

Hunter Soccer Club

Primer for the On-line EPYSA and ICSL Travel Team Registration Processes, 2009-2010 Season

For All Hunter Travel Head Coaches: You will be responsible for all online tasks to complete registration for your fall travel teams. Here is a list of steps/items you will need to complete along with instructions. *A copy of these instructions will also be placed on the Hunter website on the **Travel/Travel Coach Resources/NOTEBOOK** page.*

1. Complete **your** EPYSA Risk Management online form. Timeframe/deadline: **IMMEDIATELY**.
 - a. Go to www.epysa.org
 - b. Under Online Registration on the left, click “Registration & Database Access”
 - c. On the next screen, scroll down to “**2009-2010 Step 2: Risk Management Application**”. Click this header and follow the instructions to complete the form. Make sure that you complete part 2 for your coaching responsibility. Also make sure, where asked, you specify Hunter SC as your club affiliation.
2. Have your Assistant coach complete his/her Risk Management online for in the same way as indicated in #1 above. Timeframe/deadline: **IMMEDIATELY**.
3. Once you have completed steps 1 & 2 above, then I suggest you go back to the www.epysa.org site and register your team with epysa. Timeframe/deadline: **As soon as you know you have a team for this fall and you have given the travel coordinator a roster with at least the minimum number of committed and Hunter registered players. The absolute dead line is June 31.**
 - a. Go to www.epysa.org
 - b. Under Online Registration on the left, click “**Registration & Database Access**”
 - c. On the next screen, scroll down to “**2009-10 Travel Team Registration**” and click on it.
 - d. On the next screen where it says “**Please choose your club name**”, you will need to click on the scroll down button to the right, scroll down and select “Hunter SC”. Then click on the “**Online Travel Soccer Team Registration Form**” Button to continue.
 - e. Fill out the next screen. Your team name should be entered with “HUN “ in front of it. [example: HUN Attack] Be sure to get correct your age group, boys/girls, and whether you are the “A” team or the “B” team. [I hate this distinction, but epysa uses it to differentiate between to teams in the same age group and is part of the epysa team ID#.] If you have correctly completed your Risk Management forms, you should find your name, and/or your asst coach’s name in the drop down box for Primary Team Contact and Secondary Team Contact. The two people you put here, the Primary Contact and the Secondary contact will be the two people who

receive cards and will become the official coaches of the team. Your primary league will be Inter County (some of the older boys teams are now making MAPS their primary league; in this case select MAPS as your primary league). You may input the Rock League or MAPS as one of the secondary leagues. Do not worry about indoor leagues.

- f. When you complete this form, you will have registered your team. Print the confirmation page and keep the info on it handy. It contains the codes you will need to input to get back into the system to do all epysa team management functions like input your players. After leaving the confirmation page, the system will immediately take you to the team management portion of the database. At this point you may stop (just log out) and wait till you have all the player info or you may continue and input your player information. See Step 5 below if you wish to get instructions regarding the player input step. You **MUST** also complete step 4 below, which is the ICSL online team registration form.
4. Complete the ICSL online team registration form. Timeframe/deadline: **As soon as you know you have a team for this fall and you have given the travel coordinator a roster with at least the minimum number of committed and Hunter registered players. The absolute dead line is June 15.** (We want everyone in the system by this date so we can correct, etc. any team registrations prior to the ICSL drop dead deadline of July 1.) Recall the handout I asked you to keep that referred to this step. *I will put that handout on the website on the page Travel/Travel Coach Resources/NOTEBOOK.* Here are more directions:
 - a. Go to the <http://icsl.demosphere.com/index.html> site.
 - b. Follow the instructions on the home page for returning teams and new teams. For teams new to ICSL (usually U9 & U10 teams), just click on the “Youth” link, which will take you to the online registration page. Returning travel teams should click on the “Youth Soccer League” link, then the “Fall 2008 Schedules and Results”, then your division from last year, then your team name to get to their team sites (see the instructions in the “Handout”). Then click “Team Log In” in the top right corner; remember your login codes from last year you used to report scores. Look for a link which will lead you to a pre-filled in registration form.
 - c. Fill out this form (there may be slight changes from last year which the following instructions were geared for).
 - i. Select Hunter Soccer Club from the drop down menu.
 - ii. Enter your team name **WITHOUT** the “HUN” in front of it.
 - iii. If you completed your EPYSA registration, you received an epysa team ID#; enter it in the appropriate spot, otherwise leave blank.
 - iv. Select age group and gender.
 - v. For “Level of Play” select the division you were placed in. There are only a couple of teams who so far were not placed in the division you requested. Go to the ICSLSOCCER.ORG website to confirm your placements. Note that this is **NOT** the place to change or complain about your placement. I confirmed with ICSL

