

- A) Click on link to the Team Registration Module provided by your Club.
- B) Select Club from drop-down list and click “Online Travel Registration Form”

TEAM REGISTRATION

- A) Section I. General Information
 - Complete Information
- B) Section II. Primary Team Contact
 - Primary Team Contact receives ID and Password to manage team registration and database.
 - No need to enter email address if submitted with KidSafe registration.
 - If name is not in drop-down box, enter ID or contact Club Administrator.
 - If you are managing more than one team, enter yourself as Primary Team Contact for each team
- C) Section III. Team Official Information
 - Select Coach, Team Manger, and up to two Assistant Coaches from drop-down box.
 - If name is not in drop-down box enter ID or contact Club Administrator
 - Must have either a Coach or Team Manager to proceed with League Roster
 - Submit Travel Team Information
- D) Congratulations. You have registered your Team.
- E) Print page with ID and Password and click button to continue.
- F) Main Menu. VYSA Database Management
 - From drop-down box select Access Team Management to continue working on your team.

Team Main Page: Select Data Type in upper left-hand corner for Players, Team Officials or Team Aides.

Select Data Type, Team, Click on “Enter Last Part of Team ID” to complete your team number.
Enter 01 for first team in same age group; enter 02 for second team.

PLAYER REGISTRATION.

Select Data Type, Player.

- To add a player who did not play last year, click on “Add New Player”
 - To add returning player click on one of the following: “Add Individual Returning Player by Name/DOB or ID” or Retrieve Teams from Club System.”
- B) Section 1. Player Information
 - Must use player legal first and last name
 - Has this player been rostered to a team in another USYA organization in the 2008 – 2009 soccer year? Answer “no” if player is registered to a US Club Soccer team.
 - C) Section 2. Parent/Guardian Information (not required)
 - D) Section 3. Communication Information
 - Must enter either email address OR click “Player does not have an email address.”

- If no email address is entered, you and your club will not be able to contact this player by email from the team database.

SECTION 3 SUMMARY INSTRUCTIONS

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TEAM OFFICIALS

- A) Select Data Type: Team Officials. Select a Team Official by clicking in the circle beside the name
- B) Use buttons on the bottom half of the right side to select various tasks and functions
- C) Reminder: Each roster must have either a Coach or a Manager; each roster can have no more than one Coach, one Manager and two Assistant Coaches as Team Officials

TEAM AIDES

- A) Select Data Type: Team Aides. Team Aides listed with no circle in the “Select to Delete Column” are club-assigned and can be deleted only by a person with an authorized club-level ID and Password.
- B) Use buttons on the bottom half of the right side to select various tasks and functions.
- C) REMINDER: Check the Audit Report regularly to monitor the integrity of your League and State Cup roster, if applicable.

THINGS TO KNOW / REMEMBER

- A). DO NOT click the “Submit” button until you are sure your roster is correct. You cannot correct any errors unless the data is “released” by the Club Rep or Assigned League Registrar.
- B) When printing, write down the margin setting you identify to print your roster and passes. Remember to select LANDSCAPE for roster and PORTRAIT for passes. If passes have already been signed, always run a test sheet first to be sure alignment is correct. DO NOT PRINT IN COLOR, USE PASSES WITH NO PRE- PRINTED INFORMATION ON THE FRONT.
- C) Navigation Tips:
 - Always use buttons at the bottom of the page. Do not use Back button of browser.
 - To exit system, click on Main Menu, then Log Out.
- D) To log on and access the Main Menu:
 - Click on link to database emailed to you with your ID and Password or
 - Type the URL into the address box of your browser,
 - Enter User ID and Password and Click “Submit Information.”