from your list of team parents. Once you check the **Coach** box beside someone's name on that screen and click the **Submit** button, you can return to the Coach Assignment screen and you will see that person listed in the coaches section, and then you can

assign a team to him/her. If you have more teams than coach volunteers, you will need to use this process to designate new coaches in the database after you have recruited them.

Each time you assign teams (or change coach assignments), verify that all your assignments are correct by selecting Option 6 (Reports) from the Team Management screen and running the Coach/Team Export (be sure the Coach Info option is selected on the filter screen). If you don't see your teams with the right coach assignments, you should go back to the Coach Assignments screen and make corrections as required.

DOWNLOADING AND INSTALLING THE AGC SOFTWARE

Option 4 on the Team Management page is used to display instructions for how to download and install the PC-based AGC software (the file is over 2 MB in size, so it may take a while to download over a standard modem). If you print out the displayed page you can follow the instructions as you download and install the software. The instructions for how to use the AGC software are on the web site as well, but you can also just read the following sections to learn how to use the software and other tools that have been set up for Loudoun Soccer coordinators.

AGC SOFTWARE START-UP

Once the software installation is complete you can start it up and log in. Since you will not yet have any player data downloaded, you will need to select the option to ***Refresh Data from Server*** so that all your player and team data can be downloaded. You will be prompted to enter the Job ID and Season ID codes along with your User ID and password. You can get these codes from your Regional Commissioner or the Recreation Program Manager.

Job ID:

Season ID:

Every time after your first login these codes will be filled in automatically and you will only have to enter your User ID and password to refresh your data from the server. When the data refresh is complete, you will see a list of your players on the left hand side of the screen and a list of your teams on the right hand side.

Last name	First name	Jersey #	Team	Prev team	Year of play	Grade	Sex	Birth date	Town of Play	Season
Jenkins	Krystal			U14GRHA	1989	8	F	10/21/1988	Purcellville	11
Becker	Jennifer			U14GRHA	1989	8	F	3/21/1990	Round Hill	4
Huelsman	Alexandra			U14GRHA	1989	7	F	12/12/1990	Round Hill	10
Boisjolie	Melinda			U14GRHA	1989	8	F	7/7/1990	Purcellville	2
Dunson	Alyssa			U14GRHA	1990	8	F	9/5/1990	Purcellville	9
Wilburn	Jennifer			U16GPURA	1988	9	F	2/19/1989	Purcellville	12
Mangoni	Jillian			U16GPURA	1988	9	F	5/7/1989	Purcellville	11
Bergel	Sarah			U16GPURA	1987	9	F	6/5/1988	Lovettsville	6
Gatling	Katherine			U16GPURA	1988	9	F	5/2/1989	Purcellville	14
Jackson	Jill			U16GRHA	1988	9	F	12/12/1988	Waterford	16
Horn	Michelle			U16GRHA	1988	9	F	7/25/1989	Round Hill	11
Bhatia	Brittany			U16GRHA	1988	9	F	7/9/1989	Round Hill	18
Osowski	Cecelia			U16GRHA	1988	9	F	7/18/1989	Lincoln	12
Reedy	Regan			U16GRHA	1988	9	F	4/2/1989	Purcellville	12
Gonzalez	Amy			U16GRHA	1988	9	F	6/10/1989	Lovettsville	3
Kilfeather	Kaylen		U13GPURA	U13GPURA	1990	7	F	10/12/1990	Purcellville	13
Gibson	Meghan		U13GPURA	U13GPURA	1991	6	F	12/16/1991	Purcellville	9
Trader	Theresa	10	U14GPURA		1989	8	F	9/27/1990	Waterford	
Henderson	Lauren	24	U14GPURA		1989	8	F	12/23/1989	Purcellville	6
Reid	Katie	7	U14GPURA	U14GPURA	1989	8	F	6/12/1990	Lovettsville	14
Lovasz	Barbara	4	U14GPURA	U14GPURA	1989	8	F	3/22/1990	Purcellville	14
Sieren	Audrey	21	U14GPURA	U14GPURA	1989	8	F	6/25/1990	Lovettsville	5
French	Ashley	14	U14GPURA	U14GPURA	1989	8	F	6/14/1990	Waterford	9
Cohoon	Erica	5	U14GPURA	U14GPURA	1989	8	F	2/22/1990	Round Hill	5
Furr	Amy	11	U14GPURA	U14GPURA	1989	8	F	9/2/1990	Lovettsville	8
Lewis	Elizabeth	9	U14GPURA	U14GPURA	1989	8	F	5/25/1990	Round Hill	5
Herman	Chelsea	17	U14GPURA	U14GPURA	1989	8	F	4/18/1990	Purcellville	7
Dickens	Victoria	3	U14GPURA	U14GPURA	1989	8	F	3/15/1990	Purcellville	12