officials that the official club division placement form due July 1 is the primary vehicle to effect division placement changes.

- vi. For “Requested Level of Play”, select the same division as above or enter the one you want to be placed in. [I am not sure this will have much impact this year, but in future years, when you can do this earlier in the division selection process, it may have a huge impact.]
 - vii. Everyone gets Columbus Day off unless they specify otherwise. Since we all participate in our Jack Walsh Tournament, I expect everyone to enter “NO” to the questions about playing league games on Columbus Day.
 - viii. Enter you team history as best you know it. This is not critical this year, but may be next year when this form becomes the kick off to your division placement requests. Likewise the box further down asking for “Pertinent comments in placing your team in the appropriate division”.
 - ix. Enter Coach, asst coach and primary contact info. You **MUST** have at least two different people listed here. If you are coaching by yourself and cannot put someone else from your team down, put me down, as I am the Travel Coordinator. cdhill001@msn.com and 267-939-4456 for all my phone numbers. Please get a parent, etc from the team to be a contact; use of the travel coordinator info should be as a last resort option. Note that the people you put here should be the coaches that get cards. ICSL will notify these people of reschedules and other admin issues. Make sure your contact info is correct.
 - x. **Finally, select the dates (in addition to Columbus Day) that you are asking off. Keep in mind bat/bar mitzvahs, school test dates, etc.**
 - xi. Proceed to checkout and complete the process (I could not go here so I hope this is straight forward.) You are now registered with ICSL. There may be an issue with getting your PIN for this demosphere system. If so, try entering the one you used last year to view you schedules and post your scores. If you are a new team/coach, then contact ICSL at the contact listed on the <http://icsl.demosphere.com/index.html> page. You can call me also if you have trouble.
5. Player information: Timeframe/deadline: **As soon as you know you have a team for this fall and before families disappear for summer shore vacations, etc. The absolute dead line is July 1.**
 6. There are some very important differences from last year: for the 2009-2010 season, girls teams will not have to redo player cards **as long as the player is on the same team**. Girls moving to a new team or entering EPYSA/ICSL for the first time **AND ALL BOYS TEAMS/PLAYERS** will need a new card. Newly registered Girls will get cards good for one year (2009-2010). All Boys will get new cards good for two (2) years 2009-2011. [The boy-girls requirement will

reverse next season when the boys are in the middle of their 2 year card effective period and then all girls will need new cards.] The following process applies for players needing new cards.

