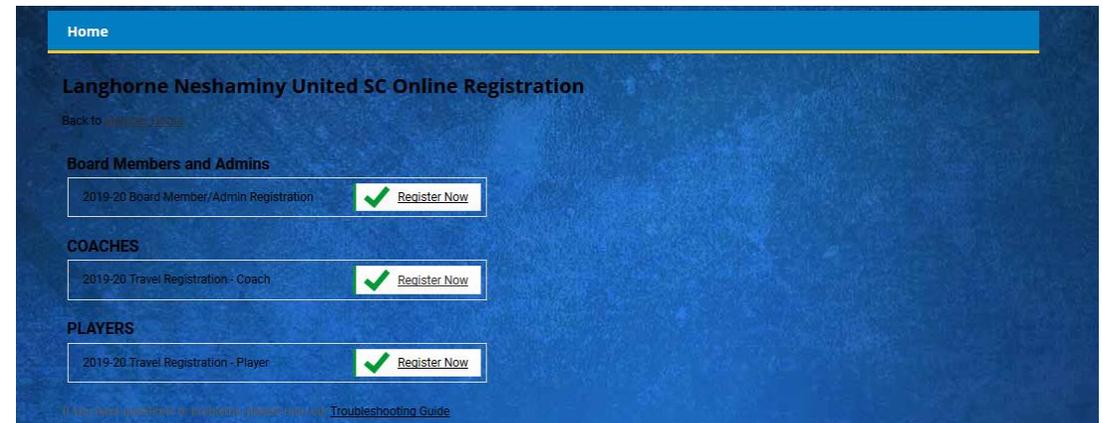
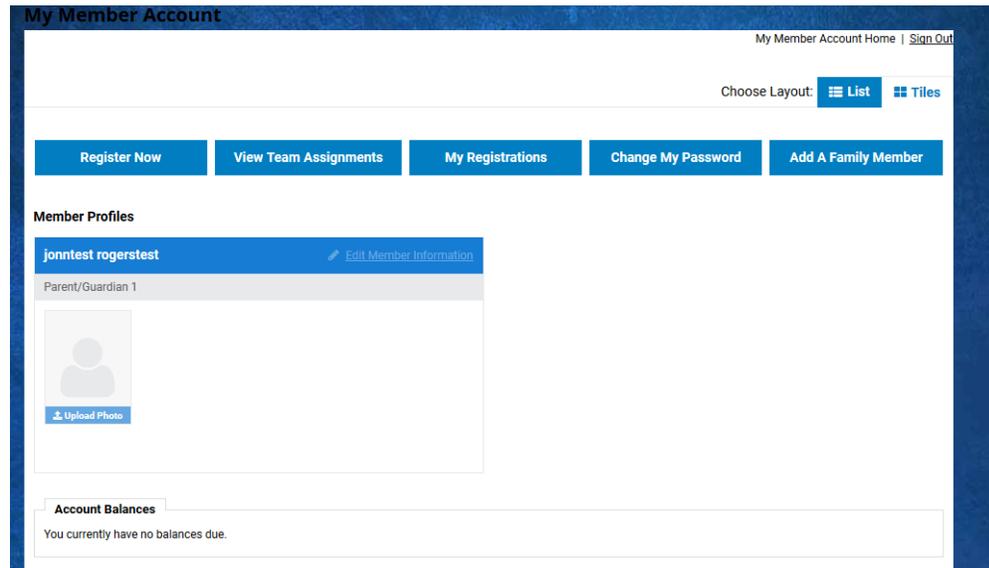


# Getting Started with your Coach account

You will have received an email from Stack Sports with a link to your account: <https://www.secure-sam.com/Inusc.epysalive.org/sam/registration/login.php>

All training and document uploads (must be done by you) are required – no questions asked as your team will not be cleared by EPYSA as approved for cards.

Log into your account and register as a coach (use full name).  
Update your info – click register now.  
New screen click 2<sup>nd</sup> item Register now– Coaches: 2019-20  
Travel Registration - coach



# Add your existing account. Select Travel Coach Pool Continue to Registrant Information

Home

### Registration for 2019-20 Travel Registration - Coach

Choose Registrant > Choose Category > Registrant Information > Photos > Waivers > Review

Receipt

Choose someone to register

jonntest rogerstest

Someone else...

Add Registration for Selected Person

Home

### Registration for 2019-20 Travel Registration - Coach

Choose Registrant > Choose Category > Registrant Information > Photos > Waivers > Review

Receipt

Travel Coach Pool

[Back to Choose Registrant](#) [Continue to Registrant Information](#)

# Update your info.

# Be sure to select correct title from drop down

Home

### Registration for 2019-20 Travel Registration - Coach

Choose Registrant | Choose Category | **Registrant Information** | Photos | Waivers | Review

Receipt

#### Registrant Information

First Name required  
jonntest

Last Name required  
rogerstest

Waiver Month required

M

Birthdate mm/dd/yyyy required  
07/02/1977

Coaching Position required  
Head Coach

#### Background Information

Have you lived at the present address for the past 5 year? required

Yes  
 No

Have you been convicted of a crime of violence? required

Yes  
 No

If Yes, provide details below. required

NA

Have you been convicted of a crime against a person? required

Y

# Add your license info

## Continue to photos

Have you ever been removed from participation in youth sports? required

Yes

No

If Yes, please provide details below:

