



## How to Create a Team

**\*Note: You have to be an Association Contact or Team Manager or Admin to Create a team\***

**Step 1:** Open a web browser and insert the following link into the search bar,  
<https://register.oasa.ca/Account/Login>.

**Step 2:** Once on the OASA MRS website proceed to sign in.

**Step 3:** Now that you are on the site, look at the top menu bar and click on “Manage” then click on “Teams”. This will bring you to another screen that will show your association and has options to “View/Edit Association”, “Search”, “Clear” and “Create”.

**Step 4:** Click the button that reads “Create”.

**Step 5:** After clicking “Create” you will be brought to another page and prompted to add the following information:

- Team Name
- Division
- Team Manager
- Team Coach
- Assistant Coaches (no max however only 3 can go to Canadians if you qualify)

After entering the information that you have for this particular team click “Next”.

**Step 6:** Congratulations you have now created your first team and will now have the option to add players to the roster. You will also need to add your coach, assistant coaches and team manager to this team's roster. (Note: Only players and staff that have registered on the MRS system will be visible to add.)

**Step 7:** To add a player to your roster you will have an option to “add player” this is a red button below your team name and coaching staff. Once you click the button you will be given a list of player options in your organization to add to this specific team.