Ohio Travel Soccer League
Team Declaration Instructions

1. **Requirements:**
   - Only listed community contacts can declare teams
   - Teams must be declared by the birth year of teams oldest player - Birth Year Age Chart
   - Division 1 & 2 are competitive level divisions, Division 3-5 are regional level divisions
     - Note: for fall season U09 will not have a competitive level divisions
   - OHTSL max players at a game:
     - 7v7 Teams = 14 players max
     - 9v9 Teams = 16 players max
     - 11v11 Teams = 18 players max

2. **Declaring Returning Teams:**
   - Log into the OHTSL site with community rep credentials
   - Select League -> Declarations *(for spring teams from the previous fall season will be listed)*
   - Check the check box to the left of the age group for each team being declared
   - Enter a specific comment for every team (prior season info, record and any special bracketing requests) - SAVE

3. **Changing Coaches:**
   - Note: make sure you clicked the save button after declaring teams before changing coaches
   - Click the "Chg" button next to the coach name
   - You may select an existing coach from your community or click "Add a New User" to set up a new coach
     - Note: When adding a new coach, you'll need to provide the person's name and email address
     - If you have a member coaching multiple teams, select their name from the list; **DO NOT RE-ADD**.
   - Once the coach has been selected, click the "Assign" button

4. **Declaring New Teams:**
   - Select "Click Here To Add A Team" at the bottom of the declaration page
   - A new team will be added to the list, make sure that you select the proper Age Group, Gender and Year Type
   - Enter a detailed comment regarding team info to assist with bracketing that team properly
   - The community rep is assigned as the coach of each new team. You can change the coach by using the change coach steps above or update this information later using the League/Team Maintenance function once the brackets are posted - SAVE

5. **Finalize Community Declarations:**
   - Verify that the information is correct.
   - You will also see the declaration fee at the top of the page. If any information is not correct, you can make changes and click the "Save" button again.