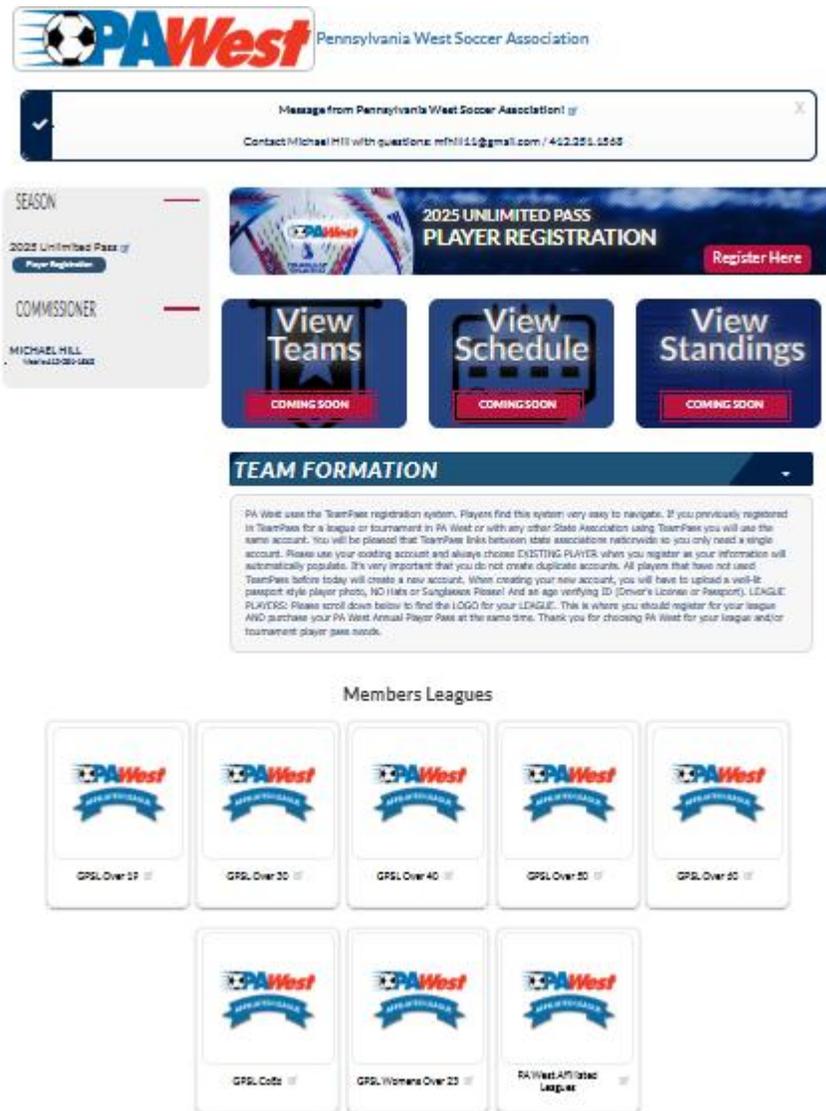


Here are the instructions for using the 2025 online registration system. Please read these carefully.

We are using TeamPass in 2025 so please use <https://app.teampass.com/PAWest/>



We are certain you will find this system easy to navigate and register and administer leagues but reach out if you need more help or have any corrections to these instructions.

Registration –Teams/Players

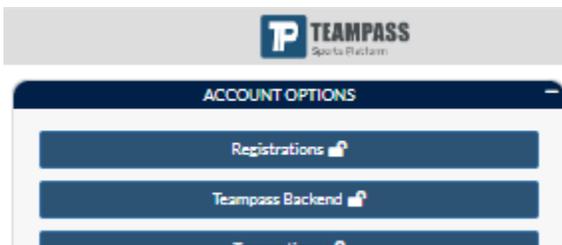
Separate instructions are available for Team Managers, Players and Free Agents. Please refer your teams, players and free agents to that document which is available in PDF format.

Commissioners

The 2025 League Commissioners have been assigned to their League(s) in TeamPass using the email address the league currently has. Go to <https://app.teampass.com/PAWest/> and log in or create an account using that email address and when you sign in you should have access to your League with Administrative functions and also to any teams you may be assigned as manager on in TeamPass.

League specific pages can be accessed from the PAWest page or directly as in the case of GPSL O-30 League using <https://app.teampass.com/PAWest/GPSLO30/> for accessing Teams, Schedules or Standings.

Once logged in you will see your name in the upper right corner. This gives you access to a set of TeamPass back end functions depending on your role in the system by clicking on your name.



Commissioner – Creating and Updating Team Managers

To create a new team you will first need to create staff/manager accounts for each manager or assistant manager of the new team using the Teampass Backend menu option

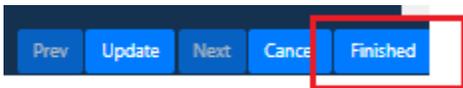
Selecting the TeamPass tab and then the Team Staff 2.0 you will see the current team managers/staff. You can further search for specific existing managers using the Search fields on the right side of the screen. If the manager does not already exist you can create a new manager by clicking on the New icon which is highlighted with yellow below.



Provide the information needed for the manager and select the check boxes below to ensure that the manager is Live and has the required access for rostering. Make sure email addresses are entered accurately so manager is associated with his team at login.

Staff Member Email [Redacted]
First Name [Redacted]
Last Name [Redacted]
Address [Redacted]
City [Redacted]
State [Redacted]
Zip [Redacted]
Staff Member Phone [Redacted]
Roster Admin
Score Admin
Start Admin
Discipline Admin
League: SPGL Over 19
Season: 2025 Over 19 - 2025
Manual Background Check Approval Date: mm/dd/yyyy
Rostered
Start Date: [Redacted]
Delete staff member

When completed click Finished



You may also find and update information for an existing manager using the Team Staff 2.0 tab.

Commissioner – Creating and Updating Teams

Selecting the TeamPass tab and then the Team tab you will see the current teams. You can further search for specific existing teams using the Search fields on the right side of the screen. If the team does not already exist you can create a new team by clicking on the New icon which is highlighted with yellow below.



Provide the information needed for the team and select the check boxes below to ensure that the manager is Live and has the required access for rostering

TeamPass Team	
Uniform/Sponsor Team Name	Please Select
Team Name	Dur New team
Club	Please Select
Division	GPSL Over 19 - Open
Conference	Please Select
Skill Level	GPSL Over 19 - Premier
Season	GPSL Over 19 - 2025
Colors	
Live	<input checked="" type="checkbox"/>
Lock Roster	<input type="checkbox"/>
Bonus Points	
Bonus Points Notes	
Staff Member 1 - Name	Andrew Stefanick - --2024 - aostefanick@icloud.com
Staff Member 1 - Role	Manager
Staff Member 2 - Name	Michael Hill - - mhill11@gmail.com
Staff Member 2 - Role	Head Coach
Staff Member 3 - Name	Please select
Staff Member 3 - Role	Head Coach
Staff Member 4 - Name	Please Select
Staff Member 4 - Role	Head Coach
Staff Member 5 - Name	Please Select
Staff Member 5 - Role	Head Coach
Hidden Staff Member 6 - Name	Please Select

When completed click Finished

Prev	Update	Next	Cancel	Finished
------	--------	------	--------	----------

You may also find and update information for an existing Team using the Team tab.