

## E7 Home Association

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### Overview

We are changing home association registration from manual registration to on-line. Registration this year will be July 1<sup>st</sup> – July 18<sup>th</sup>. The office will open Monday-Friday 8am-5pm. If you have any questions please email me at [ginaw@planoyouthsoccer.org](mailto:ginaw@planoyouthsoccer.org). I will be on maternity leave so I will not have access to my phone.

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### Website

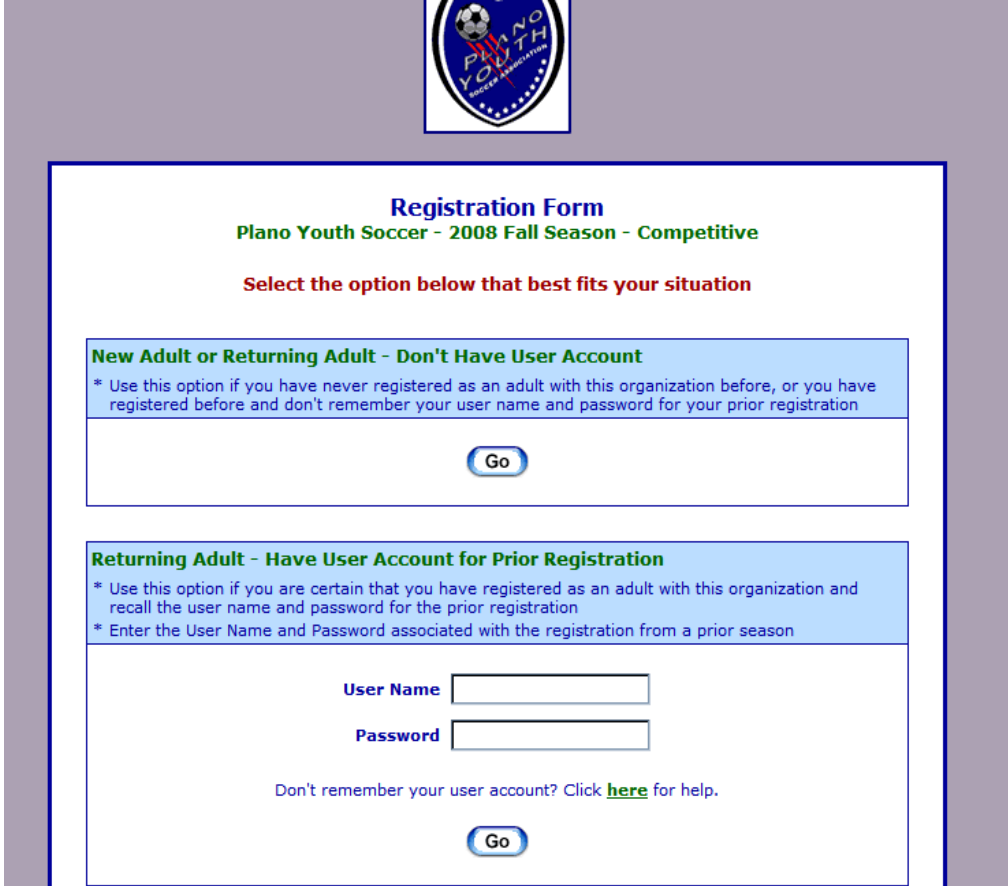
From the Plano Youth Soccer website, [www.planoyouthsoccer.org](http://www.planoyouthsoccer.org), click on Competitive league (there will be a drop down menu disregard this and click competitive league).


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### Adult Registration

You will click on the link that states **Home Association Adult Registration** (this link will not be posted until July 1<sup>st</sup>). This is where the managers register each rostered adult. When this page opens up click "Go".

\*The system will only allow you to register a person once so if your coach coaches multiple teams he/she will only need to be registered once. Their name will appear as an option when you start typing in your in players.





**Registration Form**  
**Plano Youth Soccer - 2008 Fall Season - Competitive**

**Select the option below that best fits your situation**

**New Adult or Returning Adult - Don't Have User Account**

\* Use this option if you have never registered as an adult with this organization before, or you have registered before and don't remember your user name and password for your prior registration

**Returning Adult - Have User Account for Prior Registration**

\* Use this option if you are certain that you have registered as an adult with this organization and recall the user name and password for the prior registration

\* Enter the User Name and Password associated with the registration from a prior season

User Name

Password

Don't remember your user account? Click [here](#) for help.