The data columns may not be optimally arranged to suit the needs of most coordinators, so you should reorder the columns by clicking and dragging on column headings to move columns left or right in the display. You can also adjust the width of data columns by clicking the right borderline of a column heading and dragging it right or left to make the column wider or narrower. The recommended column order for team and player data is shown below.

Player Data Columns	Team Data Columns
<ul style="list-style-type: none"> Selected Player Name (First & Last) Team Name Previous Team Name Year of Play School Grade Sex Birth Date Town of Play Seasons Played School Name Special Requests 	<ul style="list-style-type: none"> Coach Name Team Name Number of Players Average Seasons Comments Division Name Team Abbreviation Average Rating (not used)
Other columns can be in any order on the right	

The AGC software may not remember the column arrangement that you have set whenever the software is closed. Therefore, the data columns might have to be rearranged to suit your needs each time the AGC software is opened.

The vertical scroll bars in the software also do not always work as expected, and sometimes they actually disappear from the screen. To move up or down in your player or team list you can always use the Page Up or Page Down keys, and when the scroll bars disappear you can get them back by pressing one of those keys.

SORTING THE PLAYER LIST

The player data list can be sorted by using the **SORT** button on the top of the page. Just click on a heading on the left side and move it over the right side using the right arrow in the center. You can then arrange the sort order on the right side by using the up and down arrows. You may sort the data using more than one heading.

ASSIGNING PLAYERS TO TEAMS

If you have assigned coaches to your teams, you can see the coach names next to the team names on the right hand side of the screen. There are various ways to have the players assigned to teams:

- Just click in the **Team** box next to each player and a list of teams to pick from will drop down. Select the team you want to assign the player to and hit OK.
- Click a team name to select it and then click the **selected** box to the left of all players that you want to assign to that team. Once the players are selected, click the **Tools** button at the top of the screen and select **Assign**.
- To give all players the same team assignments in the Spring that they had in the previous Fall season, use the option under the **Tools** button labeled **Copy Previous Team to Current Team**. You do not have to have any players selected to use this feature.

Note: The **Copy Previous Team to Current Team** option should not be used when assigning players to teams in the fall season because players will have aged up a level and will need to be assigned to teams in a higher age group. This feature will not even work for coordinators who only have one age group to manage because the teams from the previous season will not be listed in the coordinator's division for the Fall season.

As you assign players to teams you will see the player count increment beside each team name and the average seasons column will be updated. To unassign one or more players, just click the check box to the left of their names and then use the **Tools** button to select the option to **Erase Team Assignment on Selected Players**.

Each time you refresh your data from the server you should check to see if you have any new players in your list. If you have already assigned all of your earlier players to teams, you can easily spot the new players by sorting your player list on the Team column and the players without team assignments will be shown at the top of the list.

