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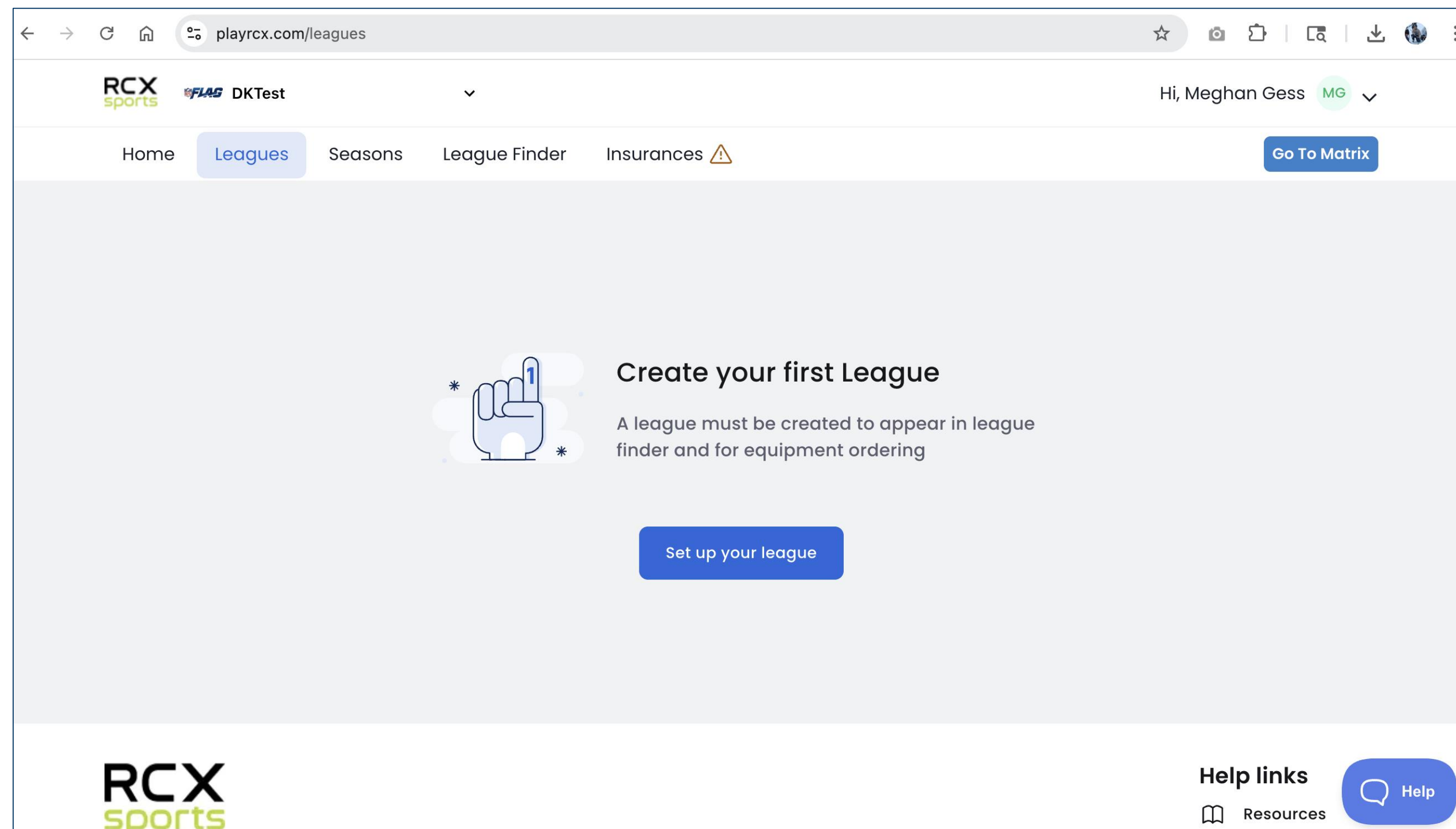
How to Create Leagues & Set Up League Finder

Make Sure Families Can Find Your League



First, Log in to your League Central account at [Playrcx.com](https://playrcx.com)

- If your leagues and seasons are already set up, they will show on the Leagues tab. If so, skip ahead to page 5
- If you **have not** set up leagues, your Leagues tab will look like the screen shown below. Click on “Set up your league” and you can continue to the next page





