



# Assigning / Moving Players

## Printing Game Day / Tournament Rosters in Bonzi

Here is a quick guide on how to get the appropriate players on your roster and have your TM's and Coaches print them out:

### ASSIGNING / MOVING PLAYERS

- In order to Assign Players on a team, they must be in the same Age Category as the team is in.
- If you have a U9 player that is playing on a U10 team, you must move them to the U10 Age Group folder.

1. First, Highlight the "2015 Season" folder and click "FIND"

The screenshot shows the Bonzi software interface. The top navigation bar includes 'File', 'Edit', 'Admin', 'Communications', 'Tools', 'Members', 'Registration', 'Reports', and 'Help'. Below this is a toolbar with buttons for 'Add Folder', 'Add Team', 'Find', 'Assign Participant', 'Assign Coach', 'Website Builder', 'Help Guide', and 'Contact Support'. The left sidebar shows a tree view under 'FCTC' with a '2015 Season' folder highlighted. Below it are 'Boys' and a list of age groups from U-07 to U-19. The main content area shows the '2015 Season Settings' form. The form includes fields for Name (2015 Season), Gender (Male), Age Group (U-15 Jan 1), From Birthdate (01/01/1990), To Birthdate (12/31/1999), Season (2015-2016), Folder Path (2015 Season), Score Entry Password (131242), and a 'Switch to Scheduler' button. There are also buttons for 'Email All', 'Email Players', and 'Email Coaches & Volunteers'. A 'Notes' section is at the bottom with an 'Update' button.



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- Under your "Participant" tab you will see the Age Group they are currently in under the "Assigned Category" column. To begin moving the player, you click on their name (blue link).

Find in 2015 Season

First Name:  Birthdate From:  To:   
Last Name:  Jersey #:   
Association ID:  Parents First Name:   
Parents Last Name:  Status: All  
Team Assignment: All AgeID Verified: --Choose--  
Member Photo: --Choose-- Birth Certificate: --Choose--  
Association Approval: --Choose--

Find

Name	Birthdate	Jersey #	Association ID	Registration Event	Assigned Category	\$	📄	📷	🔍	🗑️
<a href="#">Baloney, Billy</a>	06/01/2000		BALONBIL200006011358804	Fall 2015 for Players	Boys U-19	\$	📄	📷	🔍	🗑️
<a href="#">Bonzi, Buddy</a>	07/09/2009		BONZIBUD200907091389046	Fall 2015 for Players	Boys U-07	\$	📄	📷	🔍	🗑️
<a href="#">Eitz, Nora</a>	11/17/2009		EITZNOR200911171349283	Fall 2015 for Players	Boys U-07	\$	📄	📷	🔍	🗑️
<a href="#">fyfudyt, fofolt</a>	01/01/2001		FYTUDFDT200101011379185	Fall 2015 for Players	Boys U-12	\$	📄	📷	🔍	🗑️
<a href="#">Guardian, Player</a>	09/07/2003		GUARDPLA200309071358624	Fall 2015 for Players	Boys U-19	\$	📄	📷	🔍	🗑️
<a href="#">Guardian One, Player</a>	09/07/2003		GUARDPLA200309071361981	Fall 2015 for Players	Boys U-13	\$	📄	📷	🔍	🗑️
<a href="#">guterrez, adan</a>	06/16/2004		GUTIEADA201506161373738	Fall 2015 for Players	Boys U-07	\$	📄	📷	🔍	🗑️
<a href="#">jones, David</a>	06/01/2005		JONESDAV200506011359219	Fall 2015 for Players	Boys U-10	\$	📄	📷	🔍	🗑️
<a href="#">Mama Jr., Joseph</a>	01/01/2006		MAMAJOS200501011349899	Fall 2015 for Players	Boys U-10	\$	📄	📷	🔍	🗑️
<a href="#">Mario, Luigi</a>	05/25/2005		MARIOLUI200505251351518	Fall 2015 for Players	Boys U-12	\$	📄	📷	🔍	🗑️
<a href="#">Montalban, Tattoo</a>	01/01/2008		MONTATAT200801011358303	Fall 2015 for Players	Boys U-08	\$	📄	📷	🔍	🗑️
<a href="#">new, Player</a>	05/25/2005		NEWPLA200505251358981	Fall 2015 for Players	Boys U-08	\$	📄	📷	🔍	🗑️
<a href="#">One, Player</a>	05/25/2005		ONEPLA200505251358416	Fall 2015 for Players	Boys U-10	\$	📄	📷	🔍	🗑️
<a href="#">Pate, Andrew</a>	01/01/2001		PATEAND200101011334894	Fall 2015 for Players	Boys U-15	\$	📄	📷	🔍	🗑️
<a href="#">Pate, Andrew</a>	01/01/2001		PATEAND200101011334894	Fall 2015 for Players	Boys U-15	\$	📄	📷	🔍	🗑️
<a href="#">Pate, Christina</a>	01/01/2001		PATECHR200101011343409	Fall 2015 for Players	Boys U-12	\$	📄	📷	🔍	🗑️

