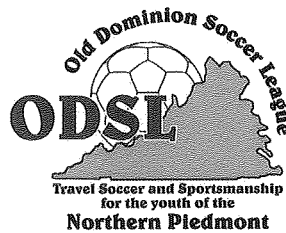


REGISTRATION MANUAL



NCSL - National Capital Soccer League

ODSL - Old Dominion Soccer League

WAGS - Washington Area Girls Soccer League

2011 -2012
Seasonal Year

Registrars for 2011-2012 Seasonal Year
Do **NOT** call a Registrar before 9 am or after 9 pm

**Registrars handle all three leagues for that club unless otherwise noted.

<p><u>LEAGUE REGISTRAR:</u></p> <p>Lisa Wilson 3060 Oak Leaf Ct Woodbridge, VA 22192 H: (703) 497-1146C: (571)283-1094 E-Mail: Lisa4socr@aol.com Clubs: BFC, GSC, FSCI, LMVS, NVSC, PWSI, SYC, VIST, VBSC, WOOD</p>	<p>Karen Klumpp 4651 Chimneys West Drive Haymarket, VA 20169 H: (703) 753-1334 E-Mail: kklumpp@comcast.net Clubs: BRDW, CULP, EPIC, FCSC, FRSA, SYA, TRSC, VSA, WIN, WRTN</p>
<p>Ruth Macnamara 1800 N. Randolph Street Arlington, VA 22207 H: (703) 527-1317 E-Mail: carczar01@aol.com Clubs: ALEX, ARL, TAFC</p>	<p>Fiona Legg 20380 Volley Terrace Ashburn, VA 20147 H: (703) 724-9206 E-Mail: FionaJLegg@yahoo.com Clubs: LOUD</p>
<p>Tammy Meyers 1713 Sadlers Wells Drive Herndon, VA 20170 H: (703)435-0538 E-Mail: tammysoccer@verizon.net Clubs: CHAN, CYA, REST, STER, VYS,</p>	<p>Ann Smith 705 Seaton Court Leesburg, VA 20175 H: (703) 669-2622 E-Mail: Ashburnsmiths@erols.com Clubs: ASC, LBFC</p>
<p>Melissa Riemer 7901 Crownpointe Ridge Ct. McLean, VA 22102 H: (703) 893-4227 E-Mail: mcleanfc@att.net Clubs: GRFL, MCLN</p>	<p>Eric Itsweire 4610 Harrison Street Chevy Chase, MD 20815 H: (301) 652-9302 E-mail: wdcsoccer@verizon.net Clubs: CFC, DCST, WSC</p>
<p>Alma Holm 149 Cherry Hill Dr. Stafford, VA 22554 H: (540) 659-9558 E-Mail: Ssc343@aol.com Clubs: FASA, STAF</p>	<p>Debi Honaker 11800 Wayland St Oakton, VA 22124 C: (703) 725-2390 E-Mail: dbhonaker@me.com Clubs: CUGI, FPYC, HERN, ODFC</p>
<p>Carol Coulter 9308 Popular Spring Ct Burke, VA 22015 H: (703) 455-7050 C: (703) 901-6532 E-Mail: carolcoulter@verizon.net Clubs: ABGC, BAC, BRYC, PAC</p>	

2011-2012 ONLINE REGISTRATION

All registration procedures will be on line using the VYSA online registration system. The vendor is Youth Leagues USA (YLUSA).

The system is available in steps. Links to these steps are on the VYSA website at http://www.vysa.com/registration/index_E.html

1. Step 1 - Kidsafe/Risk Management Application. Everyone except players must complete this application and it **MUST BE LEGAL FIRST AND LAST NAMES.**
2. Step 2 - Travel League Membership Application – must be completed before Clubs can register. (The Travel League President or Admin completes this)
3. Step 3 - Club Membership Application – must be completed before Teams can register. (The Club President or Admin completes this)
4. Step 4 - Travel Team Application – must be completed before rosters and passes can be prepared. This is the

This Manual is written for the Primary Team Contact (Team Manager) who will

1. Complete the Travel Team Application,
2. Receive the ID and Password to access the VYSA database, and
3. Manage the team database and produce passes and rosters.

This Manual is intended to help identify the information needed to produce passes and initial rosters.

Information on the team application and creating teams, approval process, roster changes, adds, releases, transfers, and other forms is available in other manuals.

