



How to Register a Recreational Team



Register a Recreational Team

Step 1: Make sure that the [Annual Membership Form](#) for your club is up-to-date.

Items to Note:

- Each club must designate a **‘Primary Recreational Club Contact.’** This person will be able to access the **Recreational Database and approve teams at the club level.**
 - Once this person has been designated, a username/password will be generated in the database. If you have trouble with this step, please call our office for assistance.
- Each club must also select a league as its designated **Recreational League.** This is the league in which your club plans to register their team.



Register a Recreational Team

Step 1: Make sure that the [Annual Membership Form](#) for your club is up-to-date.

Items to Note:

- If a club has already completed their Annual Membership Form, the person assigned as Primary Organization Contact can log into the Eastern Pennsylvania Youth Soccer Database.
- From the main menu, use the report **Club/League Registration Information** to add the **Primary Recreational Club Contact** position. Use the left side **Data Type** sort to select **Contact Data** and then use the **Add Contact** button on right side to add **Primary Recreational Club Contact** position.

2017-2018
Eastern Pennsylvania Youth Soccer
Database Management

MAIN MENU

Welcome, Craig Garifo, to the
Database Management System for EPYSA.

Select an Option: **Club/League Registration Information**

CONTINUE LOG OUT

STATUS REPORT

2017-2018
Eastern Pennsylvania Youth Soccer
Database Management

(13 of 13 Total Records)

(You can sort on specific columns by clicking on the blue column heading.)

MAIN MENU

SELECT Results Click to Open	Last Name	First Name	Organization Name	EPYSA Org. ID	Org. Type(s)	Position	Home #	Email
<input type="checkbox"/>	DiManno	Roger	Shuylkill Solutions Soccer Club	28000	Travel Club Rec Club 100 League	Board President	610-333-0031	roan@eastpa.com
<input type="checkbox"/>	DiManno	Roger	Shuylkill Solutions Soccer Club	28000	Travel Club Rec Club 100 League	Director of Coaching	610-333-0031	roan@eastpa.com
<input type="checkbox"/>	Go	Imrevide	Shuylkill Solutions Soccer Club	28000	Travel Club Rec Club 100 League	Board Insurance Coordinator	610-333-0121	agarcia@eastpa.com
<input type="checkbox"/>	Go	Imrevide	Shuylkill Solutions Soccer Club	28000	Travel Club Rec Club 100 League	Club Register	610-333-0121	agarcia@eastpa.com
<input type="checkbox"/>	Go	Imrevide	Shuylkill Solutions Soccer Club	28000	Travel Club Rec Club 100 League	Primary Club Registration Contact	610-333-0121	agarcia@eastpa.com
<input type="checkbox"/>	Garfo	Craig	Shuylkill Solutions Soccer Club	28000	Travel Club Rec Club 100 League	Board Vice President	610-333-0031	cgarifo@eastpa.com
<input type="checkbox"/>	Garfo	Craig	Shuylkill Solutions Soccer Club	28000	Travel Club Rec Club 100 League	Primary Organization Contact	610-333-0031	cgarifo@eastpa.com
<input type="checkbox"/>	Garfo	Craig	Shuylkill Solutions Soccer Club	28000	Travel Club Rec Club 100 League	Primary Travel Registration Contact	610-333-0031	cgarifo@eastpa.com
<input type="checkbox"/>	Garfo	Craig	Shuylkill Solutions Soccer Club	28000	Travel Club Rec Club 100 League	Register of Travel	610-333-0031	cgarifo@eastpa.com
<input type="checkbox"/>	Naefegauer	Shel	Shuylkill Solutions Soccer Club	28000	Travel Club Rec Club 100 League	Primary Recreational Club Contact	610-444-2424	shelnaef@eastpa.com
<input type="checkbox"/>	Soak	Samantha	Shuylkill Solutions Soccer Club	28000	Travel Club Rec Club 100 League	Bank Treasurer	610-333-0031	soak@eastpa.com
<input type="checkbox"/>	Soak	Samantha	Shuylkill Solutions Soccer Club	28000	Travel Club Rec Club 100 League	Risk Management Director	610-333-0031	soak@eastpa.com

VIEW APPLICATION NEXT SET PREVIOUS SET ADD CONTACT MAIN MENU

PRINTING FRIENDLY DISPLAY TRAVEL LEAGUES OPTIONAL RULES REPORT RECREATIONAL LEAGUES OPTIONAL RULES REPORT



Register a Recreational Team

Step 2: Make sure all team coaches entering your league have completed their [Risk Management Application](#).