- Now that the player's profile is selected, you click on "Edit" at the top of the screen and select "Assign (Move)" from the Drop-down list.

File Edit Admin Communications Tools Members Registration Reports Help

Find

Assign (Roster)

Assign (Move)

Ever

Re-Register

Delete Folder / Team

Archive

Boys

- U-07
- U-08
- U-09
- U-10
- U-11
- U-12
- U-13
- U-14
- U-15

### Player Settings

#### Billy Baloney

Summary

**Registered for:**  
Fall 2015 for Players, Category Boys U-10

**Registered on:**  
06/04/2015 at 8:25:02 AM PDT

**Assigned to:**  
[2015 Season->Boys ->U-09](#)

**Association ID:**  
BALONBIL200006011358804  
\*\*\*Admin Added



# Assigning / Moving Players

## Printing Game Day / Tournament Rosters in Bonzi

After you've clicked "Assign (Move)", you just have to click on the Age Group folder for the teams you would like that player available to assign for and you are all done.

The screenshot shows the Bonzi software interface. At the top, there is a menu bar with options: File, Edit, Admin, Communications, Tools, Members, Registration, Reports, Help. Below the menu bar is a toolbar with buttons: Add Folder, Add Team, Find, Assign Participant, Assign Coach, Website Builder, Help Guide, Contact Support. The main interface is divided into two sections. On the left, there is a folder tree under 'Events' with sub-sections 'Leagues' and 'Locations'. The tree shows 'FCTC' expanded to '2015 Season', which is expanded to 'Boys', which is expanded to 'U-09'. A red arrow points to the 'U-09' folder. On the right, the 'Assign' screen for 'Billy Baloney' is displayed. It includes 'Instructions' and a 'WARNING!' message. Below the warning is a 'Re-Assign Registrant' box containing the text: 'Billy Baloney is assigned currently to: 2015 Season > Boys > U-09'. A 'Cancel' button is located at the bottom of the box.

### GAME DAY / POOL PLAY PLAYERS

- You do not need to move players back and forth every time you want them to play on a team.
- If you have players that you know will be playing on more than one team, you just need to add them as possible "Game Day Players" for each additional team you would like them to play on.

**\*Reminder\*** - Players can only be Assigned on one team at a time. They should be assigned to their main team, and added as Game Day Players on any teams they could possibly fill in for.

- Coaches will have access to their Game Day Players without having Admin Access (The roster generating process will be explained later in this document).
- As a club, it is up to you to decide whether or not to give your coaches User Accounts. The initial Game Day Player process is done on the Admin site so whoever will be doing this process will need a User Account.



# Assigning / Moving Players

## Printing Game Day / Tournament Rosters in Bonzi

Adding Game Day Players is a simple two click process.

1. Click "Add Game Day Player" on the team's "Coaches & Players" box.

File Edit Admin Communications Tools Members Registration Reports Help

Add Folder Add Team Find Assign Participant Assign Coach Website Builder Help Guide Contact Support

Events Leagues Locations

- FCTC
  - 2015 Season
    - Boys
      - U-07
      - U-08
      - U-09
        - [0/1] Z - NO TEAM
        - [0/0] Z - NO TEAM
      - U-10
      - U-11
      - U-12
      - U-13
      - U-14
      - U-15
      - U-16
      - U-17
      - U-18
      - U-19

League Name Organization Gender Category Fee Balance Current Status

X - Removed Teams	NISL	Male	Boys U-11	\$150.00	Approved	Manage Roster
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Bonzi Team

Bonzi Team is currently disabled.