How to Create Leagues

1. Enter your league's general information. Then, click "save and continue"
2. Upload your logo (or choose to use the provided program logo instead). Then, click "save and continue"
3. Set up your league social media accounts (you can add unique league accounts or choose to use your organization level accounts using the check boxes)

Home Leagues Seasons League Finder Insurances ⚠️ Go To Matrix

1 League Information 2 Upload logo 3 Social Media Accounts

Set up your league information

League name *
My New League

League website *
Your website

☐ Add and use my organization website
Your organization website

Back Save and Continue



Home Leagues Seasons League Finder Insurances ⚠️ Go To Matrix

1 League Information 2 Upload logo 3 Social Media Accounts

Upload your logo

Upload your logo
Size 200x200px - JPG, JPEG, PNG

☐ Or use this logo instead



1 League Information 2 Upload logo 3 Social Media Accounts

Set up your league social media accounts

This is not required and you can provide social media accounts to use for all leagues in your organizations profile settings. Uncheck the account(s) you wish to update.

Use Organization Social Media Account

Facebook (League)
Enter facebook URL ☐

Instagram (League)
Enter instagram URL ☐

X (Organization)
Enter twitter URL ☒



How to Set Up Seasons

1. Navigate to the Seasons tab at the top of the screen
2. Select the Upcoming tab, then click on “Create a Season”
3. Enter the information specific to that season and review in steps 1-7 (season name, dates, divisions & ages, leagues, registration, links)
4. Once your season has been set up successfully, you can select “Set up location(s) now”
5. Then “add location” and choose from your existing locations, or add a new location

The screenshot shows the RCXsports web interface for setting up a season. The top navigation bar includes 'Home', 'Leagues', 'Seasons' (highlighted with a warning icon), 'League Finder', and 'Insurances' (also with a warning icon). A progress bar below the navigation shows steps: Season (checked), Season Dates (checked), Divisions and Ages (checked), Leagues (checked), Registration (checked), Links (checked), and Preview (7, indicating the current step). The main content area is titled 'Check out your information' and contains four sections, each with a pencil icon for editing:

- Season Information:** Name: Test Season
- Season Dates:** Starting Date: 2026-02-14, Ending Date: 2026-04-11
- Player Information:** Open Registration Date: 2026-02-01, Ending Registration Date: 2026-02-03, Registration Url: http://rcxsports.com, Registration Price: \$100 - \$120
- Leagues Information:** League 1, Name: Test, Organization Web: https://www.mlssoccer.com/mlsgo/