Section 1 – Overview of the Online Registration System

Section 2 – Detailed Information on Important Registration Topics

Section 3 – Summary Instructions

Please read Sections 1 and 2 and highlight any information you did not already know – even if you used the 2010-2011 online registration system.

To log into the 2011-12 Travel Registration Database to make changes to your roster:

www.youthleaguesusa.com/vysa/2011/Database.htm

SECTION 1 – OVERVIEW OF ONLINE REGISTRATION SYSTEM

1. You must be connected to the Internet to use the system.
2. You can use any computer that is connected to the Internet. No program files or data is stored on any computer you use.
3. You do not need to save your work or submit your data to VYSA after your roster has been approved. Everything you enter is saved on the Youth Leagues USA (YLUSA) server as you enter it.
4. You will register your team by using the link to the Team Registration Module supplied by VYSA in the mass email or on the VYSA website under the Registration Tab. When you register your team, you will be issued an User ID and Password and have immediate access to the VYSA database to:

**Begin assigning players, team officials, and team aides to your team. Clubs may also assign team aides to all teams in the club.
5. Your ID, Password and a link to the VYSA database will also be sent to your email address.
6. After you register your team *and exit*, you must use your ID and Password to work on your team in the VYSA database using the link you received by email.
7. Once you are logged in with your ID and Password, you can
 - A. Enter and release players and correct some of their information
 - B. Assign Team Officials and Team Aides to your team
 - C. Print passes, rosters and the Player/Team Status Form
 - D. Manage the team database
8. A risk management application must be completed by every coach, manager, and/or team aide before they can be placed on a roster.
9. The **LEGAL FIRST AND LAST NAME MUST** is to be used for all players!!
10. A computer-generated ID number will be issued to all players, team officials and team aides based on the legal first and last name and the date of birth. This ID number is carried forward each seasonal year by the system. **Only the players' ID numbers will be printed on the rosters and member passes.**

SECTION 2 – IMPORTANT REGISTRATION TOPICS

PLAYER - ELIGIBILITY, INFORMATION, DOCUMENTS

Age groups for the seasonal year that begins September 1, 2011, and ends August 31, 2012			
U-19	Players born 8/1/92 and younger	U-13	Players born 8/1/98 and younger
U-18	Players born 8/1/93 and younger	U-12	Players born 8/1/99 and younger
U-17	Players born 8/1/94 and younger	U-11	Players born 8/1/00 and younger
U-16	Players born 8/1/95 and younger	U-10	Players born 8/1/01 and younger
U-15	Players born 8/1/96 and younger	U-09	Players born 8/1/02 and younger
U-14	Players born 8/1/97 and younger	U-08	Players born 8/1/03 and younger

VERIFICATION OF DATE OF BIRTH – ORIGINALS ONLY

- The ONLY documents valid for verification of date of birth are:
 1. Birth Certificate – Government Certified Copy. NO PHOTOCOPIES. Please be alert for computer-generated color copies. The certificate must have the identifying raised seal from the issuing government authority OR the “credit card” issued by Virginia may also be used.
 2. Military Identification Card – DD Form 1173
 3. Board of Health Records with raised seal.
 4. Passport (Current or Expired)
 5. Alien Resident Identification Card – Green Card
 6. INS Certificate attesting to age
 7. **USYS member pass from previous seasons** (travel only; no house/recreation passes)
 8. Current driver’s license, learner’s permit or “walker” id (but must be surrendered so the registrar can confirm birth date)
 9. Certification of a US citizen born abroad issued by appropriate government agency
 10. Any original government issued id

- **REGISTRATIONS WITH ANY OTHER DOCUMENTS WILL BE REJECTED.** (Examples: Baptismal Certificates, Hospital Certificates, School Records)

PROOF OF ENTRY PRIOR TO 12 YEARS OF AGE (P12 FORM) / FIRST REGISTRATION FORM (FR-11 FORM) / INTERNATIONAL CLEARANCE FORM (ITC FORM)

****VERY IMPORTANT AS THIS COULD EFFECT PLAYING STATUS****

- Be sure to ask ALL players if they were born outside the US. If a player was born outside the US, a set of questions must be answered in the database. These players will receive special coding in the database and on the roster.
- Since the player's code carries forward in the database as long as the player remains in the US, it is very important to identify their status at the earliest possible age.