Choose an action

What's BonziTeam?

Update

Coaches & Players

Transfer to this team

Print Medical Release Forms For Team Roster

Email Coaches & Players Email Coaches with Roster Attached Add Team Fees or Credits

Print Official Tournament Roster Player Suspensions

Participants

Jersey #	Home Phone	Email
Baloney, Billy	(847) 111-1111	amy.pate@gobonzi.com

Player Count: 1

Game day players will display below once they are added by coaches or administrators.

Game Day Players

Jersey #	Home Phone	Email
Zzzz, Aurelius	(503) 555-5555	email@email.com

Game Day Player Count: 1

Add Game Day Player

Game Day Rosters aren't enabled for this event. Enable Game Day Rosters

Games

This team is not scheduled to play in any games

Legend Tree Settings



# Assigning / Moving Players Printing Game Day / Tournament Rosters in Bonzi

2. Start typing the Player's name in the "Type a Player name" box (it will automatically generate the player's name) and click the Blue Plus Sign. You are done and the page will refresh with that player in your "Game Day Player" list.

The screenshot shows the Bonzi website interface. On the left is a navigation tree with 'FCTC' selected, and '2015 Season' expanded to show 'Boys' and 'U-09'. The 'U-09' folder is expanded to show '[001] Z - NO TEAM' and '[000] Z - NO TEAM'. The main content area is titled 'Leagues & Tournaments' and contains a table of 'Existing League Registrations'. Below this is a 'Bonzi Team' section with a message 'Bonzi Team is currently disabled.' and a 'Coaches & Players' section with a 'Participant' table. A 'Game Day Players' table is also visible. A modal dialog box titled 'Add a new Game Day Player' is open, showing a search results list. A red arrow points to the blue plus sign next to the first result, 'Andrey Pate'.

League Name	Organization	Gender	Category	Fee Balance	Current Status
X - Removed Teams	NISL	Male	Boys U-11	\$150.00	Approved

Participant	Jersey #	Home Phone
Baloney, Billy		(847) 111-1111

Game Day Players	Jersey #	Home Phone
Zzzz, Aurelius		(503) 555-5555

Name	Age	Email
Andrey Pate	01	andrey.pate@gobonzi.com
Adam Johnson	01/01/2008	jeffr@gobonzi.com
Adrian Gutierrez	08/2004	email@gmail.com
Sam Zzzzz	04/11/2005	sam@gobonzi.com
David Jones	06/01/2005	david@email.com
Jack Rotten	05/25/2005	email@email.com
Jack Zzzzzz	03/10/1999	email@email.com
sammy smith	06/15/2001	sammy@yahoo.com
Samantha Zzzzz		



# Assigning / Moving Players

## Printing Game Day / Tournament Rosters in Bonzi

### PRINTING TOURNAMENT ROSTERS

You are now able to print your own Official US Club Tournament Rosters (only available on the Admin Site).

- Under the same "Coaches & Players" box for your "Game Day Players" there is now a "Print Official Tournament Roster" button.

The screenshot shows a sidebar on the left with a tree view of teams. The main content area is titled "Coaches & Players" and contains several sections:

- Coaches:** A table with columns for Name, Title, RMA Number, and RMA Status. It lists "Parent One" (Head Coach) and "Parent Two" (Trainer). Below this is a "Coach Count: 2" and a link to "Print Medical Release Forms For Team Roster".
- Buttons:** "Email Coaches & Players", "Email Coaches with Roster Attached", "Add Team Fees or Credits", and "Print Official Tournament Roster" (highlighted with a red arrow).
- Participants:** A table with columns for Name, Jersey #, Home Phone, and Email. It lists "Mama Jr., Joseph", "One, P.Layer", "Ratten, J.Ack", and "Zzzzz, Sam". Below this is a "Player Count: 4" and a link to "Print Official Tournament Roster".
- Game Day Players:** A table with columns for Name, Jersey #, Home Phone, and Email. It lists "Baloney, Billy". Below this is a "Game Day Player Count: 1" and an "Add Game Day Player" button.

