**How do I access my Club in the Ohio South state system?**

1. **Step 1**: Log in to the OSYSA system [**HERE**](https://osysa.demosphere-secure.com/admin). *Tip: Bookmark this page for easy login access in the future!*
	1. If you don’t remember your password, click *“forgot your password?”* on the bottom right, then enter your email address to have the password reset email sent to you
	2. If the system doesn’t recognize your email address, contact the Ohio South Office.
2. **Step 2**:  From the dashboard, click on your **League/Club Name** under the RosterPro Club Registrations section. *Note: If you are affiliated with more than one club, you will see each club you are affiliated with in the list.*



**How a club admin/registrar can access a team in the State System, its status and player/coach status**

1. **Login to the State side** [**[link]**](https://osysa.demosphere-secure.com/_login?to=https%3A%2F%2Fosysa.demosphere-secure.com%2Fadmin)(see below)
2. Click on “Seasonal Teams” tab
3. **Find and Select Team –** click on Team name to see Team Staff and Team Roster (players) in the Seasonal Team tab
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Notes:

* **Team Status**
	+ Appears after Team name near top of screen in **ORANGE**
	+ If labeled ISSUES REQUIRING ATTENTION look for items needing addressed in coach and player Status column
	+ Change to APPROVAL REQUESTED when all players and coaches have been added and approved
		- This is done by clicking the blue Edit Team Settings button towards the top right of the page.
		- In the window that opens, find the Team Information box, then find Seasonal Status. Change to Approval Requested.
		- Hit Save.
		- This sends an updated status to the league that you think the team is ready for approval/cards.
* **Player and Coach Photo**
	+ If photo was uploaded then there is a check mark in photo column. No check mark means no photo has been uploaded.
	+ To see photo, to upload or edit a photo click on player/coach name which will open their profile. You will find it best to right click and choose open in a new tab to avoid problems returning to team roster.
	+ If league has reviewed photo and found a problem, then the Status column for that player will say PHOTO ISSUE. If you or parent fix the issue, use blue Edit button to change player status to PENDING. League will then know to review this player again.
	+ For coaches there is no PENDING option to use after photo fix. League is reviewing coaches with PHOTO ISSUE daily or let league know via email.
* **Player POB** (proof of birth)
	+ Check mark in POB column means the players proof of birth has been uploaded (new players) and verified
	+ No check mark means the player has NOT been verified.
	+ To see the POB, right click on player name and choose open in a new tab
		- OR, if you back out of the team to the Dashboard and select Player Pool, you can see if proof of birth has been uploaded for this player. If not, you may go into that player’s profile and upload.
	+ If league has found a problem with POB then POB ISSUE will appear in player status. If you or parent fix the issue, use blue Edit button to change player status to PENDING. League will then know to review this player again.
* **Coaches Risk and License**
	+ If status is APPROVED then coaches photo, license and Risk are all good to go
	+ To see status of the coaches Risk (the results of all items included in Players Health), hover mouse over the red triangle by coach name
		- OR, if you back out of the team to the Dashboard and select the Team Staff Pool tab, all your synced coaches will populate. You can look in the Risk Status column and see if a coach is approved or not.
		- IMPORTANT: Approved = coach has completed risk, Not Approved or blank = coach still has missing risk requirements….at this time, a club admin cannot see what a coach is missing.
	+ If you need to know specific problem for a coach contact Joe Gould at gould@osysa.com sending him the coaches name
	+ When league sees no license or incorrect license for a Risk approved coach it will mark coach status LICENSE ISSUE. You can see license issue in coaches profile (right click on coach name and choose open in new window)

**NOTE: A competitive club should never add players or coaches to a team in the State system (including transfers, which will have their own process). Additions to any team (not a transfer) need to be done in your club system.**