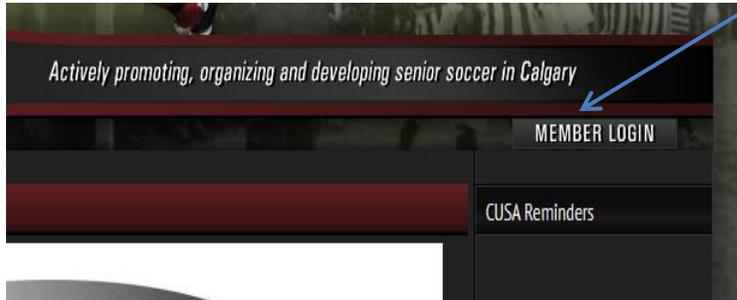To get started, you will need to get to the Bonzi Team for the 2016 Outdoor season. Only registered team officials are able to invite roster members. When registration opens, only the Team Owners will have this access. The team owner can either invite team officials by following the steps below, or contact the CUSA office (email is usually best, foot traffic during this time can make it hard to answer phone calls during peak hours) to have additional team officials added onto the roster.

Step #1

To begin, go to the Member Login at the top right hand corner of the CUSA website and login using your email address and password that you have with CUSA. If you cannot remember your password, there is an option to send yourself a temporary password.

Actively promoting, organizing and developing senior soccer in Calgary

MEMBER LOGIN

CUSA Reminders

Step #2

Click on the Bonzi Team logo to enter the team management software and begin building your roster.

My Member Account

My Member Account Home | Sign Out

bonziteam

View Team Assignments

My Registrations

Change My Password

Add A Family Member

Member Profiles

Adelle Young

Account Balances

Event	Registration Date	Balance	
Outdoor 2015	07/29/2015	$150.00	Pay Now

Outstanding fees will show up here, click the Pay Now button to pay the fees partially or in full.

If you have played with CUSA programs in the past, you will be taken directly to the Multi Team Dashboard when logging into Bonzi Team. If this is your first season with CUSA you may not see this Multi-Team Dashboard and will be taken directly to step #4.

Step #3

MultiTeam Dashboard

Teams with "hide this team" are historical, your current season does not have a "hide this team" option. You want to click the current season and go to that team's dashboard.

Blizzard Phoenix
2012-2013
Hide this team

Blizzard Phoenix
2011-2012
Hide this team

CTFC Phoenix
2013-2014

CTFC Phoenix
2013-2014
Hide this team

Go to Bliz

Roster M
Robert Fr
Removed

Roster M
Robbert
Removed

Roster M
Julian Mi
Removed

You will then want to go to Roster, and add new roster members. Members who register in the office will automatically appear on your Bonzi Team roster and will not need to do any online registration.

Step #4

CTFC Phoenix
Calgary United Soccer Association

- Team Feed
- Email & Announcements
- Roster
- Schedule
- Attendance
- Text Alerts
- Forms, Docs & Files

Print Rosters & Medical Releases   View All

⊕ **Add new roster members**   ➤

Online 1 hour ago

Events in the next 7 days

There are no upcoming e

Step #5

Select your historical team and season here, and hit import. If your team is new or this is your first season with the team then you will not have any historical information to pull from and you will need to type in the name and email addresses of your roster.

✕ Close

Add Team Members   Import from another team | Blizzard Phoenix (2011-2012) ▼ | Import

To invite players, coaches, and other team members, provide their full name and email address below.

First Name (Required)   **Last Name (Required)**   **Email Address (Required)**   **Role**

| | | | Player ▼ |

Add Roster Members and Send Invites to Emails Provided

After importing, your past season roster will auto fill below with players name and email addresses. **If the email address is blank**, it means we do not have an email on file for that player and their registration cannot be completed online. You will have to remove those players from the list.

Individuals that will be a player/coach will need to be identified at this time. Everyone will default to "Player" status, just click the drop down menu and select "Player and Coach/Team Staff" or just "Coach/Team Staff" if the individual will just be coaching this season.

FIRST NAME	LAST NAME	EMAIL ADDRESS	Player ▼	🗑
FIRST NAME	LAST NAME	EMAIL ADDRESS	Player ▼	🗑
FIRST NAME	LAST NAME	EMAIL ADDRESS il.co	Player	
FIRST NAME	LAST NAME	EMAIL ADDRESS om	Player	
FIRST NAME	LAST NAME	EMAIL ADDRESS	Player ▼	🗑
FIRST NAME	LAST NAME	EMAIL ADDRESS mail.	Player ▼	🗑
FIRST NAME	LAST NAME	EMAIL ADDRESS	Player ▼	🗑
FIRST NAME	LAST NAME	EMAIL ADDRESS com	Player ▼	🗑
FIRST NAME	LAST NAME	EMAIL ADDRESS l.con	Player ▼	🗑
			Player ▼	

To remove a player from the list, click the trash can

Add Roster Members and Send Invites to Emails Provided

Step #6

Once you are finished, click Add Roster Members and the email invite will be sent to the players listed above. Players just need to follow the instructions on the email they receive and registration will be complete!

Sometimes, depending on the email settings or in the case of work email addresses, SPAM settings that are set by the company, the email invite is spammed and does not reach the inbox of the player. There is a very easy way to get the player the link they need to register online.

After you have invited the player, click on the player's name on your roster and their information will appear on the right, as seen below. You will see the green box that gives you the option to either resend the invite email, or you can copy the Invite Link and email them that link directly from your own email. That link is the same link that would be in the email invite, and by following that link the player can login and complete the player registration as normal.

✏ Edit   🗑 Remove   ✕ Close

Adelle Young

✉ adelle@cusa.ab.ca

Resend Invite Email

Invite Link

http://www.cusa.ab.ca/sar

An invitation has been sent to the email provided.

DID YOU KNOW?

If you have a player that registered by filling out a paper waiver rather than accepting the email invite, they will appear twice on Bonzi Team. If you click the invite, you can remove their name so they only appear once. You cannot remove a registered player on Bonzi Team so you do not have to worry about removing the wrong one!