

## MARYLAND – Team Manager Instructions for Player Registration/Rostering.

To get started print the assignment codes from your Team Roster. You will need to enter an assignment code for each player to insure they are rostered to the team.

STEP 1: Go to: Domain URL Created for the club – Example: msysa-glyndon.sportsaffinity.com

STEP 2: Click on the registration tab – located at the top of the screen.

STEP 3: Select Player Registration and click continue

STEP 4: Select YES if the player was registered with MSYSA in the prior season or NO if the player is a new player to MSYSA. Click Continue

STEP 5: If you select NO you will need to create a username and password for that player. If you select YES you will need to either enter a username and password from the previous season registration or input the players last name, birthdate, etc. and then click continue. If the system does not locate the record it will ask you to create a new account.

STEP 6: Family Account Verification Screen – 1<sup>st</sup> Row check parent – enter the parent name, relationship and gender. If there is a second parent enter their information in the 2<sup>nd</sup> Row. Enter the player information in the next row by checking player, enter First Name, [note the system will populate the last name field with the name enter for the parent, if players name is different delete the last name field and enter the actual last name of the player. Next enter birthdate and the team assignment code provided by the Club Administrator. The team assignment codes is to be entered exactly as shown with the dashes and capital letters.

STEP 7: Household address screen. From the drop down select the primary family contact, enter address and complete the remaining required fields. Click Continue

STEP 8: Player Application Screen – Select Play Level and click create application. Note if the play level field does not populate, the players age is most likely lower than the age allowed by the club for that age group.

STEP 9: Player Detail Screen – add the additional information and then click continue.

STEP 10: Registration Summary Screen: verify the information for the family and click continue.

STEP 11: Thank you screen, you can print out the forms required by the club and have them signed by the parent.

STEP 12: CLICK ON “SIGN OUT HERE” and then select registration to register your next player.

Continue this process until all players have been registered for the new season.