Note:

- All team coaches are required to complete their Risk Management Application in order for them to be added to a roster.



Register a Recreational Team

Step 3: Use the following link to register and create teams: [Build Recreation Team](#)

1. Select **Club** from Drop Down Menu
(If club is not listed, [Annual Membership Form](#) still needs to be completed)
2. Choose **Primary League**
(Select league in which your team plans to participate)
3. Choose **team age group**
(Age group is defined as the age/birth year of the oldest player on the team.)

Note: Only clubs, team coaches and team managers can register teams in the database.

2017-2018 Eastern Pennsylvania Youth Soccer Recreational Soccer Team Registration

* - denotes required field

General Information

*Club Name: GroupNet Solutions Demo Club ▼
*Team Name: Test Team ▼
*Would you participate in a recreational festival hosted by EPYSA? Yes ▼

League Information

*Please choose one (1) Primary League: GNS Recreational League ▼
You may choose up to five (5) secondary leagues that your team participates in. Participation is conditional on the Secondary League "Accepting" your team.
Secondary League #1: -CHOOSE- ▼
Secondary League #2: -CHOOSE- ▼
Secondary League #3: -CHOOSE- ▼
Secondary League #4: -CHOOSE- ▼
Secondary League #5: -CHOOSE- ▼

Playing Format & Season Information

*Choose team age group (based on the age of the oldest player): U06 Male ▼

Season/Activity (check all that apply):
Spring:
Summer:
Fall:
Winter:
Recreational Festival:

Recreational Primary Team Contact Information

DIRECTIONS: Please enter Recreational Primary Team Contact's EPYSA ID or choose a name from the list below. Coaches must have registered in the [2017-2018 Risk Management System](#) online in order to be listed here. The Recreational Primary Team Contact will be able to access the Eastern Pennsylvania Youth Soccer online database to complete player registration and keep team contact and player information updated.

NOTE: All EPYSA ID's are in Upper Case and are in the following sequence: First six (6) letters of the registrant's last name, Registrant's date of birth (YYMMDD), First three (3) letters of the registrant's first name, the last character is always a number (not a letter).

All primary team contacts MUST complete a [Risk Management Application](#) and have an email address on record.

*EPYSA ID: [REDACTED]
OR
*Name (Last, First): -CHOOSE- ▼
*Position: -CHOOSE- ▼



Register a Recreational Team

Step 3: Continued Build Recreation Team

4. Select the **Season** they will be competing in your league
5. Select the **Recreational Primary Team Contact**
(This can be a coach, assistant coach or team manager.
Please use this individual's EPYSA ID or select their name from the Drop Down Menu. If they are not listed, they have not completed the [Risk Management Application.](#))

This Recreation Primary Team Contact will obtain a Username/Password once the team application is submitted. This individual will register players for the team.

2017-2018 Eastern Pennsylvania Youth Soccer Recreational Soccer Team Registration

* - denotes required field

General Information

*Club Name: Groupset Solutions Demo Club
*Team Name: Test Team
*Would you participate in a recreational festival hosted by EPYSA? Yes

League Information

*Please choose one (1) Primary League: GNS Recreational League
You may choose up to five (5) secondary leagues that your team participates in. Participation is conditional on the Secondary League "Accepting" your team.
Secondary League #1: -CHOOSE-
Secondary League #2: -CHOOSE-
Secondary League #3: -CHOOSE-
Secondary League #4: -CHOOSE-
Secondary League #5: -CHOOSE-

Playing Format & Season Information

*Choose team age group (based on the age of the oldest player): U06 Male
Season/Activity (check all that apply):
Spring:
Summer:
Fall:
Winter:
Recreational Festival:

Recreational Primary Team Contact Information

DIRECTIONS: Please enter Recreational Primary Team Contact's EPYSA ID or choose a name from the list below. Coaches must have registered in the [2017-2018 Risk Management System](#) online in order to be listed here. The Recreational Primary Team Contact will be able to access the Eastern Pennsylvania Youth Soccer online database to complete player registration and keep team contact and player information updated.

NOTE: All EPYSA ID's are in Upper Case and are in the following sequence: First six (6) letters of the registrant's last name, Registrant's date of birth (YYMMDD), First three (3) letters of the registrant's first name, the last character is always a number (not a letter).

