

TEAM UPLOADING INSTRUCTIONS

Your club must be registered with Vermont Soccer Association in order to upload your rosters. If you have not registered your club, please

1. Go to <http://vermont.bluesombrero.com>
2. Click Registrations>Club Registrations>Register My Club
3. Highlight the Parent Organization (Vermont Soccer Association) and fill in all club details, including board members
4. Scroll to the bottom of the page and click SAVE
5. You will receive a confirmation email once VSA has approved your club.

Steps to Import Teams

1. Go to <http://vermont.bluesombrero.com>
2. Login with your username/password
3. Go to Admin>>Team Registration Tasks>>Bulk Team Import
4. Make sure your excel sheet (Roster Template) is in the correct format and named Sheet 1.
5. Highlight your club in the *Select Club* section
6. Select the appropriate Season
7. Select the file by clicking *Select* and browsing your computer for the correct file
8. Then click import

*You will receive a message here either letting you know the import was successful or it will give you a list of the errors. You will see the exact errors itemized out. At this point you can make the changes to the excel sheet and follow the import steps above again. **You can re-upload the whole document as NO duplicates will be imported into the system!**

Steps to Finalize Teams

1. Go to <http://vermont.bluesombrero.com>
2. Login with your username/password
3. Go to Admin>>Team Registration Tasks>>Team Registration Dashboard
4. Make sure your club is selected in the *Select Club* section
5. In the *Pending Registrations* section find the team you wish to finalize. Make sure the information is correct.
6. If you need to add/edit info, then click on *Edit* next to the *Players Count* or *Personnel Count* section and edit/add any needed info
7. Once you are ready to finalize, put a check in the box labeled *Finalize* (next to the team you wish to finalize)
8. Click *Finalized Selected Teams*

Steps to Submit Teams

1. Go to <http://vermont.bluesombrero.com>
2. Login with your username/password
3. Go to Admin>>Team Registration Tasks>>Team Submission
4. Select you club from the *Select Club* section
5. Find the team you wish to submit and put a check in the box to the right of the team
6. Click *Submit*

*At this point your team(s) has been submitted to state and is pending approval. To check the status you can go to Admin>>Team Registration Tasks>>Team Registration Dashboard.