Make sure you click the correct registration type when you register. If you are registering a manager you will click Team Manager and then click "Go".

**\*Only Team Manager has the permission settings to enter in a team.**

**Registration Main Menu**

**Plano Youth Soccer - 2008 Fall Season - Competitive**

\* Please select the type of registration you want to complete  
\* Click on the **Go** button to complete the form

Registration Type :

**Go**

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The registration process has 3 steps.

- Step 1 is for basic information. Fields with a \* next to them are mandatory. If you leave one blank you will not be able to progress further. Make sure you remember your user ID and password as you will need them to register your team.
- Step 2 is the terms and conditions. You will need to click "I Agree" and then continue.
- Step 3 is to verify all the information is correct. Once it has been reviewed click "Register"

Step 1-

### Team Manager Registration

Plano Youth Soccer - 2008 Fall Season - Competitive

[Step 1](#) ▶ [Step 2](#) ▶ [Step 3](#) ▶

**Instructions**

- \* You **must complete every step** of the registration process as indicated by the Step numbers above. The Step number and arrow will turn green as each page is completed. The current Step you are on is indicated by a Step number with a blue background. The process is complete when you see a **Registration Confirmation**.
- \* Fields with a \* **must** be completed before you can move to the next step
- \* Click on the **Continue** button to go to the next step

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#### Team Manager Information

<p>* <b>First Name</b> <input type="text"/></p> <p><b>Middle Name or Initial</b> <input type="text"/></p> <p>* <b>Last Name</b> <input type="text"/></p> <p>Jr, Sr, II, III <input type="text"/></p> <p><b>Nick Name</b> <input type="text"/></p> <p>Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></p> <p>* <b>Date of Birth</b> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>* <b>Gender</b> <input type="radio"/> Male <input type="radio"/> Female</p>	<p style="color: red; font-size: small;">Formal legal name, <b>DO NOT</b> use nick names or aliases</p> <p>* <b>Address</b> <input type="text"/></p> <p><b>Address</b> <input type="text"/></p> <p>* <b>City</b> <input type="text" value="Plano"/></p> <p>* <b>State</b> <input type="text" value="Texas"/></p> <p>* <b>Zip code</b> <input type="text"/></p> <p><b>Email</b> <input type="text"/></p> <p>(example: name@xxxx.xxx, if none enter None)</p> <p><b>Verify Email</b> <input type="text"/></p> <p>(Retype email address for accuracy)</p> <p>Area Code <input type="text"/> Local Number <input type="text"/></p> <p>* <b>Home Phone</b> ( <input type="text"/> ) ( <input type="text"/> ) - <input type="text"/></p> <p><b>Work Phone</b> ( <input type="text"/> ) ( <input type="text"/> ) - <input type="text"/></p> <p><b>Cell Phone</b> ( <input type="text"/> ) ( <input type="text"/> ) - <input type="text"/></p>
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**Coaching License**       **Referee Level**

**Kid-Safe ID**

**Team/Player Affiliation and Comments** (Provide team name and/or player you are wanting to be assigned with or other similar information)

\* **Medical Conditions** (Please list any relevant medical conditions, allergies, and/or medication taken on a regular basis, if no medical conditions enter None)

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<h4>Emergency Contact Information</h4> <p><b>First Name</b> <input type="text"/></p> <p><b>Last Name</b> <input type="text"/></p> <p><b>Relationship to Player</b> <input type="text"/></p> <p>Area Code <input type="text"/> Local Number <input type="text"/></p> <p><b>Home Phone</b> ( <input type="text"/> ) ( <input type="text"/> ) - <input type="text"/></p> <p><b>Work Phone</b> ( <input type="text"/> ) ( <input type="text"/> ) - <input type="text"/></p> <p><b>Cell Phone</b> ( <input type="text"/> ) ( <input type="text"/> ) - <input type="text"/></p>	<h4>Doctor Contact Information</h4> <p><b>Name</b> <input type="text"/></p> <p><b>Address</b> <input type="text"/></p> <p><b>City</b> <input type="text"/></p> <p><b>State</b> <input type="text"/></p> <p>Area Code <input type="text"/> Local Number <input type="text"/></p> <p><b>Phone</b> ( <input type="text"/> ) ( <input type="text"/> ) - <input type="text"/></p>
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#### Insurance Information