**Experience**

USSF License required

USSF A

USSF B

USSF C

USSF D

USSF E

USSF F

National Goalkeeping

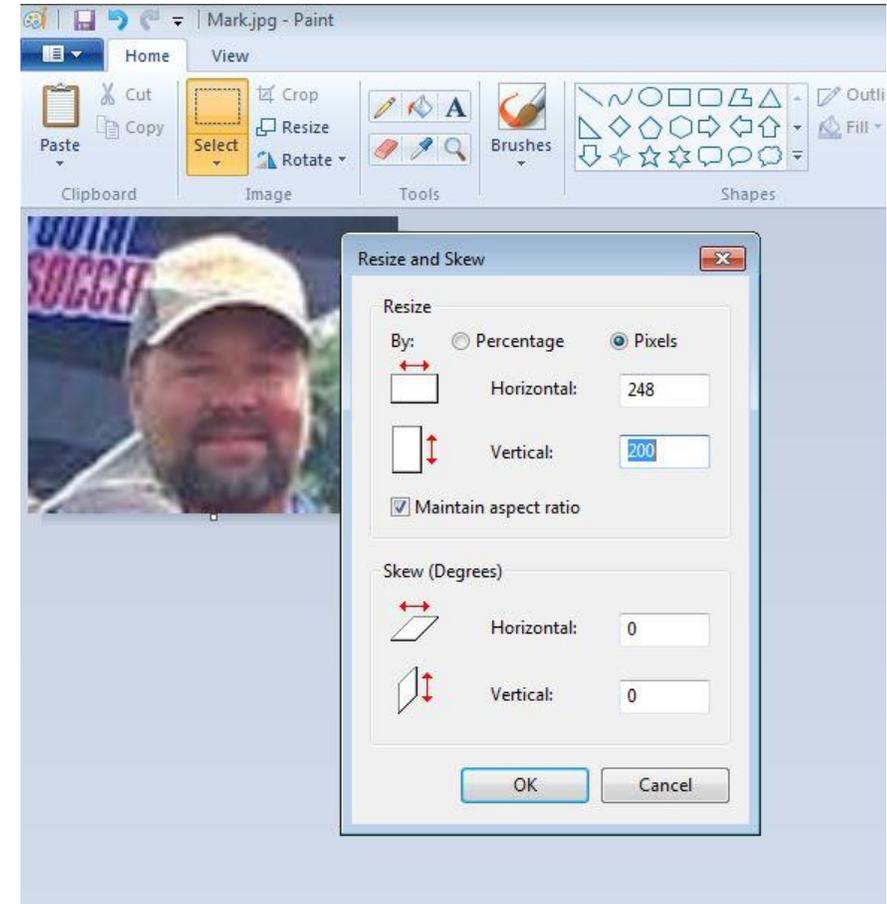
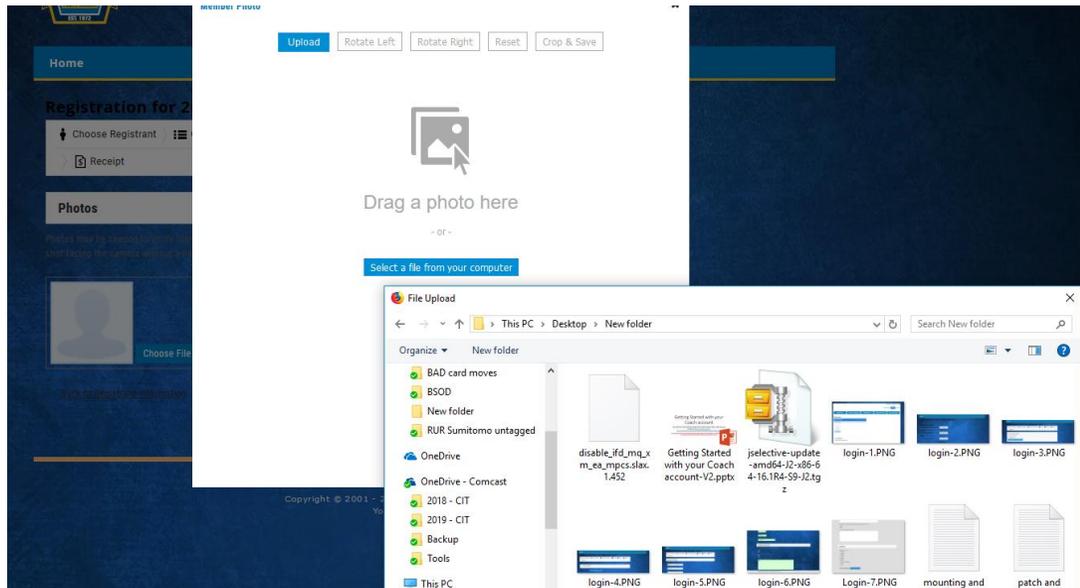
Other

None

[Back to Choose Category](#) [Continue to Photos](#)

# Upload your photo. Photo must be at least 150x200pixels edit in paint if needed.

After you upload you need to refresh the screen to see the photo)



Click continue to waivers  
Check-off Authorize background check  
Digitally sign (full name) and continue to review

The screenshot shows the 'Photos' step of the registration process. At the top, there is a navigation bar with 'Home' and 'Registration for 2019-2020 Travel Registration - Coach'. Below this is a breadcrumb trail: 'Choose Registrant' > 'Choose Category' > 'Registrant Information' > 'Photos' > 'Waivers' > 'Review'. A 'Receipt' icon is also visible. The main heading is 'Photos'. Below the heading, there is a text box explaining that photos may be needed for member passes and must be a headshot facing the camera without a hat or sunglasses. A photo upload area contains a small thumbnail of a man's face and a 'Choose File' button. At the bottom, there are two buttons: 'Back to Registrant Information' and 'Continue to Waivers'.

The screenshot shows the 'Authorization for Background Check' step. The navigation bar is identical to the previous step. The main heading is 'Authorization for Background Check'. Below this, there is a text box stating: 'In consideration and compliance with all Commonwealth of Pennsylvania laws, U.S. Soccer bylaws and policies, U.S. Youth Soccer bylaws and policies, and Eastern Pennsylvania Youth Soccer bylaws and policies I certify the following:'. This is followed by three paragraphs of certification text regarding criminal history, clearances, and concussion training. Below the text is a checkbox with the label 'I have read the authorization and give my permission to complete a background check as described above required', which is checked. At the bottom, there is a section for 'Electronic Signature (required)'. It features a text input field containing 'jonathan rogers|' and a button labeled 'By typing your name in this field, you are providing your electronic signature to us...'. At the very bottom, there are two buttons: 'Back to Photos' and 'Continue to Review'.

# Click confirm registration

# Click Return to member account

Home

## Registration for 2019-20 Travel Registration - Coach

[Choose Registrant](#) > [Choose Category](#) > [Registrant Information](#) > [Photos](#) > [Waivers](#) > [Review](#)

[Receipt](#)

Participants	Registration Category	Fees
rogerstest, jonntest	Travel Coach Pool	
	Base Fee	\$0.00
	New Registration Sub Total	\$0.00

Please click **Confirm Registration** to complete your registration.