International Transfer Clearance Options:

Under FIFA's rules, there are four options by which a player born outside of the U.S. can register with an affiliated league:

1. **Entry Prior to Age 12 (P12):** Players who entered the U.S. prior to the age of 12 (regardless of their current age) can supply a copy of an official document to prove that fact (e.g. – report cards, immunization records, doctor records).

2. **First Registration (FR-11):**

a. **U.S. Citizens** – U.S. citizens born outside of the U.S. (regardless of current age) may simply complete and sign the First Registration form attesting that the player has never been registered at any level to play soccer in any other country. VYSA can immediately clear the player.

b. **Non-U.S. Citizens** – A player born outside of the U.S., who is currently over the age of 18, may also complete and sign the First Registration form. U.S. Soccer will contact the foreign federation for confirmation, and once that is received, U.S. Soccer can clear the player.

3. **Minors** – Any player currently between the ages of 12 to 17 who is NOT eligible for one of the proceeding methods must prove to U.S. Soccer that he/she meets one of the exceptions (a) or (b) above. Once verified, U.S. Soccer will request the ITC from the former federation. Per FIFA regulations, that federation has up to 30 days to respond after which U.S. Soccer can issue a provisional international transfer clearance.

ITC Request (ITC): – Players 18 years of age and over who are not eligible for the Entry Prior to Age 12 or First Registration options will need to fill out the ITC Request Form and submit it to VYSA. **VYSA will send the form on to U.S. Soccer will then request the ITC from the former federation.** Per FIFA regulations, that federation has up to 30 days to respond after which U.S. Soccer can issue a provisional international transfer clearance.

▪ **Database codes:**

- N = player was not born outside the US
- n/a = lived outside the US but no additional forms are required
- P12 = Proof of Entry Prior to 12 required
- FR11 = First Registration required
- IC = International Clearance required

PREVIOUSLY ROSTERED PLAYERS

- If you are registering a player unknown to you, your team is responsible for verifying the eligibility of that player. Ask the player if she/he signed a player pass for any other team for the upcoming seasonal year.
- If the answer is yes, and the player has been placed on another 2011-2012 roster, the player is eligible to be on your initial roster only with approved release and transfer paperwork.

NAME

The player's legal first name and last name (as found on the birth certificate) must be used.

- DO NOT INCLUDE THE PLAYER MIDDLE NAMES
- Do NOT use any nicknames or middle names in place of the legal first name.
- Do NOT use initials.
- If the player has a double last name/surname, enter both names, connected by a hyphen.

ADDRESS

You must enter the street, city, state and zip code.

PHOTO

- Do not remove from last year's card
- **You may use the photo upload process to put pictures on the passes**
- ONE (1) **CURRENT (within the last two years)**, full-face, photo (photo booth, passport, school pictures)
- May **NOT** be the same picture as last year
- Trim to 1" x 1"
- Clear computer-generated pictures are acceptable
- Many clubs collect two pictures and hold the second for emergencies
- Pictures will be rejected if too large, too small, difficult to see, or inappropriate as determined by the Club Registrar or League Assigned Registrar.
- Maybe color or black & white

TEAM OFFICIALS AND TEAM AIDES – ELIGIBILITY

Team Officials and Team Aides

- Must complete the VYSA Risk Management/Kid Safe registration application
 - before they can be placed on a team roster,
 - before they appear in the drop down menu for you to assign them to your team
(Contact your club if you are missing people you believe should be listed.)
- May serve in more than one role on a team and/or on other teams in the same or different clubs and/or leagues.
- Must have approved risk management status within 30 days of being placed on a roster.
(Consult your club Risk Management Coordinator for details.)

PHOTO IF MEMBER PASS IS REQUIRED FOR TEAM OFFICIALS AND AIDES

- Do not remove from last year's card
- ONE (1) **CURRENT (within the last two years)**, full-face, photo (photo booth, passport, school pictures)
- May **NOT** be the same picture as last year
- Trim to 1" x 1"
- You may use the photo upload process also to put pictures on the passes
- Clear computer-generated pictures are acceptable
- Many clubs collect two pictures and hold the second for emergencies
- Pictures will be rejected if too large, too small, difficult to see, or inappropriate as determined by the Club Registrar or League Assigned Registrar.
- Maybe color or black & white

IDENTIFICATION NUMBER

- A system-generated ID number will automatically be created for every player and every Risk Management registrant. This number will be printed on the rosters and member passes for players only.
- The ID number is based on the legal first and last name of the player and the date of birth: First six letters of last name, birth year, month, day (two digits each), first three letters of first name followed by the numeral 1.
- If there are fewer than six letters in the last name or three letters in the first name, # will be used for each missing letter.
- Examples:
 - Arnold Henderson born on 12/08/1954 - HENDER541208ARN1
 - Jo Smith born 01/02/1939 - SMITH#390102JO#1
- In case of twins or triplets or other legitimate duplicate ID numbers, you will receive an error message and be asked to call Lisa Wilson at the State Office to verify that the player is not a duplicate registrant. The next appropriate numeral - 2, 3, etc. - will be used as the last digit.

