

District VI California Capital Premier League

Entering Team and Team Contact information

1. First you must have an account on the Playing League Administrator's site.
 - a. Returning managers can use the same account they had last year.
 - i. If you changed your email, you must log in with your old one. You can change it once you have logged in.
 - ii. If you have forgotten your password, the system can send it to the email address that we have. If you need additional assistance. Please email me bsillars@sbcglobal.net.
 - b. New Managers will need to create a new account and get it approved before they will have access to the administrator's pages.
 - i. Log into d6soccer.org and select District VI Playing League.
 - ii. Select Playing League Contact.
 - iii. Select Log into Club Administrator's Pages
 - iv. At the top of this page is a link to create a new user account. Select this link, fill out and submit the online form.
 - v. When the online form is submitted, I will get an email requesting authorization. I will email you when your account is authorized.
2. Enter your teams
 - a. Log in to the Club Administrator's pages and select Add Teams.
 - b. Fill out and submit the online form for each of your teams
3. Entering team contacts
 - a. You must enter your teams before you can add contacts
 - b. Select team contacts from the administrator's menu
 - c. You will be presented with a list of the teams you have entered.
 - d. Select the team ID Number for the contact person you wish to enter
 - e. Fill out and submit the online form. You will need to fill out an online form for each person associated with each team.
 - f. At the bottom of the form is a field for Contact priority. By selecting a number in this field you can control how the contacts are listed on the public pages. The contact with the lowest number will be listed first on the contacts page.
4. For additional assistance, please email me at bsillars@sbcglobal.net

Good Luck,
Bruce Sillars