



## YSSL Online Registration for Team Passes

1. Teams must be paid in full and activated before entering player/coach information. Contact [info@yssl.org](mailto:info@yssl.org) with questions.
2. Items needed for YSSL online registration:
  - Completed Player Registration Form (retained by the club)
  - Completed IYSA Emergency Medical Release & Liability Waiver (retained by the club)
  - A picture to be uploaded (640x480, email size)
  - **FOR ALL NEW YSSL PLAYERS ONLY** a copy of the player's government issued birth certificate or passport must be mailed to the YSSL office to be verified.
3. Team passes received by the YSSL by August 9 will be distributed at the August coaches meeting. All other completed team passes will be mailed to the listed club administrator on record.
4. The club administrator or a team administrator authorized by the club must log on to [www.yssl.org](http://www.yssl.org) either in the upper right corner of the site or on the left nav bar at "team registration". Log in with your club code and club password (for club administrators) or your email address and club password (for team administrator). Please note that club administrators must authorize individual team administrators to submit player registrations or access will be denied.
5. On the club page click on 'Club Players' to edit current players' info (you can edit the addresses, phone numbers, etc of the returning players and upload pictures) and click SAVE.
6. Choose your team and click 'Display'.
  - Click 'Team Restrictions' – choose any weekdays your team is not available for play. The dates will be listed at the bottom of the page.
  - Enter any times the team is not available for Saturdays or Sundays. For example, your team must have games at 3:00 pm on Saturdays – enter 08:00 A (Tab to next box) enter 02:59 P and click on Saturdays, you will see the dates and times in the list at the bottom of the page.
  - Enter any dates your team is not available. For example, (Rosh Hashanah) enter the date 09/29/2008 TAB to the next box, enter 07:00 A TAB to the next box, enter 09:00 P and click SAVE. The date and times will be added to the list at the bottom of the page.Click Back to return to your team page.
7. Link Existing Contact or Add Contact (team manager, coach etc.)
  - To link an existing contact, there is a check box next the list of contacts already in the system for your club. Click the check box and choose the contact type and click SAVE.
  - **DO NOT SUBMIT TEAM MANAGERS** – they do not get passes. Only SAVE Team Managers.
8. Field Restrictions - Click on 'Display' on the field line. Click 'Field Restrictions'. Enter the Days/Dates, etc. that the field is not available. Use the same format as for the Team Restrictions.
9. Choose your team. Click 'Display'. For returning teams the previously rostered players will be listed.
  - You should **RELEASE** any players that may not be returning to this team (they will not be deleted from the database but only from the new roster).
  - You should **TRANSFER** any players to other teams in your club.
  - Ways to add players to the team.
    - Click 'Add Players'. All players within your club, eligible for the team have a check box next to their name in the list. Check the box and click 'Add Players' to add them to your team.

- You can search for players who have been previously registered in the YSSL. Enter their last name in the box and click 'SEARCH'. If the player is available to be added to your team, a check box will appear next to their name in the list. Click on the box and click 'Add Players'. If no check box appears next to the name – contact [info@yssl.org](mailto:info@yssl.org) with the player's name.
  - Click 'Add New Player' to add a player that has not previously played in the YSSL (If you are not sure go back to the previous step!). Enter all player information and click SAVE.
10. You will need to attach/upload pictures of all players/coaches/trainers in their files.
- Picture must be 640x480, email size by using a digital camera, scanning from a photo, or using a web-CAM/PC-CAM.
  - All pictures must be .jpg format.
  - Do not have any special characters in the file name! No space, no hyphens, no astericks, etc. etc.
  - Be sure to BROWSE for the picture then click SAVE.
  - If you upload the wrong picture or need to replace a picture, just BROWSE for the picture and then click SAVE – the file will overwrite.
11. ONLY press "Submit" to notify the league office for approval and processing of player passes. All players/coaches must be submitted to have passes printed.
12. **Print a copy of the registration page which you must mail to the league office attaching a copy of all birth certificates for new players and copies of coaches' youth module certificates, or E-License and above.**

**Mail to:           YSSL  
                      P O Box 724  
                      Arlington Heights, IL 60006-0724**

13. When the team and player registrations are approved and processed you will be able to print an online approved copy of the team roster that can be used for tournaments, state cup, etc.
14. Once the player registration is submitted player adds and releases cannot be done until the registration has been approved and processed. The fee for a player/coach add is \$10.00 per pass issued.
15. To TRANSFER/RELEASE a player after a pass has been issued – you may go to your team and click on transfer or release. HOWEVER, the player will still show up on your roster and show on your team page until the transfer/release process is completed. The transfer/release will not be complete until the YSSL has received the player pass back. The pass must be mailed to the League.