All primary team contacts MUST complete a [Risk Management Application](#) and have an email address on record.

*EPYSA ID: [Redacted]
OR
*Name (Last, First): -CHOOSE-
*Position: -CHOOSE-

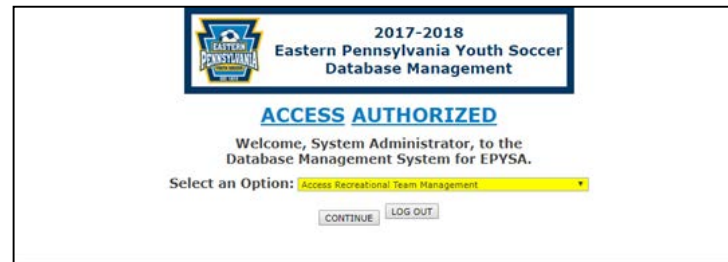


Register a Recreational Team

Step 4: Access Team Management via Eastern Pennsylvania Youth Soccer Database

The **Recreational Primary Team Contact** will need to complete the following steps:

1. Log into the Database and select **Access Recreational Team Management** from the Drop Down Menu.



2. On left side, click radio button labeled **TEAM ID** and type in **ALL**
(This will display all team shells on the right created on the Rec Team Builder Link.)





Register a Recreational Team

Step 4: Access Team Management via Eastern Pennsylvania Youth Soccer Database

3. To **Add Players** to a team, select the **Add Players** button found in the middle of page.

Team Main Page

Club Name: Cathedral (19GNS14MR000020) Recreational Team

MAIN MENU

Club Name	Primary League	Age Group	Team Approval Status	Club Approval Status	League Approval Status
Brookfield Recreational Demo Club (19GNS14MR000020)	19G Recreational League	U14 Male	Not Ready for Approval	Not Ready for Approval	Not Ready for Approval

VIEW/EDIT TEAM AUDIT REPORT **ADD PLAYERS** APPROVE TEAM

PRINT AGE FORM PRINT MEDICAL RELEASE

PRINT ROSTER PRINT TEAM LISTING UPDATE PLAYER INFO

RECREATIONAL LEAGUES OPTIONAL RULES REPORT

RETURN TO SEARCH RESULTS SEARCH AGAIN MAIN MENU PRINTER FRIENDLY DISPLAY



Register a Recreational Team

Step 4: Access Team Management via Eastern Pennsylvania Youth Soccer Database

There are **three options** for adding players:

1. Add New Player (Single) – to register one player at a time
2. Add New Players (Multiple) – to register up to 5 players at a time
3. Add Club Registered Player – If your club uses Groupnet for their club registration system, you can pull their profile directly instead of retying their information again.

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What Type of Player do You Wish to Add?

ADD NEW PLAYER - SINGLE

ADD NEW PLAYERS - MULTIPLE

ADD CLUB REGISTERED PLAYER

RETURN TO TEAM MAIN PAGE RETURN TO SEARCH RESULTS MAIN MENU



Register a Recreational Team

Step 5: Run Audit Report + Approve Team

1. **Primary Recreational Club Contact** should log into Eastern Pennsylvania Youth Soccer Database
2. The Audit Report will make sure your team is following all rules as defined by the Recreation League.

Once all are passed, approve your team via **Approve Team** button.

Team Main Page

Info Types: Coach, Team, Players, Officials

GNS Boys U10 Fury (19-GNS10MR000017) Recreational Team

MAIN MENU

Club Name	Primary League	Age Group	Team Approval Status	Club Approval Status	League Approval Status
Strawhat Multisport Sports Club (19090)	ESB Recreational League	U10 Male	Not Ready for Approval	Not Ready for Approval	Not Ready for Approval

APPROVE TEAM **AUDIT REPORT** ADD PLAYERS **APPROVE TEAM**

PRINT ROSTER PRINT ROSTER FORM PRINT MEDICAL RELEASE

PRINT ROSTER PRINT TEAM LINEUP UPDATE PLAYER INFO

RECREATIONAL LEAGUES OPTIONAL RULES REPORT

RETURN TO SEARCH RESULTS SEARCH AGAIN MAIN MENU PRINTER FRIENDLY DISPLAY



Register a Recreational Team

Step 6: Club Approves Team

Step 7: Recreational League Approves Team

Any Questions – Please Contact:

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