[Back to Home](#) [Confirm Registration](#)

Home

## Registration for 2019-20 Travel Registration - Coach

[Choose Registrant](#) > [Choose Category](#) > [Registrant Information](#) > [Photos](#) > [Waivers](#) > [Review](#)

[Receipt](#)

[Return to Member Account](#) [Register Again](#)

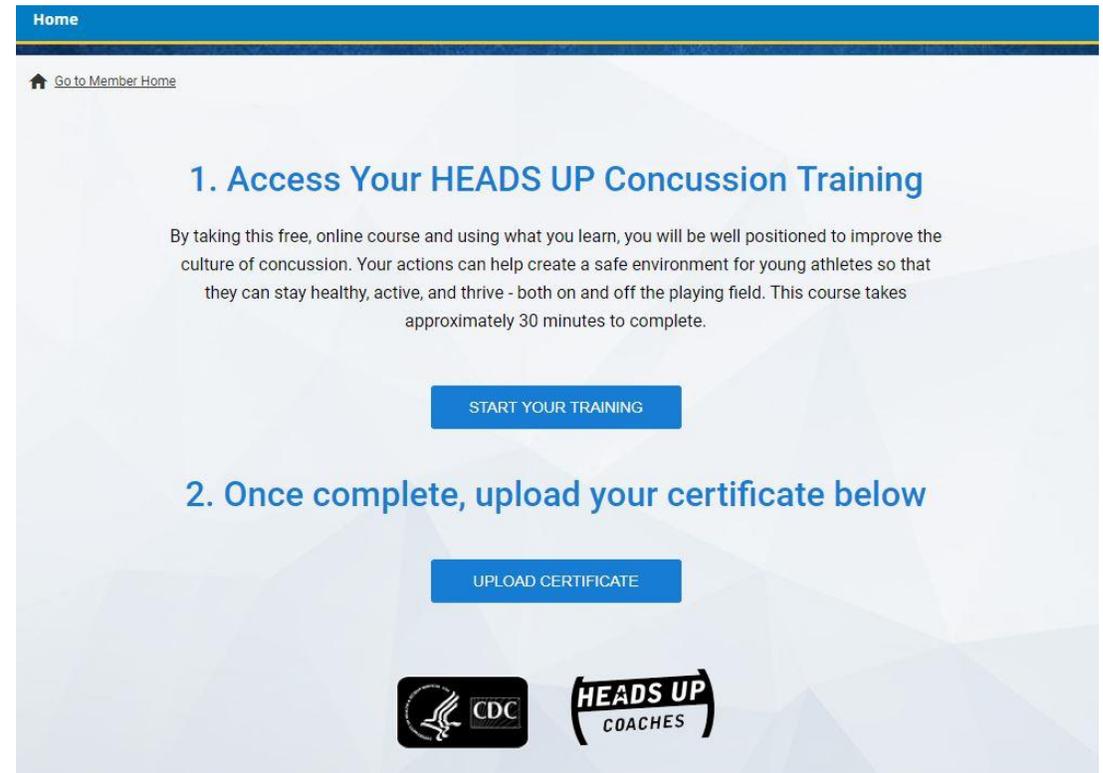
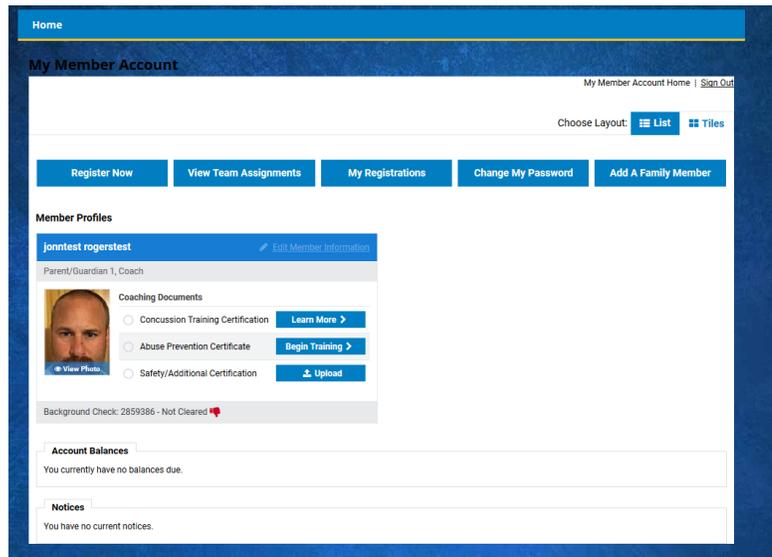
### Successful Registration!

Successful Registration!

### Registration Information

Registration Summary		
Participants	Registration Category	Fees
rogerstest, jonntest	Travel Coach Pool	
	Base Fee	\$0.00
	New Registration Total	\$0.00

Training education and uploads. The first two trainings (concussion and Abuse prevention) will have an option for learning more or begin training – each of these take you to the steps to complete the training and also upload the documents at the end. Click on Concussion training > learn more – this will take you to a new page to begin training and also upload at the end (this is a 30+ min training).



Click on Abuse prevention certificate> begin training– this will take you to a new page to begin training and also upload at the end. This training will take 2+ hours.

My Member Account

My Member Account Home | [Sign Out](#)

Choose Layout: [List](#) [Tiles](#)

[Register Now](#) [View Team Assignments](#) [My Registrations](#) [Change My Password](#) [Add A Family Member](#)

Member Profiles

**Mark Shearer** [Edit Member Information](#)

Parent/Guardian 1, Coach

 [View Photo](#)

Coaching Documents

- Concussion Training Certification [Learn More >](#)
- Abuse Prevention Certificate [Begin Training >](#)
- Safety/Additional Certification [Upload](#)

## Access Your SafeSport Training

This SafeSport training course covers Sexual Misconduct Awareness Education is geared toward coaches, team volunteers, officials or team staff members (athletic trainer, team doctor, etc.). You are eligible to take this training through your sport's National Governing Body, U.S. Soccer and became a requirement due to federal legislation passed in 2018.

**Copy U.S. Soccer Access Code below.**  
Your U.S. Soccer Access Code is required to access your training.

Access Code  
**YC3E-6P5G-YYIL-CS2M** 

Your training course is not timed and can take around 1-2 hours to complete.

