Cleveland CYO Synchronization Instructions - SAMPLE

Prep Items –

1) In your ISIS database, please make sure your team rosters have been formed
    a. Help Creating Teams – Click Here
    b. Help Moving Players to Teams – Click Here
    c. Add Parish Designee Record to all teams (should be the same manager record on all teams)
        i. Contact bdarby@sportspilot.com if you don't know how to add your PD record
2) After teams are formed, please go mark your program available for sync
    a. Under the admin tab, choose programs
    b. Open your program, then click website access tab
    c. Under Sync/Import options, check the box to make it active and set a time frame for it to be active
    d. Hit save
3) When ready to sync, view steps below

Since your parish is using SportsPilot to manage your rosters, you will have the ability to sync that data up to the Cleveland CYO Diocese. Below are instructions for accessing your sync portal and sending your teams over.

1) Login to sync portal
    a. Sync Portal Will be provided
2) Leave Registration status as 'Sync'
3) Check off Players, Parent/Guardians, Coaches, and Teams
4) Start mapping your source organization program, league, and teams to the destination organization (Cleveland CYO)
5) Below is an image of what the mapping should look like, then you will select Add Sync to place the first set of teams in your shopping cart; you can add all of your teams at one time

6) Once all teams have been added to the shopping cart, you will hit 'Sync' in the dark blue box to finalize the transfer of roster

7) After the initial sync of the team roster is done, you can always come back into the portal to update your rosters
8) To update the roster, when you look in the synchronize section, you will uncheck the teams box and check off update existing information
   a. You will have to update rosters one team at a time, mapping the source team with the destination team drop down
   b. If you check the 'Allow players to be removed from parent database', the system will remove any player/coach previously synced over that has also been removed from your parish roster in ISIS

If you have any questions, please contact Brad Darby at SportsPilot.

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