TEAM NAMES

The official club abbreviation (see below) will automatically be placed at the beginning of each team name and cannot be removed.

Reminder: The team name serves as a "brand name" for your club at tournaments, State Cup, and other events.

Please check with your club administrator for your team name format.

The team name is printed on the Member Pass as it is entered in the team name field.

Examples of Team Format by Club
(Standardized format in italics)
xxx = Waves, '89, Magic, etc.

PWSI Courage xxxxx

NVSC xxxxx

VIST xxxxxxxx

RSK Richmond Strikers xxx

TEAM NUMBERS

First 3 spaces will be assigned a number when the league is selected from the drop-down box:
The league number assigned by VYSA for NCSL is 343 – ODSL is 346 and WAGS is 372

Next 3 - 4 spaces will be assigned for the club abbreviation.

Examples:

Club	Abbreviations
NVSC	Northern Virginia Soccer Club
PWSI	Prince William Soccer, Inc.
SYC	Springfield – South County Youth Club
VIST	VISTA
BRYC	Braddock Road Youth Club

Next 2 spaces will be assigned a number based on age group is selected from the drop-down box.

Last digits of the birth year of the oldest eligible player: Example: U13 players are born 8/1/93 and younger. The U13 team would be assigned 93 in these spaces.

Next space will be assigned a letter when the team gender is selected:

Boys and Girls teams will be designated by a B or G.

Next space will be assigned N for NCSL, OD for ODSL or W for WAGS.

Next spaces will be for three or four team number from each league, and ODSL will then end with a B or G

You must enter the last part of your Team ID (Team Number); you will do this on the Team Main Page. On the mid-left hand side, click on the button "Enter Last Part of Team Id"

MEMBER PASSES

- Required for Team Officials
- Required for all players
- Signature must be identical to the name printed on the front of the pass
- If the player signed in cursive last year, they MUST sign in cursive this year
- **Each person MUST sign in BLACK INK ONLY**

ROSTERS

- The following rosters are prepared and printed using the Online Registration System:
 1. League and Tournament Roster (League Roster)
 2. State Cup Roster
 3. Game Day Roster
 4. Provisional Roster (for League Play Only – contact League Registrar)
 5. League Select Roster
 6. Other rosters

- There are separate rosters for League play and for State Cup play. You must select to approve and print which roster you would like.
- A new roster will be printed and approved after each roster change (added, released, transferred players; team official and team aide changes; address changes).
- The old roster will be given to the Assigned Registrar; the new roster will be signed, bird-stamped and embossed to create a new, clean roster.
- Rosters can be approved as early as August 1 and will be dated with the process date. Rosters approved in August can be used only for USYS member events such as tournaments sanctioned for 2011-2012 seasonal year rosters and passes.
- State Cup rosters for Fall Cup play only can be approved as early as August 1 and will be dated with the process date. (U15, U16, U17 & U18 Only for the FALL)
- Players who wish to change teams after the process date must request a release and transfer on the Player/Team Status Form even if the seasonal year has not started.

IMPORTANT DEADLINES

Please check with your Assigned Registrar about submitting your paperwork in time to be processed if your team is participating in any of the following events.

Fall State Cup Application Deadline
(Thursday, August 18, 2011 at 4:00 pm)
 for U15, 16, 17 & 18
 (www.vysa.com for State Cup details)

Spring State Cup Application Deadline:
(Thursday, March 22, 2012 at 4:00 pm)
 for U12, 13 & 14
 (www.vysa.com for State Cup details)

Spring State Cup Application Deadline:
(Friday, May 18, 2012 at 4:00 pm)
 for U19
 (www.vysa.com for State Cup details)

LEAGUE AND TOURNAMENT ROSTER

The League Roster is created automatically as you enter team information and players and assign team officials and team aides.

