



Demosphere Guide

Downloading Rosters

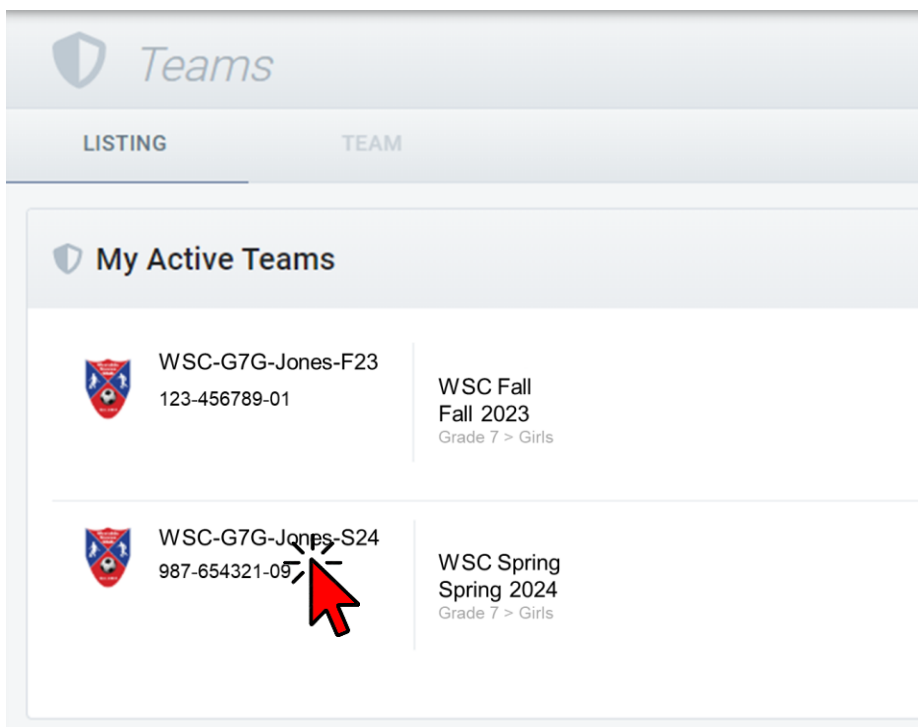
After player placement has been finalized and rosters have been released to coaches for the season, go to the Westside Soccer Club web page.

<https://westsidesoccerclub.com/>

Select COACHES > Coach Login



Select the team you would like to download a roster for from the list.

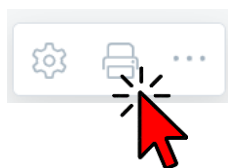




Select the 3 dots at the top-right of your team page.

A screenshot of the "Teams" interface. At the top, there are tabs for "LISTING" and "TEAM". Below that, the team name "WSC-G7G-Jones-S24" is displayed along with a phone number and season information. A navigation bar includes "INFO", "CALENDAR", "MESSAGES", "REPORTS", "DOCUMENTS", and "REGISTER". On the right side of this bar, there are three vertical dots and a question mark icon, which is highlighted by a red mouse cursor. Below the navigation bar, there are images of the club's logo and soccer uniforms. The main content area is titled "ROSTERED STAFF" and includes a search bar, a filter section, and a table with columns for "#", "NAME", "RISK", "CONTACT", "ROSTER STATUS", and "ROW ACTIONS".

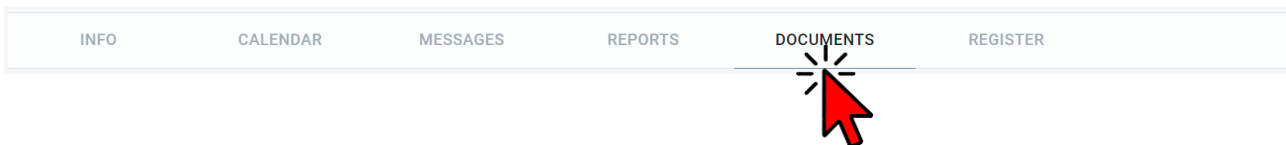
Select the printer icon that appears.



Choose if you want your roster sent to a printer, saved to a PDF file, or exported to a CSV file.

A dialog box titled "Print/Export Team Roster" with a light gray background. It contains three orange buttons: "PRINT" with a printer icon, "SAVE PDF" with a PDF icon, and "EXPORT CSV" with a CSV icon. A "CANCEL" button is located at the bottom right of the dialog.

Select the DOCUMENTS tab on your team page.



Select the MEDICAL RELEASE button.

A screenshot of a button labeled "FALL 2023 - SPRING 2024 MEDICAL RELEASE". The button has a PDF icon on the left. A red mouse cursor is pointing at the button.



Select the EXPORT button.

Generate Team Documents

WSC-G7G-Jones-S24

Document: Fall 2023 - Spring 2024 Medical Release



Select the **blue link**. A PDF file with the medical release forms for all rostered players will download to your computer. Note: medical release forms contain personal information and should be treated as confidential documents.

Processing Printable Form...

Your form is now generating. You will receive an email when it is finished. You may also check this link: https://westsidewarriors.demosphere-secure.com/_crux/printable_form_results/65ed2fcac9c5ae1b03e6c621

CLOSE

Note player-specific Medical Concerns on your roster. Ensure a copy (paper or digital) of your roster with contact information and medical concerns is with you whenever you are with your team.

WSC-G7G-Jones-S24

Season: WSC Spring - Spring 2024
Division: Grade 7 > Girls

Rostered Team Staff

#	Role	Name	Email	Phone
1	Coach	Jen Jones	jjones@email.com	(503) 123-4567
2	Assistant Coach	Ben Brown	bbrown@email.com	(971) 987-6543

Rostered Players

#	Name	Uniform	PII	Parent 1	Parent 2	Additional Contact
1	Susie Soccer <i>Nut allergy</i>		1/1/2011 FEMALE	Sam Soccer ssoccer@email.com (503) 454-5454	Sally Soccer ssoccer@email.com (971) 123-1234	Stan Soccer stan@email.com (971) 123-1234 Relative
2	Veronica Voetbal		2/1/2011 FEMALE	Ruth Gomez rvoetbal@email.com (503) 111-1111	Victor Voetbal vvoetbal@email.com (503) 222-2222	Nora Neighbor nneighbor@email.com (971) 876-8765 Family Friend



Team Communications with the Demosphere App

There are several ways to communicate with your team. If you choose to use the Demosphere app, follow these instructions.

1. Load the Demosphere app on to your cell phone from the Google Play or Apple App stores. Ask all team parents to install the app as well.
2. Log in as needed.
3. Click on the **Teams** tab at the bottom of the screen and select the team you want to communicate with from the list of teams you are connected with.
4. Select the **Messages** tab at the bottom of the screen.
5. At the top of the screen, select...
 - a) **Team** to send a message to coaches and parents.
 - b) **Staff** to send a message to coaches.
 - c) **Email** to send an email to selected recipients.

Please note that **messages** from the Demosphere app will only be received by people who also have the current version of the app. Initial communications with parents should use a different method. If the team chooses to use Demosphere messaging, have everyone load and log into the app, then send a message to make sure everyone receives it.

Emails sent from the app do not depend on the recipient having the app, but they must have logged into the Demosphere site at least once. Emails will go to the person's email account, not their app.