

# ONLINE REGISTRATION

**All registration procedures will be on line using the VYSA online registration system. The vendor is Youth Leagues USA (YLUSA),**

The system is available in phases. Links to these phases are on the VYSA website at [www.vysa.com](http://www.vysa.com).

1. Phase 1 – Risk Management / KidSafe Registration Application . Everyone except players must complete this application.
2. Phase 2 – Travel League Membership Registration Application – must be completed before Club can register.
3. Phase 3 – Club Membership Registration Application – must be completed before Teams can register.
4. Phases 4 – The Travel Team Registration Application – must be completed before rosters and passes can be prepared.

This Manual is written for the Primary **Team Contact** person who will:

- 1 Complete the Travel Team Registration Application,
- 2 Receive the ID and Password to access the VYSA database, and
- 3 Manage the Team database and produce passes and rosters.

The Manual is intended to help identify the information needed to produce passes and initial rosters.

**Section 1** – Overview of the Online Registration System

**Section 2** – Detailed Information on Important Registration Topics

**Section 3** – Summary Instructions

Please read Section 1 and 2 and highlight any information you did not already know – even if you used online registration system last year.

Also included is a Seasonal Year Team Age Groups Chart, Check List for Initial Roster and Check List for Roster Changes (adds, releases, and transfers).

**Check BRCL FALL TIME LINE for Due Dates for submitting Initial Rosters to your Assigned Registrar ( dates are highlighted in yellow). There is a \$ 25.00 late fee for missing each date.**

**VYSA REGISTRATION MANUAL AND POLICIES: is available on the VYSA website at [www.vysa.com](http://www.vysa.com) . Click on the Registration tab, then select the Manuals and Polices link.**