Roster Front – Team Officials

- The coach, assistant coach (es) and team manger information is printed on the front of the roster.
- Each team must have one coach or team manager – **EXCEPT WAGS who MUST have three officials on their roster**
- Each team may have no more than one coach, two assistant coaches and one team manager

Roster Front – Active Players

- Roster Size

NCSL - Check with league for all restrictions

<i>AGE GROUP</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
<i>U9-U10</i>	<i>7</i>	<i>12</i>
<i>U11-U12</i>	<i>8</i>	<i>14</i>
<i>U13-U15</i>	<i>11</i>	<i>18</i>
<i>U16-U19</i>	<i>11</i>	<i>22</i>

ODSL - Check with league for all restrictions

<i>AGE GROUP</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
<i>U9-U10</i>	<i>7</i>	<i>12</i>
<i>U11-U12</i>	<i>7</i>	<i>14</i>
<i>U13-U15</i>	<i>7</i>	<i>18</i>
<i>U16-U19</i>	<i>7</i>	<i>22</i>

WAGS - Check with league for all restrictions

<i>AGE GROUP</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
<i>U9-U10</i>	<i>7</i>	<i>12</i>
<i>U11-U12</i>	<i>7</i>	<i>14</i>
<i>U13-U15</i>	<i>7</i>	<i>18</i>
<i>U16-U19</i>	<i>7</i>	<i>22</i>

NOTE: Although a 22 man roster is permitted for U16-U19 teams, only 18 players may be present in uniform to play in league and tournament games. The required game day roster will include only those 18 players.

- Only Active players will be printed on the front of the roster. The list will be in alphabetical order for both initial, added and transfer players. Released players will not appear on the front of the roster.
- Jersey Numbers are required on the initial roster. Rosters must be re-issued if jersey numbers changes during the seasonal year.

Roster Back – History of Added, Transferred and Released Players

- Adds and Transfers – Player name, action date and previous USYS affiliation
- Releases – Player name, action date, previous team name and ID.
- Each new roster change must be initialed and dated by the registrar.
- Additional Team Officials

STATE CUP ROSTER

The State Cup Roster is a separate roster from the League Roster and is automatically created by assigning players, team officials and team aides from your League Roster to the State Cup Roster. The League Roster and State Cup Roster will mirror each other until the State Cup Roster is frozen.

- State Cup rules are monitored by the online registration system as you prepare and maintain your League Roster.
- State Cup rules are available on the VYSA website under State Cup. Please check your online Audit Report frequently to assure your rosters in compliance with all rules.

AUDIT REPORT

The online system monitors League Rosters for compliance with US Youth Soccer, VYSA and NCSL, ODSL & WAGS rules and State Cup Rosters (U12 and older) for compliance with State Cup rules and displays the results in the Audit Report.

- An up-to-date Audit Report is always available when you are logged onto the VYSA database with your team ID and Password.
- Check your Audit Report frequently – some errors may require additional paperwork to correct.
- ***Rosters cannot be approved if there are violations on the Audit Report. Note: In some cases, the Audit Report will read, "This is a correct failure." In these cases, the registration process may proceed.***
- **IF THERE IS A FAIL – DO NOT TAKE THE PACKAGE TO THE REGISTRAR!!!**

PRINTING ROSTERS, PASSES AND OTHER FORMS

- All documents are printed from the online system using a web-page format.
- A pop-up screen gives printing instructions including margin settings.
- Once you have determined the correct margin settings, copy them to use the next time you print.
- Rosters are printed on white paper in LANDSCAPE.
- Passes print in PORTRAIT. **The front side of the passes has no pre-printed information.**
- Printer settings may be saved from the last settings used depending on your browser.
- You can select the order in which you want the passes to print
- Passes can be printed in two formats:
 - Web-page
 - PDF – can be saved to file (Requires free Adobe Reader)
- **IF PRINTING PRE-SIGNED PASSES, ALWAYS PRINT A SAMPLE PAGE OF PASSES TO BE SURE THE ALIGNMENT IS CORRECT.**

SUBMITTING ROSTERS AND PASSES FOR APPROVAL

- Print and review the Audit Report to be sure there are no rules violations.
- Print and proof the rosters; print back and front on one sheet (double-sided); black and white, no color
- Confirm that the roster and passes are in agreement; in rare cases, the player ID may not print the same on the roster and the pass.