- Once that button is clicked it will take you to a form to select your tournament players.

The screenshot shows the "Z - NO TEAM Roster" form. It includes fields for "Tournament Name" and "Tournament Date". The form is divided into three main sections:

- Coaches (2):** A table with columns for First Name, Last Name, Birthdate, Role, and Email. It lists "Parent One" (Head Coach) and "Parent Two" (Trainer).
- Players (4):** A table with columns for First Name, Last Name, Birthdate, Jersey, and Email. It lists "Joseph Mama Jr.", "P.Layer", "J.Ack Ratten", and "Sam Zzzzz".
- Game Day Players (1):** A table with columns for First Name, Last Name, Birthdate, Jersey, and Email. It lists "Billy Baloney".

Buttons for "Add a Coach", "Add a Player", and "Add a Game Day Player" are visible at the bottom of each section. A "Print" button is located at the bottom right of the form.



# Assigning / Moving Players Printing Game Day / Tournament Rosters in Bonzi

You can type in any Age-Eligible player or delete any player using the “Garbage Can” icon on the left.

**\*Reminder\*** - None of this will alter your regular roster, this is a separate function.

If there are any players that are not eligible, they will have Yellow Warning Signs, and you will not be able to generate the roster.

3. Make sure to type in the Tournament Name and Date and then click “Print”.

The screenshot shows the Bonzi software interface for managing a tournament roster. The main window is titled "Z - NO TEAM Roster". At the top, there are input fields for "Tournament Name" and "Tournament Date", with red arrows pointing to them. To the right of these fields is a "Print" button, also indicated by a red arrow. Below the input fields, there are two tables: "Coaches (2)" and "Players (4)".

First Name	Last Name	Birthdate	Role	Email	Phone			
Parent	One	06/11/1973	Head Coach	jason@northernillinoisoccerleague.com	(503) 706-1131	x	▲	🗑️
Parent	Two	06/11/1975	Trainer	remail@email.com	(500) 565-4542	x	▲	🗑️

First Name	Last Name	Birthdate	Jersey	Email	Phone			
Joseph	Mama Jr.	01/01/2005		jason@northernillinoisoccerleague.com	(647) 867-5309	▲	🗑️	🗑️
Player	One	05/25/2005		email@email.com	(503) 706-1131	▲	🗑️	🗑️
Jack	Ratten	05/25/2005		email@email.com	(503) 706-1131	▲	🗑️	🗑️
Sam	Zzzzz	04/11/2005		sam@gobonzi.com	(503) 691-9860	▲	🗑️	🗑️

The roster will be generated as a printable .PDF.



# Assigning / Moving Players

## Printing Game Day / Tournament Rosters in Bonzi

### PRINTING REGULAR GAME DAY ROSTERS / GAME CARDS

- There are two ways to print Game Cards.
  - Admin
  - Coaches / TM's
- Again, it is up to you as a club to decide how you would like your coaches to use Bonzi. The Admin side of Bonzi is very complicated and it is recommended that Coaches either use your .com portal or the BonziTeam app which will be explained at the end of this document.

Printing Roster as an Admin ( yourclubname.bonzidev.com/sam ):

