

Club Licensing System (CLS)

The new Canada Soccer Club Licensing System (CLS) is a custom application designed to support the Club Licensing Program. The system is operational and has been beta-tested, updated, and is now being used to support all new application. Although it is likely that there are some remaining bugs that have not yet been discovered, it should be much easier and more user friendly than the various systems that we have used to support the program to this point. Over time, the CLS will replace the older systems with the SharePoint site and Excel spreadsheets being wound down and archived.

The system is designed for multiple users, so if there are others within your organization who will be entering information or uploading documentation into the system, please provide the following information and they can also be added as users:

- Name (First and Last)
- Email Address
- Position

To ensure the process is as easy for you as possible, please find below some helpful information related to the system that has been gathered through the testing process and first group of users:

- The information on your initial login screen under the “My Organization” tab may be inaccurate. In some cases, this has been migrated from existing databases and may be out of date or simply incorrect. This can’t be updated within the system. If it is out of date, please contact Dave Nutt at dnutt@canadasoccer.com with the accurate information and it will be updated.
- It is required that every question related to the category of licence be answered to complete the application.
- Responses may take the form of data entry, Yes/No or Checkboxes, Document Uploads, or Links. There is also an opportunity to add a “Comment” for most questions to support your response, if needed.
- Many questions include additional information and/or explanation about the requirement. This can be accessed by hovering over the “i” icon at the end of the question.
- Many of the resources that you may need to complete the application, including external links to information, as well as documents and templates, are included in the system. You can access this under the “Resources” tab on the left-hand side of the application page. Any question that relates to items in the Resources tab identifies that in the information presented by hovering over the “i” icon.
- Please note that links must include the “http://” or “https://” component for the system to recognize it as a link. In addition, in some systems, to add a link you will need to insert the URL, then press the “Enter” key in order for the “+” button to appear to add the link. If the link has been added successfully, it will appear in your application.
- If your response includes only a comment and no associated documentation or links, it will not be automatically considered as complete. There is a button in the dropdown (“...” on right side

of the question) that will allow you to manually mark this question as complete if there is nothing further to support your response.

- Comments should be limited to 300 characters (approximately a 4-line paragraph). If you require a longer response, please put this into a document and upload it rather than using the comment section.
- There is a limit of 20MB per document. If you have a larger document, please share that as a link using Dropbox, Google Drive, SharePoint, or other similar platform.
- The system is set up to allow multiple users to work in it simultaneously; however, does not automatically update as work is being completed. To ensure you are seeing the most recent version of the application, you should use the “Save” buttons to save your work regularly and the “Refresh” to update to the newest version. The only limitation on the system is that two users can’t work on the same question simultaneously. This will need to be coordinated internally within the organization.
- As with your original application, the new system includes President’s, Administrative Lead’s, and Technical Lead’s Commitments. Although all users can see those questions in the application, only those identified as “Executive”, “Administration”, and “Technical” are able to answer the associated question so that these commitments can’t be made on someone else’s behalf.
- There is a “Review” feature in the system on the left-hand side that will allow you to ensure that all questions have been successfully completed. At the bottom of that page is a “Submit” button. Once you have submitted your applications you will no longer be able to update it until it has been returned to you. If you submit your application before you are finished with it or want to add to it after submission, please contact me and I will be able to return it to you.

Hopefully, this provides you with the information that you need to begin using the CLS. If you have any questions or run in to any challenges, please contact me at your convenience.

Best regards,

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