How to 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.
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.
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.
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.
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 EPYSIA 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.
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.)
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.
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 retyping their information again.
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.
Step 6: Club Approves Team

Step 7: Recreational League Approves Team

Any Questions – Please Contact:

Sheila Molyneaux - smolyneaux@epysa.org or 610-238-9966
Kelly Connor – kconnor@epysa.org or 610-238-9966
Craig Garifo – craig.garifo@bluestarsports.com or 800-966-8605 x150
Ernie Rehrig – ernie.rehrig@bluestarsports.com or 800-966-8605 x106