1. Click on the Team, Scroll to the bottom and click "Game Day Roster" for the game.

Date	Opponent	Location	Event	
09/12/2015 01:00 PM	Wheaton Wings Grey	Seven Gables Park E-G -> Seven Gables Park Field F2	2015 Fall - 05 - Conference Division (F&S)	<a href="#">Game Day</a> <a href="#">Roster</a>
09/19/2015 03:00 PM	GE Lakers U10 Black	Ackerman Park -> ACKERMAN FIELD M	2015 Fall - 05 - Conference Division (F&S)	<a href="#">Game Day</a> <a href="#">Roster</a>
09/20/2015 01:30 PM	Elite S.C. U10 Red	Ebersold Park	2015 Fall - 05 - Conference Division (F&S)	<a href="#">Game Day</a> <a href="#">Roster</a>
10/04/2015 01:30 PM	Kickers SC U10 Blue	Ebersold Park	2015 Fall - 05 - Conference Division (F&S)	<a href="#">Game Day</a> <a href="#">Roster</a>
10/11/2015 02:30 PM	Lancer SC U10	Lake Park High School east campus	2015 Fall - 05 - Conference Division (F&S)	<a href="#">Game Day</a> <a href="#">Roster</a>
10/24/2015 04:00 PM	Wheaton Wings Grey	Ebersold Park	2015 Fall - 05 - Conference Division (F&S)	<a href="#">Game Day</a> <a href="#">Roster</a>
10/24/2015 04:15 PM	Elite S.C. U10 Red	Forest View Educational Center	2015 Fall - 05 - Conference Division (F&S)	<a href="#">Game Day</a> <a href="#">Roster</a>
10/25/2015 01:30 PM	GE Lakers U10 Black	Ebersold Park	2015 Fall - 05 - Conference Division (F&S)	<a href="#">Game Day</a> <a href="#">Roster</a>
11/01/2015 02:30 PM	Kickers SC U10 Blue	Stuart Sports Complex -> Stuart Sports Complex field 24	2015 Fall - 05 - Conference Division (F&S)	<a href="#">Game Day</a> <a href="#">Roster</a>
11/08/2015 01:30 PM	Lancer SC U10	Ebersold Park	2015 Fall - 05 - Conference Division (F&S)	<a href="#">Game Day</a> <a href="#">Roster</a>








## Assigning / Moving Players Printing Game Day / Tournament Rosters in Bonzi

2. Checkmark the players in your pool that will be participating in that game and click "Create Game Day Roster". It tells you in Red what the minimum and maximum roster requirements are.

### Game Day Roster Builder | U10 Black

 September 12th, 2015 at 1:00pm  
vs. U10 Boys Grey

0 roster slots used (requires 8-14)

Roster Players [Select All](#) | [Select None](#)

- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]



# Assigning / Moving Players Printing Game Day / Tournament Rosters in Bonzi

## Printing Game Cards for Coaches / TM's:

1. Direct your coaches to your .com Bonzi URL in order to log-in to a simplified version of Bonzi ( EX: yourclubname.bonzidev.com )
2. Have them click "Member Login" in the upper right-hand corner

The screenshot shows the website for the Northern Illinois Soccer League (NISL). The header includes the NISL logo, the text "NORTHERN ILLINOIS SOCCER LEAGUE", a "US2019" logo, and a "Member Login" link. The main content area is titled "NISL SPECIAL PROGRAMS" and includes a "Home" link. Below this, there are two main sections: "Registration Information" and "Register Online". The "Registration Information" section is titled "COACH REGISTRATION & BACKGROUND CHECK" and provides a list of steps for coaches to register. The "Register Online" section has a "Coach Sign Up & Background Check" sub-section with a "Register Now" button. A red arrow points to the "Member Login" link in the top right corner.

**Member Login**

## NISL SPECIAL PROGRAMS

Home |

### Registration Information

#### COACH REGISTRATION & BACKGROUND CHECK

One place to sign up and submit a background check application :

1. Click REGISTER ONLINE for coaches
2. Create a NEW MEMBER ACCOUNT with the your name if your family has not signed up here before.
3. Click the AGE GROUP CATEGORY you want to coach.
4. Fill in your information
5. Read any waivers and agreements
6. Click FINISH and you're done

Finish things off by clicking the link to return to your member account where you can check the status of your background check application and upload your member photo.

### Register Online

#### Coach Sign Up & Background Check

One-stop registration for coaches and other volunteers

[Register Now](#)

If you have questions or problems, please read our [Troubleshooting Guide](#).

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Youth soccer Website and Online soccer Registration Software  
© 2001 - 2015 Bonzi Technology, Inc.



# Assigning / Moving Players Printing Game Day / Tournament Rosters in Bonzi

- After they enter their Email Address and Password that they used to Register, they will be brought to their Bonzi Coach page. They just need to click "View Team Assignments".



My Member Account

My Member Account Home | [Sign Out](#)

- Register Now
- View Team Assignments**
- My Registrations
- Change My Password
- Add A Family Member



**Member Profiles**

[Cynthia Martillaro](#)  

**Account Balances**

You currently have no balances due.

