

DIRECTIONS FOR ACCESSING REC ROSTERS IN DEMOSPHERE:

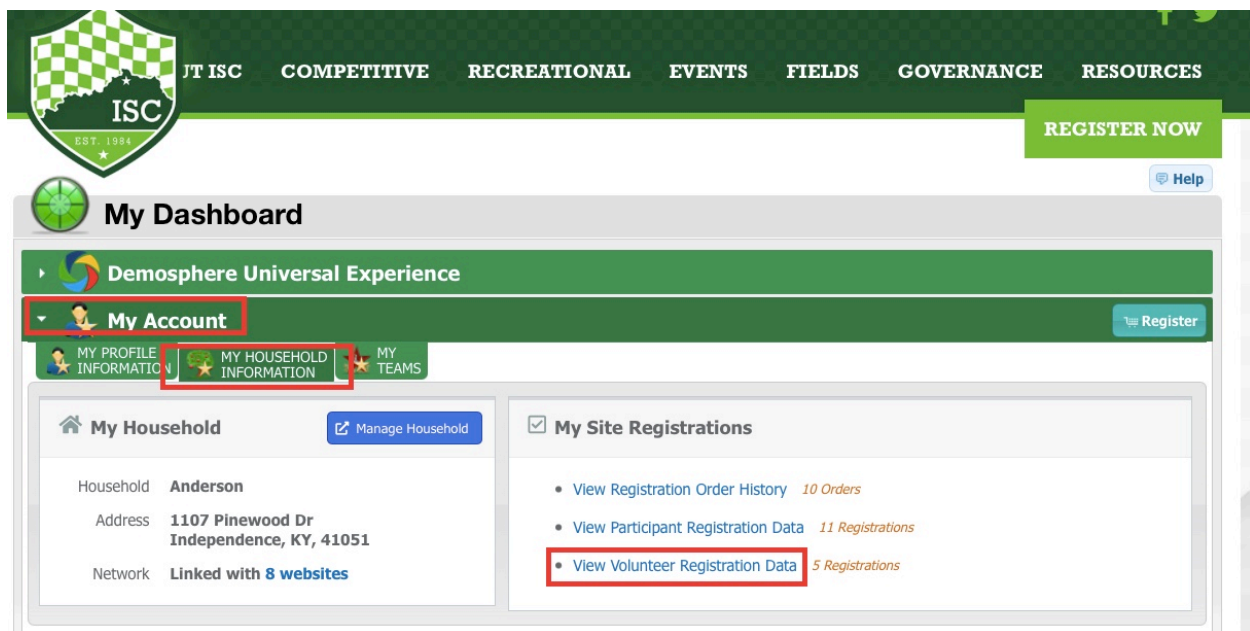
Demosphere is the registration system that ISC uses to collect registrations for recreational soccer and organize volunteers and players into teams. *Sometimes we find volunteers after the window for registration is over, but in these cases, it's still important to work with the Registrar to get your volunteer registration completed in the system as that registration enables access to roster viewing per the process below.*

When the registrar has communicated to coaches that rosters are ready, please follow the steps below to view your roster and access contact information for your players. **Please remember that contact information is shared with coaches to facilitate communication, but player data (i.e. birth dates, addresses, phone numbers) should not be shared with other parents/players with out expressed consent from the player parent/guardian.**

1. Access the Demosphere system using the link below and log in using the same information you used when registering your player. If you have difficulty remembering your log-in information use the “forgot password or retrieve your account” link on the log in screen to recover your information:

ISC DEMOSPHERE SIGN-IN SCREEN

2. Expand the “My Account” ribbon, select the “My Household Information” tab and then click on the “View Volunteer Registration Data” hyperlink.



The screenshot displays the ISC Demosphere website interface. At the top, there is a navigation menu with links for 'ISC', 'COMPETITIVE', 'RECREATIONAL', 'EVENTS', 'FIELDS', 'GOVERNANCE', and 'RESOURCES'. A 'REGISTER NOW' button is located in the top right corner. Below the navigation is a 'My Dashboard' section with a 'Help' icon. The main content area is titled 'Demosphere Universal Experience' and features a 'My Account' ribbon. Under 'My Account', there are three tabs: 'MY PROFILE INFORMATION', 'MY HOUSEHOLD INFORMATION' (which is selected and highlighted with a red box), and 'MY TEAMS'. Below the tabs, the 'My Household' section shows details for 'Anderson' at '1107 Pinewood Dr, Independence, KY, 41051', with a 'Manage Household' button. To the right, the 'My Site Registrations' section lists three options: 'View Registration Order History' (10 Orders), 'View Participant Registration Data' (11 Registrations), and 'View Volunteer Registration Data' (5 Registrations), with the latter being highlighted by a red box.

5. You can click the purple “Configure” button for either section to select which information is displayed. You can also click the “Export Roster” button to export a PDF or Excel document with your roster information.