**Your first name, last name, and date of birth must match the information input in Safe Sport to validate and approve completed courses.**

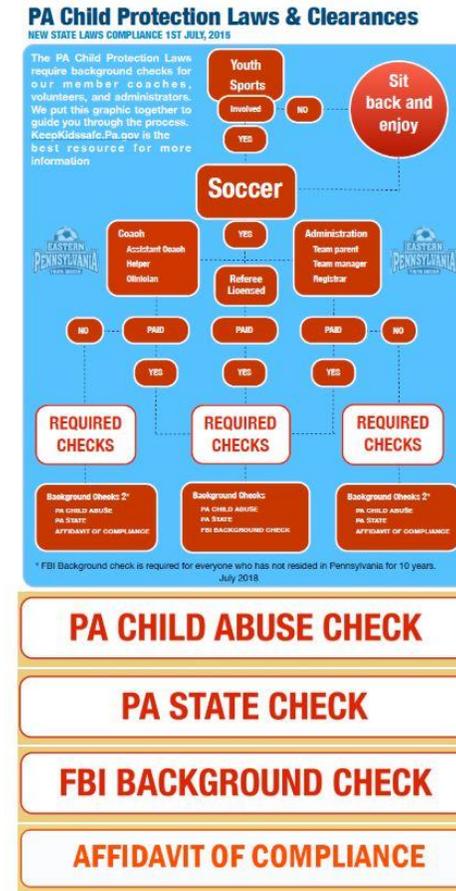
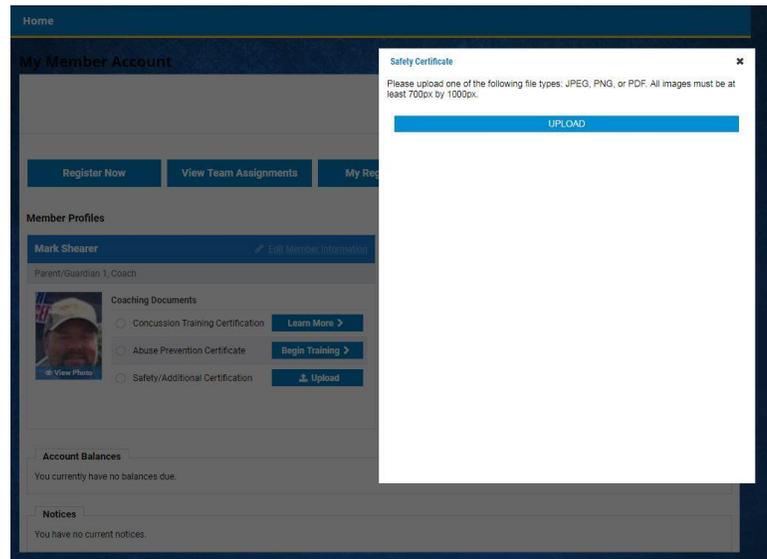
[BEGIN SAFESPORT TRAINING](#)

### Already completed your Safe Sport Training?

If you've already taken your SafeSport training for the season, you can upload your certification below so it can be reviewed by your club or Association.

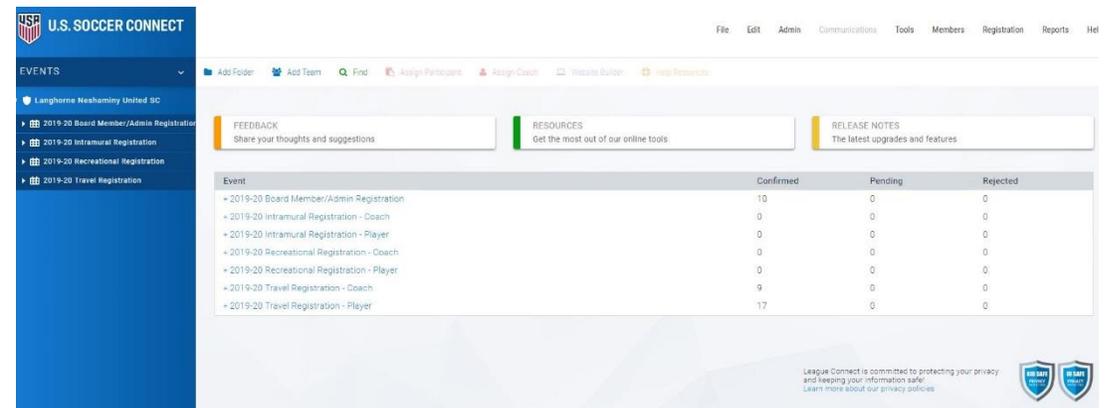
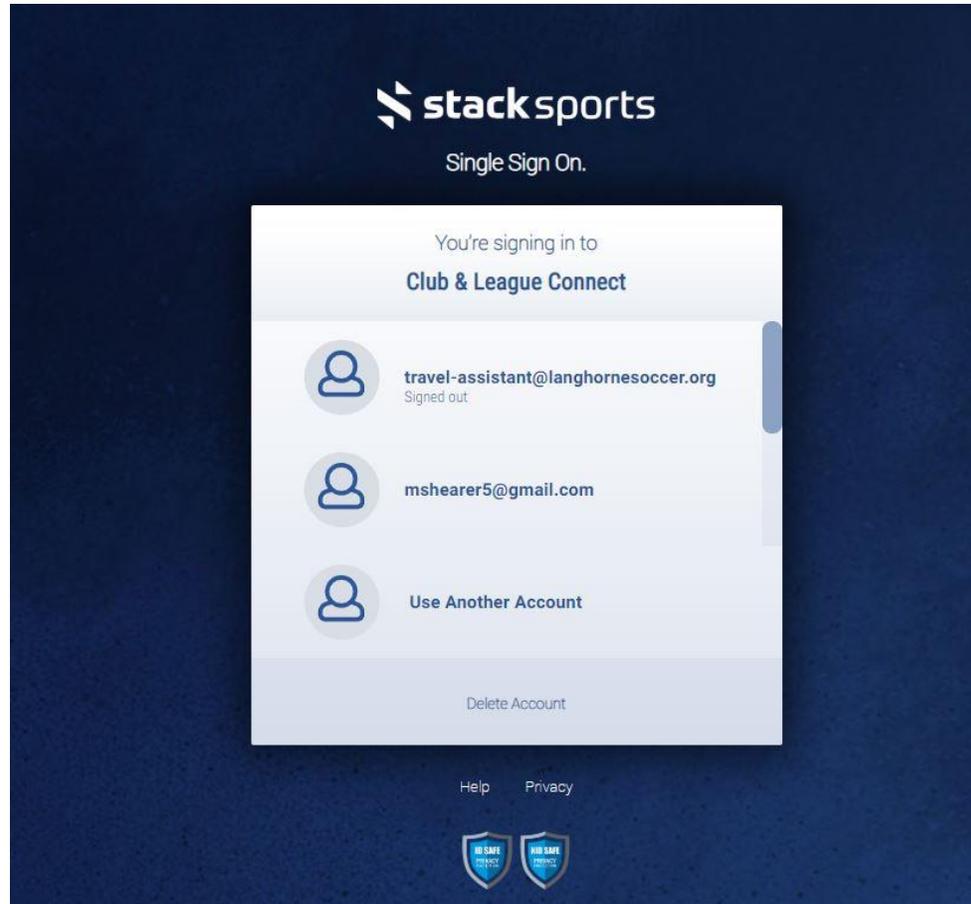
[UPLOAD SAFESPORT](#)

