



**U.S. SOCCER  
CONNECT**

Powered by:



## **2019/2020 New Seasonal Year Registration Process - Team Registration**

### **In this guide you'll learn:**

- How to create a team
- Assign participants
- Assign coaches
- Submit team to league for age/ID verification
- Register for a league
- Print roster and passes

### **How to Create a Team:**

1. Log in to your club admin site (*yourclub.epysalive.org*)
2. Select age group of team to create
3. Select "Add Team"
  - a. Team names should be unique in each age group
  - b. IE: Super Club 03 Boys Black, Super Club 03 Boys Green, etc
4. Select "Add Participants"
  - a. Available players will appear in the right column, you can select them and drag them to the left
  - b. When all players are added, select "Save Assignments" then you can select cancel to exit out of "Assign Participants"
5. Select "Add Coach"
  - a. Available coaches will appear in the right column, you can select them and drag them to the left
  - b. One coach must be marked as PRI, Primary contact for team
  - c. Click Save Assignments and then cancel to exit out of "Assign Coach"
  - d. Coach cannot be added to a team until they are cleared by the Risk Management Coordinator for your club. (See directions for RM Coordinator)
6. Select "Request Team Activation" and select the league in which this team will participate.

The league will age/ID verify each player on this team. They will approve the team once all players are verified. You will not get an automatic notice that your team is approved. Email your league or view team in your club connect site for status change. **Only when approved will you be able to register to the league.**

### **How to Register to a League:**

1. Once your team is age/id verified (Team Approval Status will read "Approved"), you can go back into the system to register for a league.
2. Select the blue bar "Register for a league or tournament"
3. Select the league this team will join and complete the league registration form.