

EPYSA TEAM REGISTRATION

1. Go to www.epysa.org. On left side of page under ONLINE REGISTRATION click on **Registration & Database access**
2. From **EPYSA Online Registration** page, scroll down to **2007-2008 Step 2. Risk Management Registration** and click on it. (you can skip to step 3 if you've done this).
 - Complete this step for all Coaches, Assistant coaches, Administrators, Team Parents, Team Treasurer, etc.
 - Print page identifying EPYSA ID# for each person entered
3. From **EPYSA Online Registration** page, scroll down to **2007-2008 Travel Team Registration** and click on it. Follow instructions, and you will be assigned a **Team ID, User-ID, and Password**. One person will be identified as the main point of contact. If this person is not a coach, they must complete the Risk Management Registration above.

You will then be able to click and enter the EPYSA online data base.

ENTER PLAYER INFORMATION:

- on the left side of the page, click on **Players**
- You'll see that you have no players yet. Click on **Returning Team Players** as a team to see previous team. Select which players are returning to the team. Do not select players who will not be returning to your team. Click to add selected players. Return to main players menu.
- Click on **Individual Returning Player** to enter a player moving from another team. Enter their birth date or EPYSA ID#. Select this player if it is correct, and add the player to the team. Repeat for all players needed to be added individually. Select which players are returning to the team and click to add them. Then, return to main players menu.
- Verify that all players have been added to the team.
- Select each player, one at a time, to edit the player's info. Add jersey number, update all info. Save Changes. Return to menu. Repeat for each player.

ENTER OFFICIALS (COACHES) INFORMATION:

- on the left side of the page, click on **Officials**
- Verify that all coaches have been added to the team. Click the appropriate menu item to add any additional coaches.
- Select each coach or team official, one at a time, to edit the official's info. Update all info. Save Changes. Return to menu. Repeat for each team official.

ENTER TEAM INFORMATION:

- on the left side of the page, click on **Team**
- Verify team information and points of contact. Save any changes.

Once all information has been input, under **Players** (on left), click to **Approve the team**. No changes can be made to the roster after it is approved, so don't approve the team until you are sure you've got it correct.

4. Print the forms.

- From the **Team** (on left) menu, click to **print RG-6 forms**. Select All, and print.
- From the **Team** (on left) menu, click to **print passes**. Select All, select format (I used PDF and saved it to a file) and print. Print the file, first using a test piece of paper to verify alignment on the Player Pass paper. When you are sure it'll all be okay, print the player pass file passes.pdf on the Player Pass paper itself. You'll only get one shot at printing it on the correct paper.
- From the **Team** (on left) menu, click to **print roster**. Print 3 copies.

5. You're done with the EPYSA data base. **Don't forget to log out.**

If you ever need to enter again, go to the [EPYSA Online Registration](#) page, scroll down, and return to the data base via the [2006-2007 Travel Database](#) link. Use the user-ID and password that were assigned above.

6. Attach 1x1 pictures to player passes. Get players and coaches to sign passes **EXACTLY AS DONE THE PREVIOUS YEAR**. Look at the old pass to make sure the signature is the same. I.e., Jane Doe cannot change her signature to Jane E. Doe or J. E. Doe or J. Doe. It must remain Jane Doe if that's what it was last year. (Team administrators **DO NOT** get a pass.)

7. Get Coaches, Parents, and Administrators to sign RG-6 forms. (Team administrators **DO** have to sign an RG-6.)

8. Turn in the following to your League Delegate:

- Previous year's passes (League registrar validates players info via old pass)
- or
- Birth Certificate (if no previous pass for a player)
- New completed player pass with attached picture and player signature
- 4 copies of EPYSA roster (League registrar will stamp and approve)
- Signed RG-6 forms (Team manager (you) retain these)

League Delegate will get the new passes stamped, laminated and get the roster's stamped. League delegate will return the old **AND** new passes and stamped rosters to the coach.