The final certification is a combination of all the required PA Child protection Laws & clearances per EPYSA / State rules. The link is: [http://www.epysa.org/membership/pa\\_child\\_protection\\_laws\\_clearances/](http://www.epysa.org/membership/pa_child_protection_laws_clearances/)  
 Please read all the requires per your status and complete all that apply. All of your clearance PDFs then need to be combined into 1 PDF file and uploaded (I don't make the rules I am simply trying to guide you on what the powers at be want).  
 Click Safety/Additional Certification > upload to upload your combined PDFs



Once you have completed these steps you can now switch over and begin adding players. A separate link will take you to team management.

[Team mgmt Link](#)



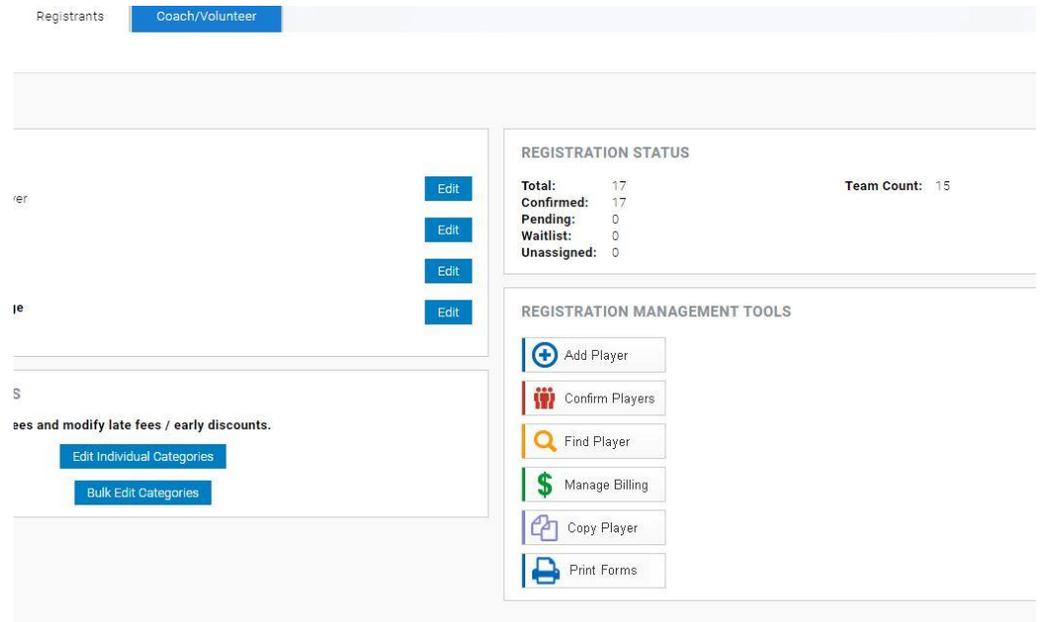
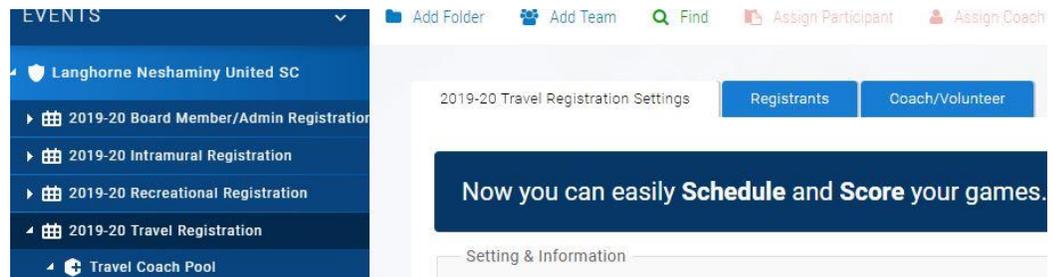
**Adding participants to the system and then your team.** All parent/player info & documents will be in the players Teamsnap account; when you are ready to add players I will assign your Teamsnap registered players into your Teamsnap roster so you can access the info.

**Important:** You must add the players name exactly as it appears on the birth-cert, so be careful whatas provided in text – go by the birth-cert.