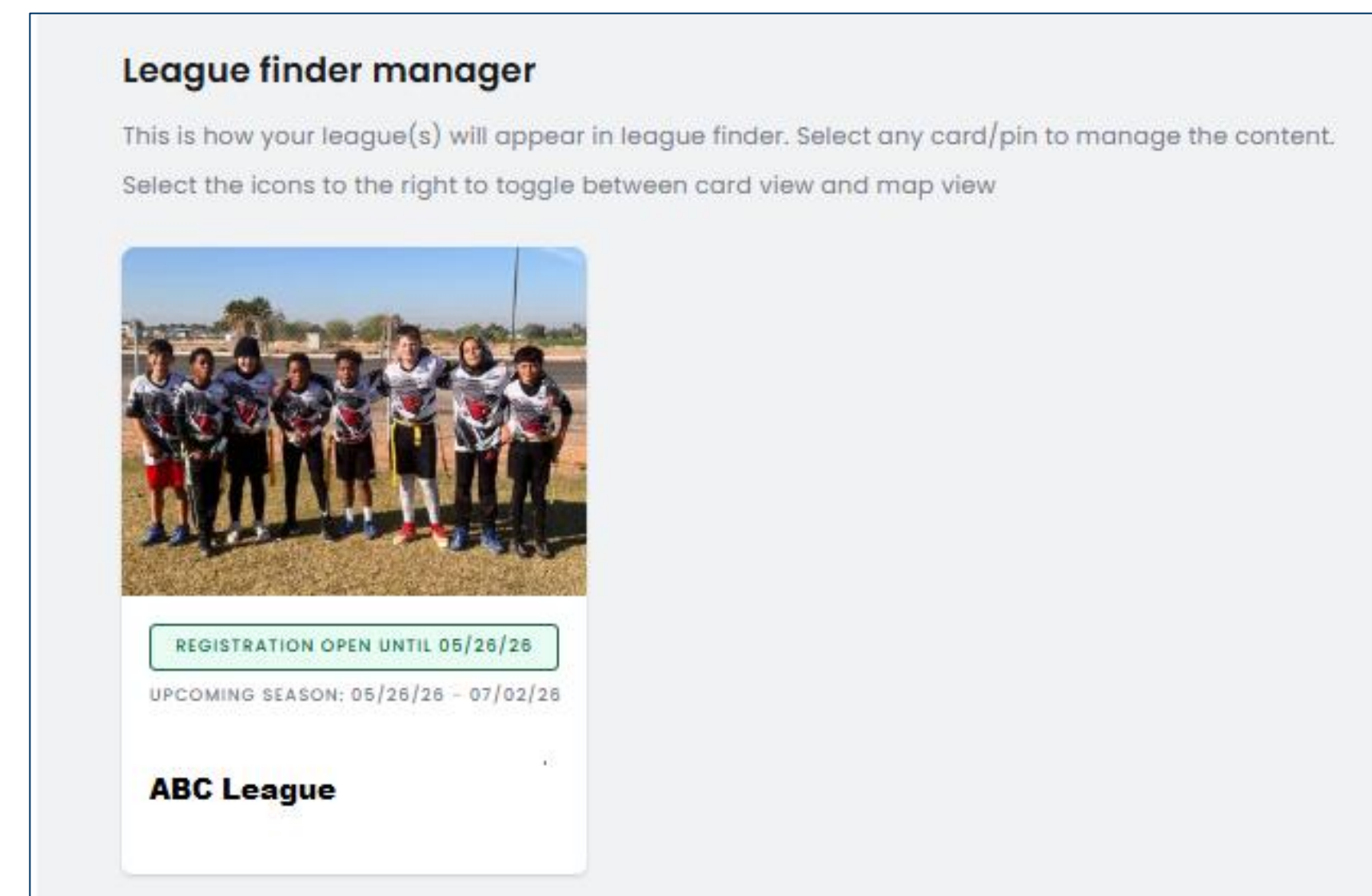
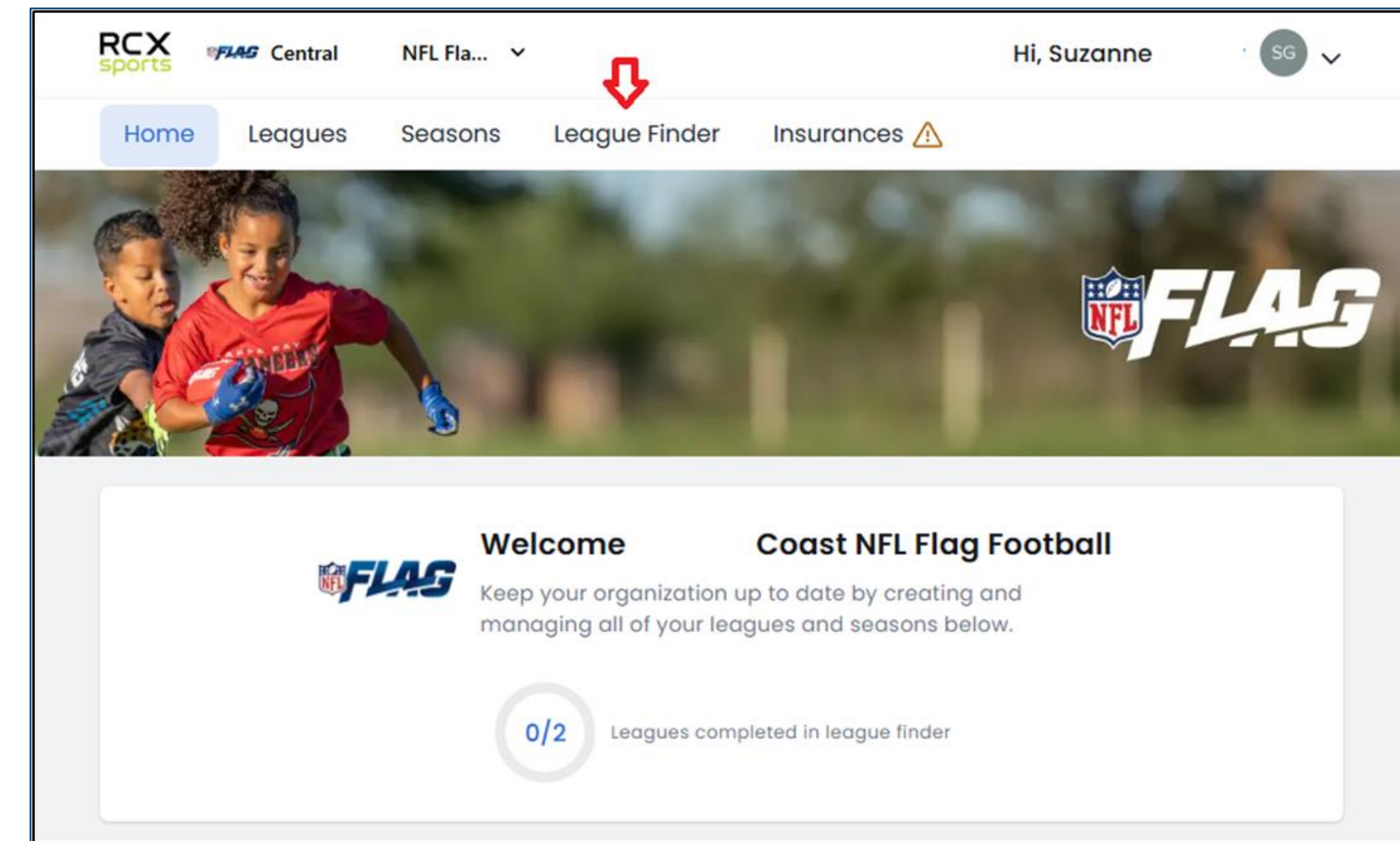
At the bottom, there are 'Back' and 'Save and Create' buttons.



