

MSYSA Online Registration Program Seneca Soccer Association

The system is designed to create a family account so that parent information, player information and any other brothers or sisters who play are contained within the one account. This is also true for a parent who is an administrator on the team as a coach, assistant coach, manager, etc.

Our suggestion is that the team manager be responsible for entering all of your team's information and use the parent first and last name as the user name along with the team's PIN number as the password. Make sure that you record this information since you may have to log back in to the player's account to make certain changes and print out forms at a later time.

Go to the following URL address in your computer's web browser:
<http://msysa-senecasoccer.sportsaffinity.com>

Seneca Soccer Assn. - 01 - Online Application - Microsoft Internet Explorer

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Address <http://msysa-senecasoccer.sportsaffinity.com/reg/index.asp?sessionguid=> Go

SENECA SOCCER ASSOCIATION
PO BOX 3897 GAITHERSBURG, MD 20885

USER LOGIN **NEW APPLICATION** **TOURNAMENT**

Username:
Password:

 Forgot Password
 Activate Account

Tech Support at
800 808 7195
(toll free)
Contact Us (Email)

US YOUTH SOCCER.

Seneca Soccer Assn. - 01 Account Access and On-line Registration

Register with Seneca Soccer Assn. - 01 by selecting the "New Application" tab at the top of this web page.

Please enter your username and password to access your member account. You can then add new family members or update information such as address, telephone number, and emergency contact information.

You can access your member profile 24 hours a day, 7 days a week. If you have any technical problems, please call 1-800-808-7195 for assistance.

HOT SHEET

- Coaches & Team Managers - Verify team rosters, use "Activate Account"
- Visit the Maryland Youth Soccer Home Page "Click Here"
- Event /Class

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Start Seneca Soccer Assn. - ... Document1 - Microsoft ... Internet 8:54 PM

Click on the **NEW APPLICATION** button

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Address https://secure.sportsaffinity.com/reg/public/application/index.aspx?domain=msysa-senecasoccer.sportsaffinity.com

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USER LOGIN **NEW APPLICATION**


Username:
Password:

 Forgot Password
 Activate Account


Registration Types

PLEASE CHOOSE

Player Registration
Signing up yourself or your kids for a soccer session?
Make this selection to get started.




Coaching Registration
Apply to coach or manage a team.



- Registration begins Nov 15th.
- Coaches & Returning Players must register by Nov 30th in order to remain on their previous years team.
- Players registered after the deadline will be placed randomly on teams depending upon availability.

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Start Internet 8:56 PM

Select whether you want to register a player or coach and click on **CONTINUE**.


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Administrator Account Creation

Please choose a username and password for your new account

This username and password should be for the parent unless the player is 18 or older.


Username*

Password*

Confirm Password*

* are required fields

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You must now enter a Username and Password that will be attached to the player or administrator's information within the MSYSA system.

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Address: https://secure.sportsaffinity.com/reg/public/application/index.aspx

Family Account Verification

Please complete the form below. You only need to provide information for people in your family that will be applying as players or administrators during this session. If minors are added, please be sure to add all parents or legal guardians for those children. Players 18 and older only need to fill out a line for themselves.

Players / Coaches / Administrators / Parents / Guardians

Member Type	First Name*	Middle / Initial	Last Name*	Suffix	Relationship*	Birthdate (mm/dd/yyyy)*	Gender*	Team Assignment Code
<input type="checkbox"/> Player <input checked="" type="checkbox"/> Coach / Admin <input checked="" type="checkbox"/> Parent / Guardian	Cam		Schmidt		Father	01 / 02 / 1970	Male	6434-25043-TM03
<input checked="" type="checkbox"/> Player <input type="checkbox"/> Coach / Admin <input type="checkbox"/> Parent / Guardian	Alex		Schmidt		Player	01 / 03 / 1988	Male	9334-25043-PL01
<input type="checkbox"/> Player <input type="checkbox"/> Coach / Admin <input type="checkbox"/> Parent / Guardian					No Relations			
<input type="checkbox"/> Player <input type="checkbox"/> Coach / Admin <input type="checkbox"/> Parent / Guardian					No Relations			

continue >> * are required fields.

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The next screen is the Family Account Verification page. Here you will check the box indicating either player, coach/admin or parent depending on whose information you are entering. If the coach/administrator is also a parent of a player on the team, you should check both boxes.

Players and coach/admins require a Team Assignment Code which is taken from the list that was sent to you. These numbers may only be used once for players and the head coach, but may be used more than once if you have more than one assistant coach, team manager, etc. Parents do not require a Team Assignment Code.

It is important to record which player is using each of the team assignment codes. When a player is released from a team, that player's Team Assignment Code number becomes active and available for use again with a new player.

Note: A new list of Team Assignment Codes is generated for each team at the start of a new Season Year. These new numbers should be used for adding new players to an existing roster in the new year.

Make sure that all information, including relationship, is correct for each person before continuing.

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Household Address

Please enter all the information requested for the household information

This will adjust the address on the primary contact.

Use the Primary Contact Drop Down List to select a different primary contact.