**Note:** When you add players you add the parents then assign players to the parents (again I didn't design this POS).

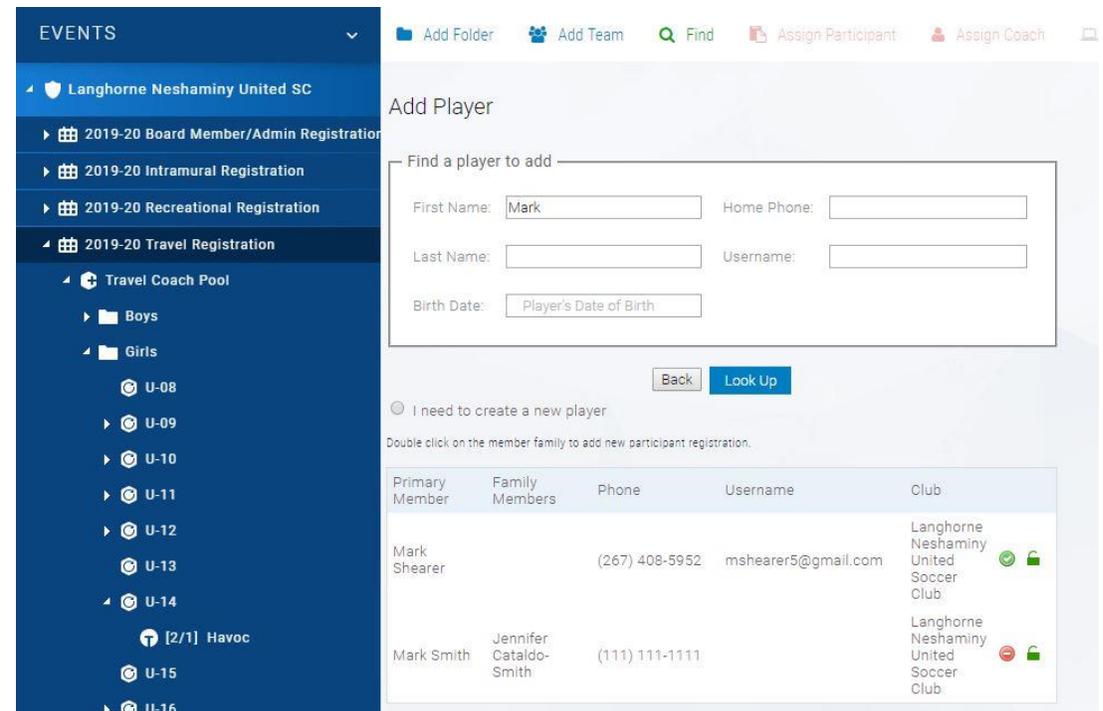
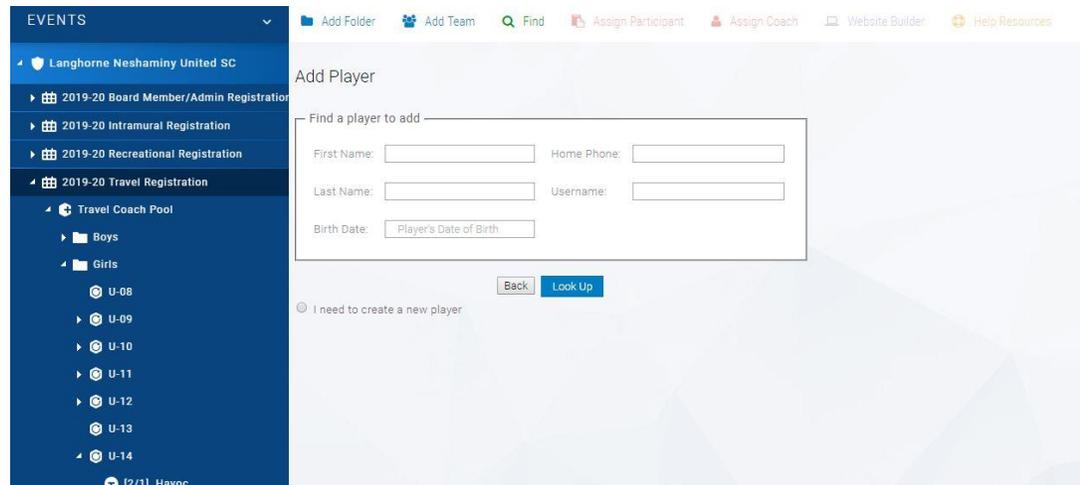
Steps: Look back to the left and click the 2019-20 Travel Registration tree icon. Now look right and click the Registrants tab.

Scroll down and to the right and find and click the blue circle + Add Players button.



A new window will pop-up to Add Player: Remember I mentioned previously that you add a parent/guardian and then add players to them – wrap your head around that ;)

There maybe a case where the parent is already added because they are a coach or board member or have additional children in the program. Do a lookup (right side picture) as it might save you some time. If the parent already exists then “Double click on the member family to add new participant registration.” it will pull up a window with the parents info. If the parent/guardian are not already existing (left side picture) then click the radio button “I need to create a new player”



On the left is the screen that will come up when you click add new player (really adding a new parent). Do not click the button to allow member to log in (at this time we do not want parents attempting to log in and bother you with questions and attempt to complete tasks). Add the parent/guardian info and hit create.

On the right is the screen that will come up if the parent previously existed and you double clicked the name; update any required "Relationship to Player" field and email (both parents/guardians not required). Scroll to the bottom and click Done.

### Add Player

Find a player to add

First Name:  Home Phone:

Last Name:  Username:

Birth Date:

### Create a New Member Account

Enter the name of an adult or the parent/guardian. This person will be the primary person for this member account.

First Name: \*

Last Name: \*

Address: \*

City: \*

State: \*

Zip: \*

Phone: \*

\*  Allow member to login.

Username: \*  ex:

Confirm Username: \*

### Langhorne Neshaminy United SC

- 2019-20 Board Member/Admin Registration
- 2019-20 Intramural Registration
- 2019-20 Recreational Registration
- 2019-20 Travel Registration
- Travel Coach Pool
  - Boys
  - Girls
    - U-08
    - U-09
    - U-10
    - U-11
    - U-12
    - U-13
    - U-14
      - [2/1] Havoc
      - U-15
      - U-16
      - U-17
      - U-18
      - U-19

### Edit Family

#### Family Information

#### Parent/Guardian 1

First Name required

Last Name required

Address required

Address (cont.)

City required

State required

Zip required

Home Phone required

Work Phone

Mobile Phone

Email required

Relationship to Player required

Left side is example of new parent/guardian after adding their info – update required relationship to player field and email then click done at the bottom.

Right side is example of existing parent after you updated the required fields. Click the radio button “I need to add a new family member or player”. It will then open a window to now add the actual player information. Add all info and hit create.

**Important:** You must add the players name exactly as it appears on the birth-cert, so be careful what's provided in text – go by the birth-cert.

The screenshot shows the 'Family Information' form for a new parent/guardian. The left sidebar lists the organization 'Langhorne Neshaminy United SC' and various registration events. The main form fields are:

- Parent/Guardian 1**
- First Name required:** Test
- Last Name required:** Test1
- Address required:** 15 test st
- Address (cont.):** (empty)
- City required:** Testtown
- State required:** PA
- Zip required:** 19047
- Home Phone required:** (111) 111-1111
- Work Phone:** (empty)
- Mobile Phone:** (empty) with a dropdown menu set to 'Other / No Texting'
- Email required:** (empty)
- Relationship to Player required:** Father

The right side shows two screenshots of the 'Edit Member Account' form. The top screenshot shows the 'Step 1 - Review / Edit Parent/Guardian Information' form with the following data:

Parent Name	Role	Current Contact Information
Jonn Rogers	PG1	5769 prescott ct Bensalem, PA 19020 H: (267) 688-4031 / jonn_rogers@comcast.com

Below the table are two radio buttons: "I need to add another Parent/Guardian to the family" and "I need to add a new family member or player".

