DYSA On-line Registration Procedures
Updated 7/12/2013

Every Coach, administrator, and board member in Delaware must complete a Risk Management application. Please visit www.dysa.org and click on the Risk Management. There are two parts, both of which must be completed. The first part includes contact information and background information on the individual. The second part must be completed once FOR EACH POSITION that the person intends to hold. For example, a person who is a Travel Team Manager for his 13 year old, as Instructional coach for his 6 year old, and a Club Board Member, he would fill out Part Two 3 times, designating his club each time. Each person receives an ID number that is unique to that person and allows him to be assigned to positions throughout the system. Without the ID number that is assigned here, a person may not hold any position within the system.

Each team will be responsible for having one Primary Team Contact. The Primary team contact will collect the necessary club forms, photo, a copy of player's official birth certificate (if required) and enter each player into the system. Birth certificates and color 1x1 inch color photos must be scanned and uploaded into the team database. Birth certificates must be in a PDF format and COLORED 1x1 inch head shots must be sized to 120x120 pixels.

Team contact will go to www.dysa.org and click on Registration, on-line registration, then online system link. Proceed to Step 4: For Representative teams only.

- Create your Representative Team, and prepare for assigning Representative players online. The team official who is responsible for rosters and documentation for Representative teams is able to do this, and will receive an ID and password to the database for player registration when complete. While establishing the team, you will be given a list from which to choose the club with which you are affiliated. IF YOUR CLUB DOES NOT APPEAR ON THE LIST, contact a club representative to have him complete Step Three.

- Proceed to Step 4 (Part 2) To register your representative team, you must be sure all adults affiliated with your team have completed Step 2, Risk Management, before you register the team. Once the team representative has his ID and Password, you may continue to the database by clicking the button at the bottom of the page. You can also leave and come back later to the database. In the database, the team representative will click on Access Team Management.

- You will see your team displayed in TEAM view. All actions that affect the team as a whole (printing all kinds of documentation, approvals,) are done by clicking on labeled buttons at the bottom of the view.

- On the upper left, there is a short list of selections for other views of his team. To add players to the team, the PLAYERS view should be selected. At first, there will be no records found because no players will be there until the process is started.

- To Add Players – You have several options. You will see icons to: Add Individual Returning Player by Name/ DOB/ID, Add Returning Players by Teams, Add a New Player, Add a MSYSA Player or Add EPYSA Player. If you are adding players that were carded by DYSA the previous year, you do not want to add them as a new player. Any player that is added as a New Player will require that their Birth Certificate is uploaded into the system. BIRTH CERTIFICATES DO NOT NEED TO BE UPLOADED IS PLAYER IS PULLED ONTO THE ROSTER BY USING EITHER OF THE ADD RETURNING PLAYER ICONS.

- If you are adding an MSYSA or EPYSA player, they will show up in the drop down menu if they have applied for the release and player card from their state.

- For each player, please click on the icon for VIEW/EDIT PLAYERS. An online version of the player application is displayed and the information may be typed into the appropriate fields. This process needs to be completed for every player on the roster. You must verify that all information is correct and ALL QUESTIONS ARE ANSWERED. This is also the place where you will upload the player's photo and birth certificate. When completed, the SAVE button is clicked.

- To edit information that has been entered and found to be incomplete or incorrect, while in Player view, click on the selection button before the name of the player who needs editing, click on the View/Edit Player button at the bottom of the page, and the player application will again be displayed. Fields may be edited as needed.

- All players' COLORED 1x1 inch photos must now be uploaded into the team database. Pictures must be sized to 120x120 pixels.

- If the birth certificate is needed, it must be in a PDF format to upload.

- When all information is entered and verified in the database, you will need to click on the AUDIT button. Your Audit report will then show if there are any issues with the team roster. Examples include: missing photos, missing birth certificates and duplicate jersey numbers.

- Once you have a clean Audit Report, the Primary team contact will then approve the team by using the APPROVE Team icon on the bottom of the team page. Your Club's Rep Contact will then receive an automatic email stating the team is ready for the Club's approval It is then the CLUB's Rep contact who will approve the team at the club level. Once the team is approved at the Club level, the State Registrar will approve at the State Level.

- Once team is approved at the state level, primary team contact will now be able to print the APPROVED cards and roster for their team. Approved cards and roster will have the DYSA stamp and State Registrar's signature on them.

- Card stock is available from your club or by contacting the State Registrar at registrar@dysa.org. Laminating is done by request only.