- a. Get the following player information ASAP:
 - i. For all your players: Small “passport” photo. Recent [very important as ICSL is going to a two year card.]
 - ii. For all your players: Last year’s player card or some other form of proof of birth (birth certificate, passport, etc.)
 - iii. For any new players to your team, you will also need address, phone, parent’s names, and email address.
- b. Go back to the www.epysa.org site.
- c. Under Online Registration on the left, click “[Registration & Database Access](#)”
- d. On the next screen, scroll down to “[2009-10 Travel Database](#)” and click on it.
- e. Now you will have to enter the System ID and Password codes that you received on the at team registration confirmation page from step #3. Put your Caps Lock button on as both of these codes are all in capital letters.
- f. If successful, you should be taken to a welcome screen and you will probably have one option to enter “Team Management”. There may be options to get database instructions, and some other options. The instructions may prove helpful is you get stuck. Ignore the other stuff for now. Select “Team Management” if available and proceed.
- g. You should get a page with your team name at top and various buttons below. “Team” should be highlighted under data type on the left of the page. You need to add players before you can use the roster and lineup buttons on this screen. So, on the left click on “players”.
- h. You should be taken to a similar screen with your team name at top but below that saying you have no players. Look for a button at the bottom to retrieve players. Click on it. This takes you to a page of Hunter teams from which you can select your team from last year with it’s roster. If you are adding players from another Hunter team, you can also select that team. After this team section and clicking the retrieve players, you should get a list of all the carded players you had last year and those from any other Hunter team you selected. You can now check the appropriate returning players and click add, and you should be eventually returned to your team “Player” page, but now with all those players from last year already added to your roster.
- i. For any new players to your team, or if you are an entirely new team, you will have to add all the players manually by typing in their information (I did this for everyone the first year of the online system). Select Add Player and it should take you to a player form, which you fill out, and upon completion/confirmation, you come back to the Player page and see the new player added to the roster. **Make sure the name you use is the same as on the old player card or proof of birth!** Complete for all new players, one at a time.

- j. When completed with this process you will need to print your player cards. [It's a tricky process with formatting, etc. but I am told they improved it for the 2008-2009 registrations. You will get the card forms to do yourself at the Hunter meeting in early June, or you will have to contact me to get black card stock (267-939-4456/cdhill001@msn.com).] Simply, select the player pass button on the team main page. Select all or check those you want to print. Down at the bottom select the format you want (I think the PDF format is supposed to be improved and easier to use – it varies with everyone's system and printers). Follow the formatting instructions and print your cards. [I strongly suggest that you print test pages and do the hold up to the light test to insure you have the formatting correct. **You will only have a limited number of original player card stock to work with!!!**]
 - k. Next, on the left, select TEAM. The system should take you back to the TEAM page. Select Print RG6 Form. Regardless of which year it is for boys or girls new cards, each year you will need RG6's for everyone. (If you do this on the PLAYER page, then you get only player RG6 forms; you need coach RG6 forms as well). Select everyone and print all the player and coach RG6 forms.
 - l. **Then get everything signed: card by player, RG6 by coach or parent. This is IMPORTANT, make sure that the player signs the card the same way as the old player card or the proof of birth. No nicknames! No shortened names (no Nick for Nicolas)! If there is a discrepancy, I will reject your paperwork as I know ICSL will reject it. [I know this sounds stupid, but epysa mandates this and ICSL is required to enforce it. I am just saving you time by not forwarding in such discrepancies on the ICSL. I've been there, I've seen it, Get this right! You do not want to know how many times in the past I changed Hunter cards because coaches failed to be aware of and get this step right.]**
7. Now you need to assemble the package for registration and card verification with ICSL. **HOW YOU DO THIS IS ALSO IMPORTANT:**
- i. You need to **detach the player/coach card from the other portion of the sheet.** Throw away the other portion.
 - ii. **Attach the player/coach photo to the proper place on the card** where indicated. A glue stick works best. Trim the photo if necessary.
 - iii. **Stack the signed player cards and coach's cards IN ALPHABETICAL ORDER, COACHES AT THE END.** Put a rubber band or paper clip on this stack and put it in a manila envelop.
 - iv. **Next stack the signed RG6 forms IN ALPHABETICAL ORDER, COACHES AT THE END.** Put a rubber band or paper clip on this second stack and put it in a manila envelop.
 - v. **Now take the proof of birth, cards and or copies of birth certificates passports, etc., and stack them IN ALPHABETICAL**

ORDER. Put a rubber band or paper clip on this third stack and put it in a manila envelope.

- vi. Bring the envelope with all 3 alphabetical stacks to me for a double check. If something is not right and we cannot correct it right then, I will give the envelope back to you for correction. **I must have the correctly completed paperwork and envelope by July 10.** I will be submitting the envelopes to ICSL on the 13th when the registration process begins. Plan on getting them to me ASAP incase there is a problem and you have to redo something.