



**U.S. SOCCER
CONNECT**

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2019/2020 New Seasonal Year Registration Process U.S. Soccer Connect 101

There are no registration links on EPYSA.org for the 2019/2020 seasonal year. All registration will take place through your club's unique Club Connect site. Stack Sports is the company and U.S. Soccer Connect is the product that Eastern Pennsylvania Youth Soccer is using for our database.

How do you get access to US Soccer Connect?

1. Once your user agreement is completed, you will be given a Club Connect URL and a Club Connect Admin URL.
2. The Club Connect URL's are listed [here](#).
3. Administration of your organization's registrations is done through your Club Connect Admin URL (*YourClubConnect.epysalive.org/sam*)

How do coaches register in US Soccer Connect?

1. The Club must set up a registration event for all coaches that will be published on your Club Connect site.
2. Coaches will register and set up a member account to complete risk management and upload necessary documents. See [FAQ page](#) for coach registration.
3. Coaches may not be Admin Added due to risk management requirements.

How do I register players in US Soccer Connect?

There are options for player registration (regardless of if your club is processing payments with Stack Sports):

1. The Club can set up a registration event for all players that will be published on your Club Connect site. A family member can register the player by creating a member account and add player's picture and birth certificate.
2. The Club can Admin Add Player in the Club Connect Admin URL site. Club Admin will register all players and upload pictures and birth certificates.
3. The Club can Admin Add Player but invite the family to set up a member account to upload player's picture and birth certificate.

Do Board Members of my organization need to complete risk management?

1. Yes, the Club must set up a board member registration event on their US Soccer Connect site.
2. Board members must upload clearance documents. Pennsylvania and federal laws dictate that board members may have access to minor's information and therefore must comply with clearances as coaches must.



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Setting Up a Registration Event on Your Club Connect Site

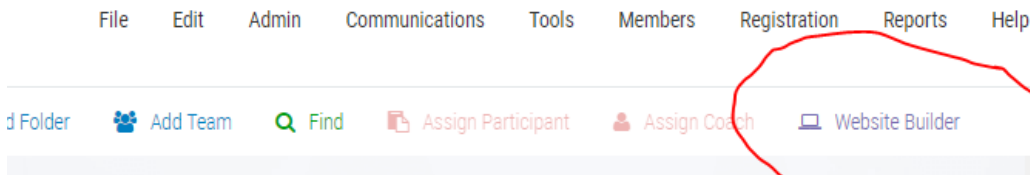
A-Coach Registration, see [Club User Guide](#) for reference

1. Use the Club Connect Admin URL (*yourclubconnect.epysalive.org/sam*)
2. Click on 2019-2020 Travel Registration, highlight Coach Pool
3. With Coach Pool highlighted, click Registration on top menu<Administration<Coach<Open/Create
4. On next page, add “Coach” to end of title “2019-2020 Travel Registration”
5. Select form Team Official EPYSA Master Form
6. Under merchant account select “No Merchants”
7. Select 2019/2020 season
8. Enter Club Contact (Admin contact)
9. Enter Club Contact email
10. Under “Select Instant Background Checks”, select No
11. Under “Share Registration Data with Your Association”, Select Yes
12. No team code required
13. If your club is using Stack Pay (processing agreement) consider if you are charging coaches, otherwise select “No” for all payment info
14. Click “Next”
15. Under page title “Event Types” click next
16. Under page title “Open Registration...”, select “Coach Pool” (must be highlighted before moving on)
17. Click Next
18. Set registration dates (today’s date – August 31, 2020)
19. Set 9999 for no max on participants
20. Under “Auto Confirmation”, select Off
21. Under “Hide Registration Open/Close Dates”, select Yes
22. Under “Hide Base Fees”, select Yes
23. Under “Hide Categories When Closed”, select No
24. Under “Hide Age Group Info”, select No
25. Click Next
 - If any items appear **Red**, you will need to edit these items before proceeding
 - Once everything appears **Blue**, you can proceed by clicking Next
26. Under “Select Waivers”, click Next. *Unless you want to add an additional club specific waiver, Eastern Pennsylvania created the waiver and passed down to each club*
27. You can customize a confirmation and success email that registrant will receive then select Next. On next page, “Open Registration 2019-2020 Travel Registration” select Create Registration. You will get a success pop-up message, click OK. You will see the event colored **Blue** in the folder.



To Publish Coaches Registration

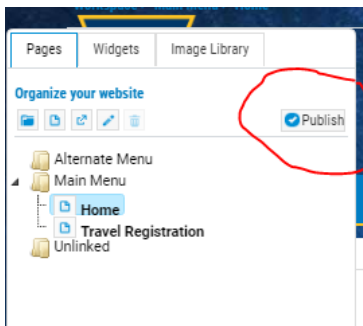
1. Use your Club Connect Admin URL, select Website Builder in action bar



2. A tool box will appear on the left side of your screen. Click on the "Widget" tab
3. Click on the Registration List Widget, drag it over to your Club Connect site, drop it when a yellow highlighted box appears.



4. Another page will appear titled "Edit Registration List Widget", move the 2019-2020 Travel Registration Coach form (you created this form in the Set Up Registration steps) to the right side of screen.
5. Click Add Widget
6. Return to Pages tab on tool box (see image above)
7. Click Publish on Pages tool box



Your Coach Registration link will be live on your Club Connect URL site. Share the URL with coaches for registration.