The bottom screenshot shows the 'Step 1 - Review / Edit Parent/Guardian Information' form with the same data as above, but with an additional section for 'Enter New Family Member Information' which is currently empty.

Example of new parent/guardian added into the system and now you need to add an actual player to the account. Click the radio button “I need to add a new family member or player”. It will then open a window to now add the actual player information. Add all info and hit create.

**Important:** You must add the players name exactly as it appears on the birth-cert, so be careful whatas provided in text – go by the birth-cert.

The image displays two screenshots of a web application interface for editing a member account. The top screenshot shows the 'Edit Member Account' page with the 'I need to add another Parent/Guardian to the family' radio button selected. The bottom screenshot shows the same page with the 'I need to add a new family member or player' radio button selected, and a form for entering new family member information.

**Top Screenshot: Edit Member Account - Step 1 - Review / Edit Parent/Guardian Information**

Parent Name	Role	Current Contact Information
Jonn Rogers	PG1	5769 prescott ct Bensalem, PA 19020 H: (267) 688-4031 / jonn_rogers@comcast.com

I need to add another Parent/Guardian to the family  
 I need to add a new family member or player

**Bottom Screenshot: Edit Member Account - Step 1 - Review / Edit Parent/Guardian Information**

Parent Name	Role	Current Contact Information
Jonn Rogers	PG1	5769 prescott ct Bensalem, PA 19020 H: (267) 688-4031 / jonn_rogers@comcast.com

I need to add another Parent/Guardian to the family  
 I need to add a new family member or player

**Enter New Family Member Information**

First Name: \*   
Last Name: \*   
Address: \*   
City: \*   
State: \*   
Zip: \*   
Phone: \*   
Email: \*   
Gender: \*   
Birthdate: \*

Once player is created it will bring you back to the member account, here at “Step 2 - Select Participant to Register” you need to click the drop down and assign the player to an age group. Then click Register and then finish. This will bring you to yet another window to answer a required question on “Has player registered with another State Association?” Here you can also fill in other info related to the player. Update and hit done

The screenshot shows the 'Edit Member Account' page in the U.S. Soccer Connect system. The page is titled 'Step 1 - Review / Edit Parent/Guardian Information' and 'Step 2 - Select Participant to Register'. The parent information is as follows:

Parent Name	Role	Current Contact Information
Louis Cordisco	PG1	927 Piper Lane Yardley, PA 19067 H: (215) 962-4580 / louis.cordisco@yahoo.com

Below this, there are radio buttons for 'I need to add another Parent/Guardian to the family' (unselected) and 'I need to add a new family member or player' (selected). The 'Step 2 - Select Participant to Register' section contains a table with the following data:

Participant Name	Birth Date	Gender	Choose Registration Category
Simone Cordisco	01/11/2006	F	Girls U-14

Buttons for '<-Back' and 'Finish' are visible at the bottom of the page.

The screenshot shows the registration form for Simone Cordisco. The form includes the following fields and options:

- Female** (selected)
- Birthdate** mm/dd/yyyy required: 1/11/2006
- Address** required: 927 Piper Lane
- Address (cont.)**
- City** required: Yardley
- State** required: PA
- Zip** required: 19067
- Home Phone** required: (215) 962-4580
- Email** required: louis.cordisco@yahoo.com
- Has player registered with another State Association?** required:  Yes,  No
- If Yes, please indicate other State Association**
- If Yes, please enter Player ID**
- School**

The left sidebar shows the navigation menu for 'Langhorne Neshaminy United SC' with options for various registration types and age groups (U-08 to U-19).

Click finish and you are done creating a new registrant – you ready to add them to a team. Rinse and repeat for each player.

The screenshot shows a web application interface for managing member accounts and registrations. The interface is divided into a left sidebar and a main content area.

**Left Sidebar (Navigation):**

- EVENTS
- Langhorne Neshaminy United SC
  - 2019-20 Board Member/Admin Registration
  - 2019-20 Intramural Registration
  - 2019-20 Recreational Registration
  - 2019-20 Travel Registration
    - Travel Coach Pool
      - Boys
      - Girls
        - U-08
        - U-09
        - U-10
        - U-11
        - U-12
        - U-13
        - U-14

**Main Content Area (Edit Member Account):**

**Edit Member Account**

Step 1 - Review / Edit Parent/Guardian Information

Parent Name	Role	Current Contact Information
Louis Cordisco	PG1	927 Piper Lane Yardley, PA 19067 H: (215) 962-4580 / louis.cordisco@yahoo.com

I need to add another Parent/Guardian to the family

Step 2 - Select Participant to Register

Participant Name	Birth Date	Gender	Choose Registration Category
Simone Cordisco	01/11/2006	F	-- Choose A Category --

I need to add a new family member or player

Step 3 - Review / Edit PENDING Registration Forms

Participant Name	Birth Date	Gender	Category	Status	Action
Simone Cordisco	01/11/2006	F	Girls U-14	✓	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Assigning players to your team. Go back to the left hand side of the screen and click your team. Look to the top window and find the red “Assign Participant” Icon. Click it. New window will pop-up showing available eligible players for that age group.

The screenshot shows the main application interface. On the left is a navigation menu with the following items:
 

- EVENTS
- Langhorne Neshaminy United SC
  - 2019-20 Board Member/Admin Registration
  - 2019-20 Intramural Registration
  - 2019-20 Recreational Registration
  - 2019-20 Travel Registration
    - Travel Coach Pool
      - Boys
      - Girls
        - U-08
        - U-09
        - U-10
        - U-11
        - U-12
        - U-13
        - U-14 (Selected)
        - U-15
        - U-16
        - U-17
        - U-18
        - U-19

 The main content area shows the "Havoc Settings" page. At the top, it says "Now you can easily Schedule and Score your games." Below this is a "Setting & Information" section with the following details:
 

- Name: Havoc
- Display Name: 2006 Havoc
- Gender: Female
- Age Group: U-14 (with "Edit Age Settings" link)
- From Birthdate: 01/01/2006
- To Birthdate: 12/31/2007
- Season: 2019-2020
- Folder Path: 2019-20 Travel Registration > Travel Coach Pool > Girls > U-14 > Havoc
- Team #: 220 [003]

