

## SECTION 1 – OVERVIEW OF ONLINE REGISTRATION SYSTEM

1. You must be connected to the Internet to use the system
2. You can use any computer that is connected to the Internet. No program files or data is stored on any computer you use. **HOWEVER, THIS SYSTEM DOES NOT SUPPORT MAC USERS. PLEASE DO NOT USE A MAC WHILE USING THIS SYSTEM.**
3. You do not need to save your work or submit your data to VYSA after your roster has been approved. Everything you enter is saved on the Youth Leagues USA (YLUSA) server as you enter it.
4. You will register your Team by using the link to the Team Registration Module supplied by your Club. When you register your Team, you will be issued an ID and Password and have immediate access to the VYSA database to:
  - A. Begin entering Players, and assigning Team Officials and Team Aides to your team
  - B. Clubs may also assign Team Aides to all teams in the Club.
5. Your ID, Password and a link to the VYSA database will also be sent to your email address.
6. After you register your Team and exit, you must use your ID and Password to work on your team in the VYSA database using the link you received by email.
7. Once you are logged in with your ID and Password, you can:
  - A. Enter and release players and correct the information
  - B. Assign Team Officials and Team Aides to your team.
  - C. Print passes, rosters and the Player/Team Status Form
  - D. Manage the Team database
8. A Risk Management application must be completed by every Coaches, Managers, and Team Aides before they can be placed on a rosters.
9. The legal first and last name must be used for all players.
10. A computer-generated ID number will be issued to all Players, Team Officials and Team Aides based on the legal first and last name and the date of birth. This ID number is carried forward each seasonal year by the system. Only the players' ID numbers will be printed on the rosters and member passes.