TEAM ASSIGNMENT ERROR CHECKING

Coordinators who only manage one age group in one town should not have any problems assigning players to the teams in the right age groups. However, coordinators who manage multiple age groups will need to be careful when they do team assignments to make sure that players are assigned to teams in the right age groups. There is nothing in the AGC software that prevents a coordinator from assigning a U9 player to a U6 team (or vice versa) if you have access to players in those age groups.

Once you have made your player team assignments you should sort your player list by team and scan down the Year-of-Play column to make sure that all players on a team have the same year of play. There may be some cases where a player is allowed to play up an age level, but there should be no players playing down. If you see a player who has a Year-of-Play that is lower than the other players on the team, that indicates a play down situation that should be corrected. If there is a player who has a Year-of-Play that is higher than the other players on the team, that indicates a play-up situation and you should make sure that the player really belongs on that team.

FILTERING THE PLAYER LIST BY TEAM

The only player list filtering capability that the AGC software provides is by team assignment (see the AGC Add-on section for additional filtering capabilities). Click the **Set Team Filter** button to bring up a screen that shows your team divisions and then click on the + sign beside a division name to display a list of teams in that division. As you check the boxes beside team names the player list on the left side will be updated to show the list of players assigned to each team. The primary purpose of the Team Filter function is to allow coordinators to print team rosters. When you set the filter for one or more teams, you can click the **Rosters** button to generate a roster report and either print the report or save it as a PDF file.

EXTRACTING E-MAIL ADDRESSES

The AGC software provides the ability to extract e-mail addresses for the parents of any players shown in the display. If you want the addresses for the parents of all your players, set your team filter to show all teams (or no teams). If you just want the addresses for parents of players on a specific team, set the team filter to only show players for that team. When you have the right players displayed on the left hand side of the screen, click on the **Tools** buttons and select the **Email List** option at the bottom of the list to bring up a screen that lists the e-mail addresses. Click on the **Copy All to Clipboard** button to copy those addresses so that you can paste them in the TO field of an e-mail message (or paste them in the BCC field to hide all addresses from the

message recipients). This feature is most useful when you have more teams than coaches and want to recruit more coaches using a broadcast e-mail message to parents.

SAVING CHANGES AND CLOSING THE AGC SOFTWARE

Whenever you make player team assignments or update player jersey numbers (for U13-U19 players), and you are ready to quit for the day, click the **Save Changes and Refresh** button in the upper left corner of the window. Once you enter your User ID and password when prompted, your changes will be sent out to the database server for safekeeping. When the data refresh process is complete, you can click the X in the upper right corner of the window to close the AGC software.

AGC REPORTS AND DATA EXPORTS

Loudoun Soccer has requested that Demosphere provide reports that are similar to what we have had in the past, and these can be found in Option 5 of the Team Management screen.

PLAYER DATA EXPORT

This feature allows users to export player data based on selected filtering criteria. The feature is set up by default to output all fields required by the AGC Add-On Tool for the current season. Users can change the Season setting and filtering criteria and select/deselect various data fields to get a customized data export (player name is included by default). Once the filtering criteria is set and the export items are selected, click the **Submit** button to retrieve the data. The list of players will then be displayed on the screen and you can save that list on your PC by using the **Save As** option in the **File** menu. You can also press **Control-A** to highlight the text and then press **Control-C** to copy the text to your Windows clipboard. You can then open up MS Word or Excel and paste the data in a file.

This player export feature is most useful for generating a list of players who were registered in past seasons but have not yet registered for the current season. If players are needed to fill up teams, a list of past players can be generated and parents can be contacted to see if any players can be signed up. To generate this type of list, set the **Season** field to a past season and set the **Did Not Play** field to the current season. You can then set any other filtering criteria you want and define the fields to be exported before clicking the **Submit** button.

COACH/TEAM DATA EXPORT

Selecting this option will display a list of your teams with coach names and contact information. You have the option of just displaying team names with the count of players assigned to each team, or you can include coach names and contact information in the list. The Coach Info option must be used when exporting data that will be copied into the AGC Add-On Tool.