<p><b>Insurance Company</b> <input type="text"/></p> <p>Area Code <input type="text"/> Local Number <input type="text"/></p> <p><b>Phone Number</b> ( <input type="text"/> ) ( <input type="text"/> ) - <input type="text"/></p>	<p><b>Policy Holder Name</b> <input type="text"/></p> <p><b>Policy Number</b> <input type="text"/></p>
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#### User Account Information

Create a **User Account** to: \* **Edit your Registration** information  
\* **Access Database Tools** to manage information

<p><b>User ID</b> <input type="text"/></p> <p><b>User Password</b> <input type="text"/></p> <p><b>Verify Password</b> <input type="text"/></p> <p><b>Password Hint</b> <input type="text"/></p>	<p style="color: red; font-size: small;">If you create a <b>User ID</b> and <b>Password</b>, please be sure to write it down for later use!</p> <p style="font-size: small;">(Password must be 6 - 20 characters)</p>
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[Continue](#)

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Last Updated: 5/22/08 1:56 PM

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Step-2

### Team Manager Registration

Plano Youth Soccer - 2008 Fall Season - Competitive

Step 1 ▶ **Step 2** ▶ Step 3 ▶

**Instructions**

- \* Fields with a \* are required to be complete before you can move to the next step
- \* Select the **Continue** button at the bottom of the page to go to the next step
- \* Select the **Previous** button at the bottom of the page to go to the previous step

**Program Information**

How did you hear about our program  Referring Persons Name

**Terms and Conditions**

I agree that I will abide by the rules of the USYSA, its affiliated organizations and sponsors. Recognizing the possibility of physical injury associated with soccer and in consideration for the USYSA, accepting the registrant for its soccer programs and activities (the "Programs"), I hereby release, discharge and/or otherwise indemnify the USYSA, its affiliated organizations and sponsors, their employees and associated personnel, including the owners of fields and facilities utilized for the Programs, against any claim by or on behalf of the registrant as a result of the registrant's participation in the Programs and/or being transported to or from the same, which transportation I hereby authorize.

I request and authorize physicians, dentists, and staff, duly licensed as Doctors of Medicine or Doctors of Dentistry or other such licensed technicians or nurses, to perform any diagnostic procedures, treatment procedures, operative procedures and x-ray treatment of the registrant. I have not been given a guarantee as to the results of examination or treatment. I authorize the hospital or medical facility to dispose of any specimen or tissue taken from the registrant.

By selecting **I Agree** below, you agree to the entire terms and conditions above

**I Agree**       **I DO NOT Agree**

Step-3

### Team Manager Registration Review

Plano Youth Soccer - 2008 Fall Season - Competitive

Step 1 ▶ Step 2 ▶ **Step 3** ▶

**Review the registration information below**

**Registration Information**

Name : <b>Gina White</b>	Address : <b>221 West Parker STE 480</b>
Legal name above, no nick names or aliases	Plano, TX 75025
Male , Born: <b>May 30, 1980</b>	email :
Nick Name :	Home Phone : <b>972-422-7972</b>
	Work Phone :
	Cell Phone :
Coaching Lics :	Referee Level :
Kid-Safe ID :	
Comments :	
Medical Conditions : <b>None</b>	
Emergency Contact :	Doctors Name :
Relationship :	Address :
Home Phone :	Phone :
Work Phone :	
Cell Phone :	
Insurance Company :	Policy Holder's Name :
Phone :	Policy Number :
Program Referral :	Referral Name :

Agreement to Terms and Conditions: **I Agree**

\* **You must select the Register button to save the information.** Once the Register button is selected you cannot go back and make changes.

\* **DO NOT select the Register button more than once!**

\* Select the **Previous** button to go back and make changes if needed before selecting the Register button.

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You will need to do the same process for each rostered adult.

## Team Entry

Go back to the PYSA website in the Competitive League and click on **Home Association Team Entry** (this link will not be posted until July 1<sup>st</sup>). This is where the managers will register the players.

After you click on the link you will be directed to this page:



### User Login

Enter your **User Name** and **Password** to login

User Name :

Password :

Don't remember your password? Click [here](#) for help.

Type in your User Name and Password that you created when you registered and click Login. You will be prompted to a Welcome screen; from here you will click Continue.

