



## Welcome to Doodlio!

A full-featured sports management platform that will be used by **CYO – Los Angeles** for **2025 Spring Sports** team registration.

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### What is Doodlio?

Doodlio's sports management platform is trusted by organizations across the U.S., most of which are Catholic organizations like yours. Our solution provides a robust set of integrated features for leagues and schools, including:

- Online registration and payment
- Team management
- Sport scheduling
- Communication
- Websites
- And much more

Doodlio is designed to **eliminate administrative hassles**, allowing you to focus more on developing your student-athletes. Learn more at <https://sports.doodlio.com>.

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### Need Help?

If you have questions or need assistance, contact:

**Mike Alvarez**

Email: [mike@doodlio.com](mailto:mike@doodlio.com)

Cell: 972-754-9106

## [How To Register Video](#)

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### How to Register Your Teams in Doodlio

Doodlio differs slightly from TeamSideline in the registration process:

- You will first create your teams, then register them.
- Team registrations are submitted **by sport**, meaning separate registration submissions for each sport (e.g., one submission for 2025 Girls Softball, another for 2025 Boys Volleyball, etc.).

Please note that the mobile app does not support this registration process.

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## Step 1: Create Your Password

Your school account and administration profiles have been pre-loaded. Follow these steps to set up your password:

1. Go to [www.doodlio.com](http://www.doodlio.com)
2. To Set-Up & Verify your School Account, Click “**Register**” button in the upper-right corner.
3. The Register window will appear. Enter your email address and click “**Next.**”
4. Click “**Send Invitation**” to receive an invitation code via email or text.
5. Check your email or text message for the invitation code.
6. Return to the Doodlio website and:
  - o Enter the invitation code.
  - o Create a password and confirm it.
  - o Click “**Register.**”

Once registered, you'll be logged into Doodlio. **Next time**, simply click “**Sign In**” and use your email and password to log in.

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## Step 2: Create Your Teams

To begin registering for Spring Sports, you will need to create the teams you plan to have by following these steps:

1. Click “**Manage Sports**” under the **Sports Management** section.
2. Click “**Manage Sports Seasons**” (the first box).
3. The **Teams** page for Boys/Girls Soccer will appear by default.
  - o To switch sports, use the left-side menu. On smaller screens, such as iPad, the sports selection menu will appear as a drop down at top of the screen.
4. Click “**Add Team**” (upper-right corner).
5. Fill in the team details:
  - o **Nickname (optional)**: Enter only if you have more than one team in a division.
    - Use “**Varsity**” for A varsity teams.
    - Use “**JV1,**” “**JV2,**” **etc.** for A junior varsity teams.
    - Use “**Team 1,**” “**Team 2,**” **etc.** to distinguish B or C teams.
  - o **Select the team division**: A, B, or C (Softball and Soccer only have an A division). *You will not be able to proceed without selecting a division.*
  - o **Description (optional)**.
6. Click “**Add Team**” to save. *Repeat these steps for each team you wish to create.*

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### Step 3: Update your team settings (optional)

If you need to change the settings for a team you created.

1. On the Teams page, click “**Actions**” on the team line item (on the right side) for the team you want to update.
2. Select “**Manage**” from the menu
3. The Team Settings page will be displayed, allowing you to update Team Link, Nickname, Division, and Description.
4. Make the required changes and click the “**Update Team**” button.
5. Click the back button on your browser to return to the Teams page.

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### Step 4: Register Your Teams

Once teams are created, follow these steps to complete registration and payment:

1. Click the “**Team Registration**” tab at the top of the screen.
2. For each team, click “**Register**” next to the team name.
3. Review and agree to the **CYO Team Registration Agreement** by checking the box.
4. Click “**Next.**”
5. Review the fee summary, which is calculated based on:
  - Your school tier
  - The selected division
  - The number of registered teams
6. If the **CYO Admin Fee** hasn't been paid, check the box to add it to your statement.
  - Schools who registered for Fall or Winter Sports have paid the Admin Fee. One time annual charge.
7. If you are registering multiple teams for the sport, click “**Register Another Team.**” and repeat the steps above for each team before submitting payment.
8. Once all teams are added, submit payment:
  - **Pay by Credit Card**
9. Enter your payment details and click “**Submit Payment.**”
10. After payment, you'll see a confirmation screen with:
  - A summary of registered teams and fees paid.
  - A confirmation email will also be sent to you.

Thank you for using Doodlio for your team registrations!

## Frequently Asked Questions (FAQs)

### 1. General Questions

**Q: What is Doodlio?**

A: Doodlio is a sports management platform used by leagues and schools to streamline team registration, payments, and communication. It provides a range of features designed to reduce administrative workload and improve efficiency. CYO – Los Angeles is using Doodlio for 2025 Spring Sports team registration.

**Q: Who should I contact if I have questions or issues?**

A: You can contact **Mike Alvarez** at [mike@doodlio.com](mailto:mike@doodlio.com) or call **972-754-9106** for assistance.

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### 2. Account & Login

**Q: What should I do if I forgot my password?**

A: Follow these steps to reset your password:

1. Go to [www.doodlio.com](http://www.doodlio.com).
  2. Click the "Login" in the upper right.
  3. Click the "**Forgot Password**" link on the login page, enter your email address, and follow the instructions to reset your password.
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### 4. Team Registration & Payment

**Q: How do I register my teams after creating them?**

A: Go to the "**Team Registration**" tab, click "**Register**" next to each team, review the agreement, and proceed with payment.

**Q: Can I register teams for multiple sports at once?**

A: No, registrations must be submitted separately for each sport (e.g., Girls Softball, Boys Volleyball).

**Q: Can I submit a single payment for all my teams?**

A: Yes, that is the preferred approach to team registration. Before submitting payment, follow steps 1 through 6 under "Step 4: Register your teams" for each of your teams. Submit payment once you have added registrations for all of your teams.

**Q: What payment methods are accepted?**

A: Doodlio accepts payments via:

- **Credit Card (all major brands)**

**Q: Is the registration fee calculated automatically?**

A: Yes, fees are automatically calculated based on school tier, division, and the number of registered teams.

**Q: Can I add the annual CYO Admin Fee during registration?**

A: Yes, if you haven't paid it yet, you can add it to your payment during registration by clicking the Admin Fee check box on the checkout page.

**Q: How will I know if my payment was successful?**

A: You will see a confirmation screen with details of registered teams and receive an email confirmation of your payment.

**Q: Can I cancel a team registration after payment?**

A: Registrations are final once payment is submitted. Please contact CYO – Los Angeles for any changes.

**Q: Can I register additional teams later?**

A: Yes, as long as the team registration is open, just follow the steps to create and register the additional teams. Your statement will be updated to reflect the additional charges, and you will be able to pay the additional fees.

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## **5. Troubleshooting & Support**

**Q: What if I don't receive my invitation code via email?**

A: Check your spam/junk folder. If it's not there, try resending it or contact support at [mike@doodlio.com](mailto:mike@doodlio.com).

**Q: I registered the wrong team—what should I do?**

A: Contact CYO – Los Angeles immediately to request any corrections.

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## **6. Other Common Questions**

**Q: Can I use Doodlio for my school?**

A: Absolutely! More information will be distributed soon. For questions in the meantime, contact [mike@doodlio.com](mailto:mike@doodlio.com).

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If you have any additional questions, please reach out to your Doodlio representative for assistance.