How to Set Up League Finder

1. Click on the League Finder tab at the top of your League Central home screen to open the League finder manager
2. Choose the tile of the season you are trying to manage

**Important Note: League Finder is specific to each Season!
Make sure Families can find your Next Season!**





3. Complete as much information as possible regarding your season and location (aim for a 5/5 score). This will boost your league's popularity, and increase your opportunity to gain new registrations



- Upload images
- Set up Seasons
- Add League website URL
- Social media links
- Add an “about this league” description
- Indicate your league's benefits (what is included in registration)

1/5

Boost your league's popularity!
Leagues with comprehensive information attract more views, engagement and have higher conversion rates.

MISSING

Upload pictures
Add some pictures to make your League stand out, we suggest at least 5 to uniquely represent it!

+

COMPLETED

Seasons
Set up your seasons so parents know when to register, when your league starts, and more.

MISSING

Social media
Connect with parents by adding your social media links to your League.

+

About this league

SaveCancel

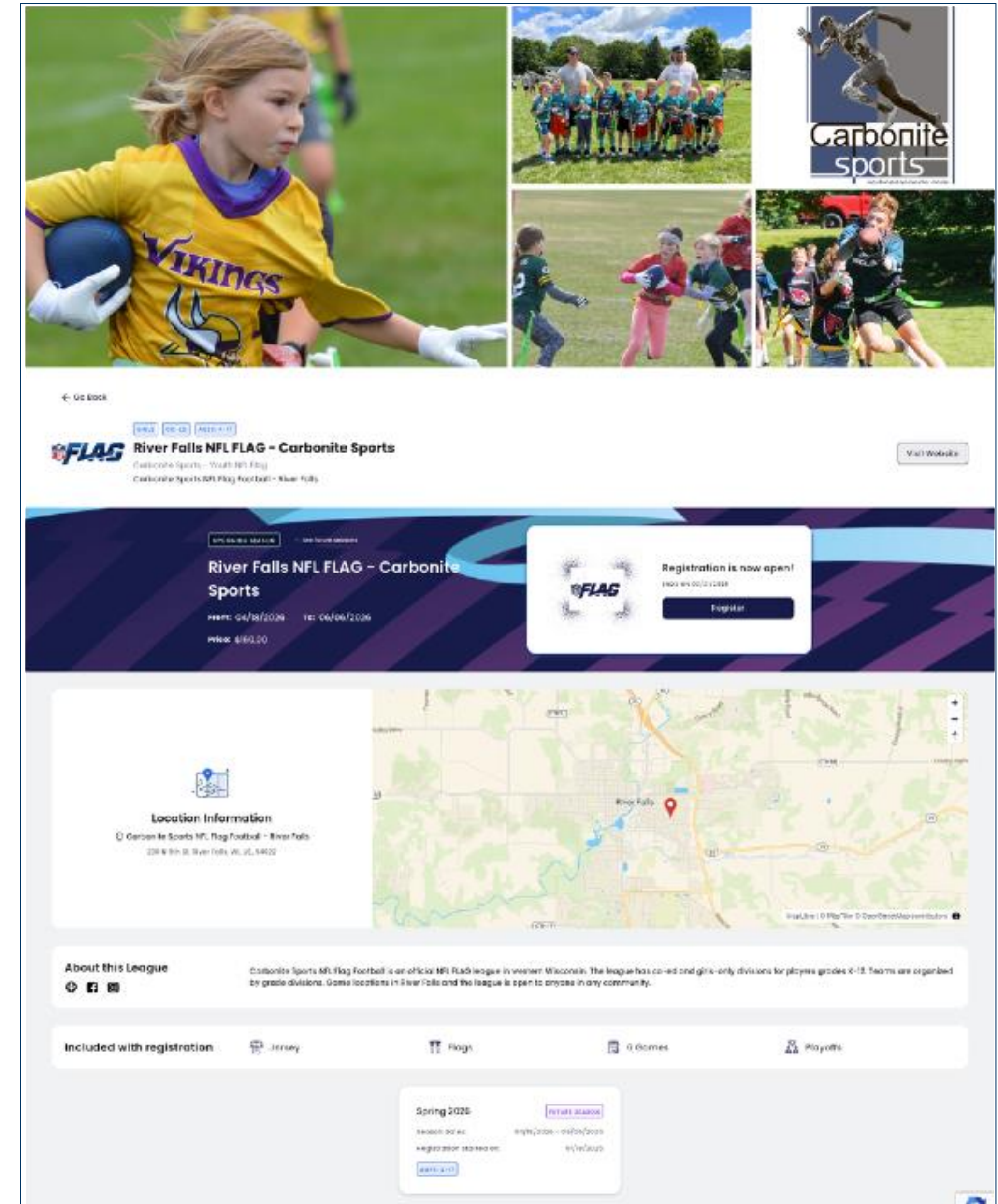
Tell parents more about your program.

Join the Best Flag Football league in XXXX County! This 7 week program is held on Saturdays and is 5vs5, non-Contact, recreational league. This is a co-ed league. There are no try-outs! Everyone participates! Game will take place between 8:00 a.m. - 8:00 p.m. on Saturdays. Schedules will be posted 1-2 weeks before the season start date. Come Join the FUN!



A completed League Finder profile will look like this example:

- Gives potential players' families key information at-a-glance
- Tells a story about your league through images, and a description
- Contains a live “register” button to capture immediate interest and action





When families search for local leagues in League Finder, you want yours to stand out

Tips:

- Always have your next season listed in League Finder
- Open registration as early as possible so that interest can generate immediate conversion
- Go to www.play.nflflag.com to view other profiles to get ideas

The screenshot displays the NFL FLAG League Finder interface. At the top, there are navigation links: ABOUT NFL FLAG, PARENTS, COACHES, LEAGUE ORGANIZER, EVENTS, and OFFICIALS. Below these are search filters for Country (United States), Zip code (95000), and Radius (25 Miles), along with a Search button and a More Filters link. The main content area is titled 'Leagues near your zipcode' and shows a grid of league profiles. Each profile includes a league name, a brief description, and a 'REGISTRATION OPEN UNTIL' date. The leagues shown include ELITE, HYPER FLAG FOOTBALL, and FREMONT FOOTBALL & CHEER LEAGUE. A sidebar on the left contains a form for users to enter their name and email to receive more information. At the bottom, there is a 'STAY CONNECTED' section with contact information and a 'Still looking?' button.