**Database Introduction**  
**2008 Fall Season - Competitive**  
**Welcome Gina White**  
 Please read the following key items to help you use the database features

**Browser Back Button :** Please **DO NOT** use the **Browser Back Button** while logged into the database. Navigation buttons are provided on every screen such that there shouldn't be a need to use the Browser Back Button. The Menu button provided at the top of every screen will return to the Main Menu at any time. Please read the rest of this section for more details.

The Browser Back Button will not save changes to data! Additionally, due to the unlimited number of database actions it's impossible to track all actions such that the Browser Back Button will retrace every step. Therefore, to ensure your data is saved correctly do not use the Browser Back Button.

**Navigation and Help Buttons :** At the top of every screen, to the right of the banner (logo) are three menu options, they are used for the following purposes:

◆ Main Menu	Select the <b>Main Menu</b> option at any time to take you to the main menu.
◆ Help Desk	Select the <b>Help Desk</b> option at any time to access the E7 on-line help desk to submit a question or report a problem.
◆ Logout	Select the <b>Logout</b> option to immediately log you out of the database. It is recommended that you logout at the completion of your session.

**Screen Specific Navigation :** Depending upon the action being performed, at the bottom of each screen, options (buttons) will be provided to continue, abandon or complete the selected task (such as save data that has been changed). You must select from the options provided to ensure that your changes are saved (again, do not use the Browser Back Button as the Back Button will not save changes to data!).

Check box to not display this Welcome message again

Click on Registrations:



Click on Quick Team Registration:



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From here you will click Customize:



**Club Team Manager Screen**  
2008 Fall Season - Competitive

**Register Team**

**Data Fields** Enter team data then select the Save button to store the team information

**Customize** changes which data fields are displayed

**Save** button saves your **Sort By, Rows per Page** and **Customized** settings

**Important Notes**

- \* This feature is intended for fast entry of team registration data
- \* Use the **Customize** button to enable/disable fields that you need
- \* No other Customizations are supported, meaning fields defined as mandatory cannot be changed, field names cannot be changed, and options cannot be changed

Click button to save team registration

Customize : Save :

**Team Information**

Make sure you have checked the below options and click OK.

**Club Team Manager Screen**

**Customize Multi Player Options**

Check the fields that you want to include in the registration

Select the **Clear All** button to uncheck all check boxes

Select the **Restore Defaults** button to reset check boxes to the default setting

Select the **Check All** button to check all check boxes

<input checked="" type="checkbox"/> Middle Name/Initial <input checked="" type="checkbox"/> Name Suffix <input checked="" type="checkbox"/> Nick Name <input checked="" type="checkbox"/> Address <input checked="" type="checkbox"/> City <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Zipcode <input checked="" type="checkbox"/> Home Phone <input checked="" type="checkbox"/> Work Phone <input checked="" type="checkbox"/> Cell Phone <input checked="" type="checkbox"/> E_email <input type="checkbox"/> Height <input checked="" type="checkbox"/> Grade <input checked="" type="checkbox"/> Position	<input type="checkbox"/> Jersey Size <input type="checkbox"/> Shorts Size <input type="checkbox"/> Sock Size <input type="checkbox"/> T-Shirt Size <input type="checkbox"/> Jacket Size <input type="checkbox"/> Pants Size <input type="checkbox"/> Shoe Size <input type="checkbox"/> Hat <input type="checkbox"/> Citizen <input checked="" type="checkbox"/> ATR <input checked="" type="checkbox"/> Player ID Num. <input checked="" type="checkbox"/> Jersey Number <input type="checkbox"/> Medical Conditions <input type="checkbox"/> Comments
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Check All
  Clear All
  Restore Defaults

Click "Save" to save your customized settings. Type your Team Name, Age Group and Gender. I will type in your Team ID. Then you will locate your rostered adults and assign the correct role for your team. All adults registered in the system will appear here.