 Below this is the "Association Reporting Options" section:
 

- Final Roster Date: Mon 08/31/2020
- Program Type: Travel
- Gender: Female
- Age Group: U14
- Team Approval Status: Not Approved
- Team Connect Code: 000-KQW-DL9

The "Assign Participant" window is titled "Assign Participant" and "Havoc". It contains the following sections:
 

- Assign Participants to:** Havoc
- Select a team to roster players:** A dropdown menu showing "Havoc".
- Choose sorting criteria:** Two dropdown menus: "Choose Primary Sort" and "Choose Secondary Sort". There are "Sort" and "Clear Sorts" buttons.
- Legend:** Includes "Transfer status (if applicable)" and "View participant information" (with an info icon).
- Warning:** Minimum Roster Size is 3 Players.
- Assigned Participants:** A table with one row:
 

Name	Transfer	Info
Borman, Addison	<input type="checkbox"/>	<input type="checkbox"/>
- Available Participants:** A table with one row:
 

Name	Primary Sort	Secondary Sort	Transfer	Info
Cordisco, Simone			<input type="checkbox"/>	<input type="checkbox"/>

 At the bottom of the window are "Save Assignments" and "Cancel" buttons.

Add player to your roster.

Drag and drop the player/s over from the right side to the left side. Click “ Save Assignments” Hit Cancel to exit.

Assign Participant

**Assign Participants to**  
Havoc

Select a team to roster players:

Choose sorting criteria:

Legend

Transfer status (if applicable)

*Warning: Minimum Roster Size is 3 Players.*

Assigned Participants				
Name				
Borman, Addison				
Cordisco, Simone				

Available Participants:				
Name	Primary Sort	Secondary Sort		

Adding player jersey number, picture, and birth-cert. Back in your team scroll down to see your players. Add the players numbers and hit update; then click the name of the player. It will bring up a window seen in next slide.

The image displays three sequential screenshots of the U.S. Soccer Connect web application interface.

**Left Screenshot: Team Settings**  
 The interface shows the 'Havoc Settings' page. A banner at the top reads 'Now you can easily Schedule and Score your games.' Below this is the 'Setting & Information' section with the following details:  
 - Name: Havoc  
 - Display Name: 2006 Havoc  
 - Gender: Female  
 - Age Group: U-14 (with an 'Edit Age Settings' link)  
 - From Birthdate: 01/01/2006  
 - To Birthdate: 12/31/2007  
 - Season: 2019-2020  
 - Folder Path: 2019-20 Travel Registration > Travel Coach Pool > Girls > U-14 > Havoc  
 - Team #: 220 003  
 - Association Reporting Options: Final Roster Date: Mon 08/31/2020, Program Type: Travel, Gender: Female, Age Group: U-14, Team Approval Status: Not Approved, Team Connect Code: 000-KQW-DL9

**Middle Screenshot: Team Connect Status**  
 This view shows the 'Team Connect' section with a message: 'Team Connect is currently disabled.' Below this is a 'Notes' field and an 'Update' button.

**Right Screenshot: Coaches & Players Roster**  
 This view displays two tables. The top table lists coaches, and the bottom table lists participants.  
 Coaches Table:  

Coaches	Title	RMA Number	RMA Status
Jonathan Rogers	Assistant Coach	2816662	Not Cleared
Mark Shearer	Head Coach	2816662	Not Cleared

 Participant Table:  

Participants	Jersey #	Home Phone	Email	Primary/Secondary
Borman, Adison	10	(247) 394-2459	jacol.borman@gmail.com	Primary
Cordisco, Simone		(215) 962-4580	louis.cordisco@ehob.com	Primary

 Both tables indicate a 'Coach Count: 2' and a 'Player Count: 2'. A note at the bottom states: 'There are no guests rostered to this team.'

Inside the player account you need to find the “navigate to” box and click Member Account. here you will upload the player picture and birth-cert (these files are provided in the Teamsnap player info in your Teamsnap Roster – ask to have your Teamsnap 2019/20 registration accounts moved into your roster – they will duplicate if its an existing player so you will need to delete the old)

The screenshot displays the U.S. Soccer Connect interface. On the left is a dark blue sidebar with the USA logo and 'U.S. SOCCER CONNECT' text. Below this is a navigation menu for 'Langhorne Neshaminy United SC' with categories like '2019-20 Board Member/Admin Registration', '2019-20 Intramural Registration', '2019-20 Recreational Registration', and '2019-20 Travel Registration'. Under 'Travel Registration' are sub-categories for 'Boys' and 'Girls', with age groups U-08 through U-19. The 'U-14' category is expanded to show '[2/2] Havoc' and age groups U-15 through U-19. At the bottom of the sidebar are 'Legend' and 'Tree Settings' icons.

The main content area has a top navigation bar with icons for 'Add Folder', 'Add Team', 'Find', 'Assign Participant', 'Assign Coach', 'Website Builder', and 'Help Resources'. The central focus is the 'Registrant Details' for Addison Borman, born 09/10/2007, with contact info (267) 394-2459 and jacqui.borman@gmail.com. His PG1 is Jacqueline Borman. He is registered for the 2019-20 Travel Registration - Player event in the Girls U-14 category, registered on 05/13/2019 at 5:44:29 PM PDT. His assigned team is '2019-20 Travel Registration->Travel Coach Pool->Girls->U-14->Havoc' and his association ID is BORMAADD2394599.

Below the details are two boxes: 'Navigate To' with buttons for 'Edit Parent Information', 'Financial Information', 'Registrant Printable Form', and 'Member Account'; and 'Actions' with 'Re-Register' (Move to a different category) and 'Move Assignment' (Assign to a team outside the category).

At the bottom is the 'Registrant Information' section with an 'Update' button and a note: 'NOTE: This is a historical record and the data MAY differ from what is in the member account.' It contains input fields for 'First Name' (Addison) and 'Last Name' (Borman).

Click on the upload image and upload birth-cert. Profile photo should be Jpg and needs to be at least 150x200 pixels – same as the coach photo (edit in paint if need be). The birth-cert is best to be a PDF but a JPEG will work.

Click done when finished and rinse and repeat for all players.

After all is done let me know and I will notify EPYSA that you are ready for approval.

We will not brother with secondaries at this time, lets focus on getting coaches/managers and primary players into this system and then go from there.