- Prepare registration packet (check with your registrar; there may be additional copies needed)
 - Two signed copies of Audit Report
 - Original and one (1) copy of roster, front and back, one sheet of paper (double-sided), black and white, no color
 - Member pass for each player & all team officials
 - Proof of date of birth
 - IC/IW documentation, if needed

- **Primary Team Contact (Team Manager):**
 - **Click the Submit Team button** to place the team in a "holding" status.
 - Submit the registration packet to your Club Rep.

- **Club Rep:**
 - Review packet
 - if errors, click the "unapprove" button in system and return to Primary Team Contact (Team Manager)
 - if no errors, **click the Submit Team button** to place in a 'holding" status and submit registration packet to Registrar

- **Registrar:**
 - Review packet
 - if errors, unapprove and return to Club Team Manager for correction
 - if no errors, click the Approve Team button and return processed roster and passes to team manager
 - The approval date on the roster and the approve date in the system must be the same.
 - The League Assigned Registrar approval is final and cannot be reversed.

SECTION 3 – SUMMARY INSTRUCTIONS

TEAM REGISTRATION

- A) Section I. General Information
 - Complete Information – Check with your club for instructions on team name format.

- B) Section II. Primary Team Contact (Team Manager)
 - a) Primary Team Contact (Team Manager) receives User ID and Password to manage team registration and database.
 - b) No need to enter email address if submitted with KidSafe registration.
 - c) If you are managing more than one team, enter yourself as Primary Team Contact for each team

- C) Section III. Team Official Information
 - a) Select Coach, Team Manager, and up to two Assistant Coaches from drop-down box
 - b) If name is not in drop-down box, contact club administrator
 - c) Must have either a Coach or Team Manager to proceed with league roster
 - d) Submit Travel Team Information

- D) Congratulations. You have registered your team.
- E) Print page with User ID and Password and click button to continue.
- F) Main Menu. VYSA Database Management
(www.youthleaguesusa.com/vysa/2011/Database.htm)

From drop-down box select Access Team Management to continue working on your team.
- G) Team Main Page. Select Data Type in upper left-hand corner to for Players, Team Officials or Team Aides.
- H) Select Data Type, Team. Click on "Enter Last Part of Team ID" to complete your team number. Enter your team number assigned by your league.

PLAYER REGISTRATION

- A) Select Data Type, Player.
 - To add a player who did not play last year, click on "Add New Player"
 - To add returning players click on one of the following: "Add Individual Returning Player by Name/DOB or ID" or "Retrieve Teams from Club System."
- B) Section 1. Player Information
 - a) Must use player legal first and last name
 - b) Has this player been rostered to a team in another USYS organization in the 2011/2012 soccer year? [Answer "no" if player is registered to a US Club Soccer team.]
- C) Section 2. Parent/Guardian Information - at least one parents information must be entered
- D) Section 3. Communication Information
 - a) Must enter either email address. If player has no email address enter dummy email address. **DO NOT ENTER TEAM MANAGERS EMAIL ADDRESS.**

TEAM OFFICIALS

- A) Select Data Type: Officials. Select a Team Official by clicking in the circle beside the name.
- B) Use buttons on the bottom half of the right side to select various tasks and functions.
- C) Reminder: Each league roster must have either a coach or a manager; each roster can have no more than one coach, one manager and two assistant coaches as Team Officials.
(Everyone else would be listed as Team Aides)

TEAM AIDES

- A) Select Data Type: Team Aides. Team Aides listed with no circle in the "Select to Delete Column" are club-assigned and need to be deleted only by a person with an authorized club-level user ID and Password.
- B) Use buttons on the bottom half of the right side to select various tasks and functions.

THINGS TO KNOW/REMEMBER

- C) REMINDER: Check the Audit Report regularly to monitor the integrity of your League and State Cup roster, if applicable.
- D) Do not click the "submit" button until you are sure your roster is correct. You cannot correct any errors unless the data is "released" by the Club Rep or League Assigned Registrar.
- E) When printing, write down the margin settings you identify to print your roster and passes. Remember to select LANDSCAPE for rosters and PORTRAIT for passes. If passes have already been signed, always run a test sheet first to be sure alignment is correct. **DO NOT PRINT IN COLOR.**
- F) Navigation Tips:
 - a) Always use buttons at the bottom of the page. Do not use Back button of browser.
 - b) To exit system, click on Main Menu, then Log Out.
- G) To log on and access the Main Menu:
 - a) Click on link to database emailed to you with your ID and Password or
 - b) Type the URL into the address box of your browser.
 - c) Enter User ID and Password and Click "Submit Information."