**Important Notes**

- \* This feature is intended for fast entry of team registration data
- \* Use the **Customize** button to enable/disable fields that you need
- \* No other Customizations are supported, meaning fields defined as mandatory cannot be changed, field changed, and options cannot be changed

Click button to save team registration

Customize : 
Save :

**Save & Add More**
**Save & Go to Menu**

**Team Information**

\* Team Name

Team ID #

\* Age Group

\* Division

\* Gender

Male
  Female
  Coed

**Staff (Adults)**

- \* Assign Staff (adults) to the team by selecting what role they are to have from the drop down list box to the left of each adult name to add to the team roster
- \* Be sure to select a role for yourself (the person creating this roster) if you need to be on the roster, otherwise you may not be able to access the roster once created
- \* Only those with a Role selected will be added to the team roster

Role	Last Name	First Name	Player ID	Registration Type	Gender	Birthdate
?	White	Gina		Team Manager	F	05-30-80

**Players**

**Player 1 :**

\* First Name

Middle

\* Last Name

Jr, Sr

Nick Name

\* Date of Birth

\* Gender

Player ID #

Jersey #

Male
  Female

Address

City

State

Zip code

Home Phone

Work Phone

Cell

Grade

Positions

Defense
  Forward  
 Goalkeeper
  Midfield

Scroll down and start typing in your players' information. **Do not fill in anything for ATR.**

**Player 1 :**

\* First Name

Middle

\* Last Name

Jr, Sr

Nick Name

\* Date of Birth

\* Gender

Player ID #

Jersey #

Male
  Female

Address

City

State

Zip code

Home Phone

Work Phone

Cell

Grade

Positions

Defense
  Forward  
 Goalkeeper
  Midfield

**Player 2 :**

\* First Name

Middle

\* Last Name

Jr, Sr

Nick Name

\* Date of Birth

\* Gender

Player ID #

Jersey #

Male
  Female

Address

City

State

Zip code

Home Phone

Work Phone

Cell

Grade

Positions

Defense
  Forward  
 Goalkeeper
  Midfield

**Player 3 :**

\* First Name

Middle

\* Last Name

Jr, Sr

Nick Name

\* Date of Birth

\* Gender

Player ID #

Jersey #

Male
  Female

Address

City

State

Zip code

Home Phone

Work Phone

Cell

Grade

Positions

Defense
  Forward  
 Goalkeeper
  Midfield

**Player 4 :**

Once you have typed in all your players information you will click on Save. If you type slowly you may want to click Save & Add More to avoid being timed out.

When you have completed your roster, click Save and Go to Main Menu. To type in your players jersey numbers click Players and then Assign Jersey Numbers.



If you would like to review your roster, click on Main Menu and then Teams.



Click on View Team Roster. You will see your team name and click on the icon to the left. After you have reviewed your roster you will need to print one off. Any errors you see, you need to mark on your printed roster, as you will not be able to edit the player's registration; I will need to do this for you.



\*Managers you also have the ability to email your team when you are viewing your roster. There will be an icon labeled 'Email Team'.

## Completing Registration

Once you have registered your team on-line you will need to bring your paperwork in the PYSA office. I will need a copy of the roster you inputted in the system (signed by the coach), risk management forms and drivers license for each rostered adult, the team club fact sheet and signature page, the competitive membership form for each player, a copy of everyone's birth certificate (if you have some players that were born out side of the U.S that played with your team last year please include last years roster) and the team registration fee.

- \$20/player
- \$5/adult

\*If your team's payment is submitted from your club please make sure the office is aware of this prior to coming in.

After your paperwork has been reviewed I will print off a copy of your roster, create your risk management cards for the rostered adults and print off your travel cards (this I will only do if requested). You will be notified once your paperwork is complete and available for pick-up.

Thanks,  
Gina White  
Competitive Manager  
[ginaw@planoyouthsoccer.org](mailto:ginaw@planoyouthsoccer.org)

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Home Association Check List---Please attach this to the top of the paperwork you drop off at the office.

Team Name: \_\_\_\_\_

Gender: \_\_\_\_\_ Age: \_\_\_\_\_

1. \_\_\_\_\_Roster Printed from E7 with the Coaches signature at the bottom of the page.
2. \_\_\_\_\_Risk Management form and copy of the drivers' license for each rostered adult.
3. \_\_\_\_\_Team Club Fact Sheet and Signature Page
4. \_\_\_\_\_Competitive Membership form for each player. These may be signed on or after July 1<sup>st</sup>, not before.
5. \_\_\_\_\_Copy of every players' birth certificate
6. \_\_\_\_\_Registration Fee
7. \_\_\_\_\_Does your team anticipate on participating in State Cup Spring 09?