**Leagues & Tournaments**

League Name	League Club Name	Team Name	Division	Guest Player?	Approved to Play
2015 Fall - 05 - Conference Division (F&S)	NISL	[REDACTED]	Boys U-07	No	Approved

**Notices**


You have no current notices.

- They will see all of the teams that they are assigned to. To print the roster they click on the "Coach Schedule Page: Game Day Rosters" button on the right.

My Member Account

My Member Account Home | [Sign Out](#)

**Cynthia Martillaro 2015-2016 Team Assignments**

Team	Event & Category	Team Connect Code	Tools
[REDACTED]	2015 Season - COACH Category: Boys U-07	[REDACTED]	

**Leagues & Tournaments**

Team	League	Approved to Play	Tools
[REDACTED]	2015 Fall - 05 - Conference Division (F&S) NISL Category:	Approved	<b>Edit Roster</b> <b>Coach Schedule Page</b> Game Day Rosters






## Assigning / Moving Players Printing Game Day / Tournament Rosters in Bonzi

- There will be "Game Day Roster" buttons next to each game. They click that button for the game they would like to print, checkmark the players that they would like to add on the roster, and click the "Create Game Day Roster" button.

### Game Day Roster Builder | U10 Black

 September 12th, 2015 at 1:00pm  
vs. U10 Boys Grey

0 roster slots used (requires 8-14)

Roster Players [Select All](#) | [Select None](#)

- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]
- [Redacted Name]

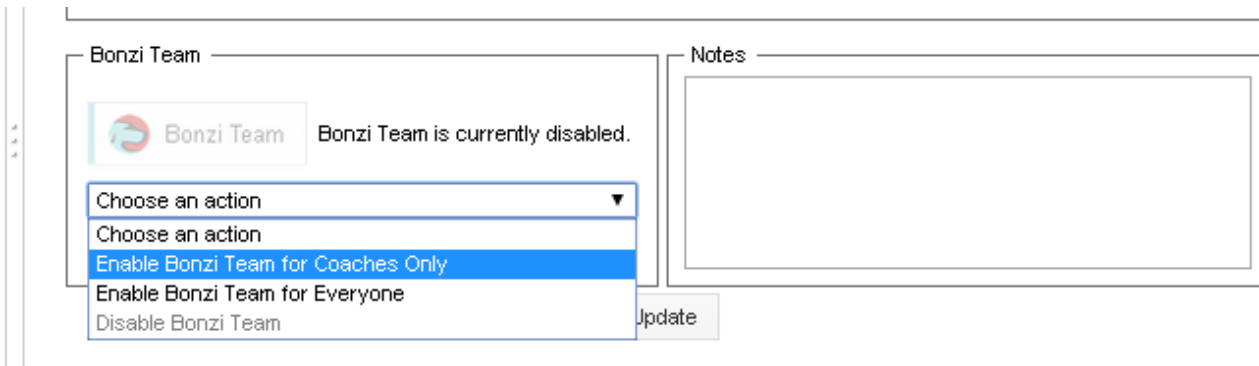


# Assigning / Moving Players Printing Game Day / Tournament Rosters in Bonzi

## BONZITEAM APPLICATION

- Clubs can also activate the BonziTeam application if they would like their Coaches and TM's to have a more user-friendly way to print out rosters and communicate with their team.

In order to activate the app, you click on a team, scroll down on their display page, and select "Enable for Coaches Only" from the drop-down menu.



Coaches that are assigned to the team will receive an email with a confirmation code to click on. Once they click that link, they will be all set to log into BonziTeam.

- The app is also available for smart phones on the Google Play and iTunes Store if you search for "BonziTeam".
- The BonziTeam app is a much different way of looking at Bonzi so it is recommended to read the detailed user guide before you decide to use the app. Here is a direct link to the guide: <https://goo.gl/swmBvJ>

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Thank you again for all of your hard work in making the transition to the new program.

If you need any assistance, give us a call at 847-398-4545 or email [jason@chicagosoccer.com](mailto:jason@chicagosoccer.com)