HISTORICAL PLAYER COUNTS

This report is useful for comparing player counts for the current season with the last four seasons. The output can be grouped first by town and then by age group (year-of-play), or by age group and then by town. For coordinators who only manage one age group in one town it doesn't matter which grouping option you choose. Coordinators who have multiple age groups in a single town will want to group by town and then by age group. Coordinators who have multiple age groups in multiple towns will want to group by age group and then by town so they can see how many total players they have in each age group.

Please note that because the data is based on year-of-play rather than the normal age group definitions, it will likely appear that the player counts diminish each season as players drop out (e.g. we had more U12 player a year ago than we have U13 players this year). If the report used actual age groups (rather than year-of-play), the number of players in each age group each season would be more constant (and may actually increase with time).

PLAYER TEAM ASSIGNMENT SUMMARY

This report shows a summary version of team roster information that coordinators can print out as a record of their team assignments. This report has the option of displaying data from a previous season so that coordinators can view prior rosters. However, this method will not work for most coordinators in the fall season because players age up a level and coordinators will not have the same team list they had in the spring season. To view spring team assignments for the players in your list, use the Player Export report and select Previous Team as one of the fields to include in the output.

DUPLICATE JERSEY NUMBERS

This report provides U13-U19 coordinators with the ability to print out a list of players who have duplicate jersey numbers on the same team.

SFL ROSTERS

This report provides U13-U19 coordinators with the ability to print out signed SFL rosters for each of their teams. These rosters must be provided to coaches before the first game.

WAITING LIST PLAYERS

The on-line registration system provides the capability to designate a program as full and any additional players that are registered after that point will automatically go on the waiting list. Since the Recreational program covers U6-U19 players across the entire county, there is currently no way to designate some age groups in specific towns as full while keeping others open for additional player registrations. When the whole program is marked as full and more players are registered, you can see which players you have on the waiting list by clicking the **Waiting List** link at the top of the **Team Management** web page. If you have room on teams for any of the players on the list, there are check boxes in the far right column (labeled "Remove") that you can check, and when you click the *Submit* button, the players are removed

from the waiting list. The next time you refresh data in the AGC program, the new players will show up in your list and can be assigned to teams.

Once you have removed players from the waiting list, you have no way to put them back on the waiting list yourself if you made a mistake. To put a player back on the waiting list, you will have to send an e-mail message to Registrar@loudounsoccer.com and ask her to put the player back on the waiting list. It is important that you remember to do this so that refunds can be made.

TEAM REPORTS FOR COACHES

The AGC Add-On Tool provides several reports that coordinators can give to coaches. Each report can be generated by selecting a team name from the drop-down list at the top of the report page. The players will be listed alphabetically in each report if the player data is sorted alphabetically before it is exported from the AGC software. The reports should normally be printed and handed out to coaches in hardcopy form. **Under no circumstances should an entire AGC Add-On Excel file be sent to a coach by e-mail.** Not only is it a large file to send, it would provide that coach with all the player data that a coordinator has and not just the data he needs for his own team. If you have to send out AGC Add-On Tool roster information by e-mail, copy the roster report from the Add-On Tool and paste it in a Word document. The Word document should be saved with a password so that only the intended recipient can open it. The following team-related reports are available from the AGC Add-On Tool:

- **Team Roster Report** – contains a listing with eight players per page that provides all the information a coach needs to know about each player.
- **Team Contact List** – contains a listing of up to 24 players on a single page that provides basic contact information about each player (suitable as a handout to team parents). If any players on the team have duplicate jersey numbers, the numbers will be shaded light blue so they are easily identifiable.
- **Medical Release Form** – contains a medical release statement with player and parent names and phone numbers printed on the form (four players per page).
- **SFL Team Roster** – contains an official signed SFL roster that U13-U19 coaches need to have in their possession at every SFL game.