Primary Family Contact*
Cam Schmidt

Country
United States of America

Address 1*
41 Smith St.

Address 2

City* Gaithersburg **State*** MD **Zip*** 20879

Home Phone*
301-555-1212


Email Address*
cam@yahoo.com

Confirm Email Address*
cam@yahoo.com

*Required

continue >>

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The next screen is the Household Address page. Enter all information for the family. If there is no email address for anyone in family, enter **none@none.com**

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Please select the Play Level for the the administrator selected on the left.

Name	Birthdate
▶ Cam Schmidt	1/2/1970
Alex Schmidt	1/3/1988

skip >>

Application Club*
Please Select One


Application Play Level*
Competitive

*Required

update application >>

PLEASE NOTE: Applying does not guarantee that your application will be accepted. The final decision on acceptance to an association, league, or club is the responsibility of the association, league, or club.

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Select each person on the left.
Make sure that the Application Club section reads Seneca Soccer Association.
Make sure that the Application Play Level reads Competitive.

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Please select the Play Level for player selected on the left.

Name	Birthdate
Cam Schmidt	1/2/1970
▶ Alex Schmidt	1/3/1988

skip >>

Application Play Level*


Competitive

*Required

update application >>

PLEASE NOTE: Applying does not guarantee that your application will be accepted. The final decision on acceptance to an association, league, or club is the responsibility of the association, league, or club.

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Coach / Administrator Additional Information

Please enter all the information requested for the applicant.
 You may apply for several different positions when filling out the application.

Personal Information			
Legal First Name *	Middle	Legal Last Name *	Suffix
Cam		Schmidt	
Alias (Nickname)			
Relationship *	Gender *	Birthdate (mm/dd/yyyy) *	
Father	Male	January	01 1970
Height	Weight	School Name	Grade
ft. in.	lbs.		
Number of Prior Seasons Played			
Uniform Size: Shirt			
Uniform Size: Shorts			
Uniform Size: Socks			
Address 1			
41 Smith St.			
Address 2			
City	State	Zip	
Gaithersburg	MD	20879	
Home Phone	Work Phone		
(301) 555-1212			
Mobile Phone	Fax		
Email Address *			
cam@yahoo.com			
Confirm Email Address *			

Done

Start Registration - Micros... Document1 - Microsoft ... Internet 10:52 PM

All coach/administrators on the team must enter additional personal information as shown on this screen and the two screens below. Only the boxes marked with an asterisk are required information fields.

DO NOT ENTER ANY SOCIAL SECURITY NUMBERS OR DRIVER LICENSE NUMBERS.

At this time, MSYSA is not performing background checks so this information is not needed. However, the software does want something to be entered in those boxes so just enter 1234.

Background checks are done by Seneca Soccer Association using the same 3rd party company that MSYSA uses for its own personnel.

ID Type Drivers License Number* 1234 State MD

ID Expiration Date
July 19 2009

Years Coaching Experience Coaching License #

Select Level of Play*
 Competitive Rec Tryout
Please check all positions in which you would be interested in.*
 Assistant Coach Head Coach Referee
 Team Assistant Team Manager Team Parent

Additional Information Required:

Emergency Contact Information
Person to Notify in Emergency* Cam Schmidt Telephone* (301) 555-1212
Doctor to Notify in Emergency Telephone

List any medical problem/prohibition player has

Association Additional Information
1a. What Position Have You Held Working with Youth?*
Boy Scout leader
1b. How Many Years Have You Held This Position? *
3
2a. What Experience Do You Have with Soccer? *
Played soccer
2b. How Many Years Experience? *
5

1b. How Many Years Have You Held This Position? *
3
2a. What Experience Do You Have with Soccer? *
Played soccer
2b. How Many Years Experience? *
5
3a. What Experience Do You Have with Youth Soccer? *
Team Manager
3b. How Many Years Experience? *
2

4. Have You Ever Been Convicted of a Crime of Violence? *
 No Yes
5. Have You Ever Been Convicted of Crime Against a Person? *
 No Yes
6. If You Answered Yes to Either Question 4 or 5, Please Provide An Explanation.

As part of the Risk Management Program, you are required to provide your Social Security Number: *
123456789

Username Enter a username, and then enter the password twice.
Password The password and the confirm password fields must match.
Confirm Password

*Required




Registration - Microsoft Internet Explorer

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Registration Summary

Family Information					
Family Member	Relationship	Birth Date	Work Phone	Cell Phone	
1. Cam Schmidt	Father	01/02/1970			edit
2. Alex Schmidt	Player	01/03/1988			edit

Primary Household Location		
Address	Primary Email Address	Home Phone
41 Smith St. Gaithersburg, MD 20879	cam@yahoo.com	(301) 555-1212

Administrators / Players With Applications For Current Season						
Name	Birth Date	Club	Season	Play Level	Type	
1. Cam Schmidt	1/2/1970	Seneca Soccer Assn. - 01	Year 06-07	Competitive	Admin/Coach	edit cancel
2. Alex Schmidt	1/3/1988	Seneca Soccer Assn. - 01	Year 06-07	Competitive	Player	edit cancel


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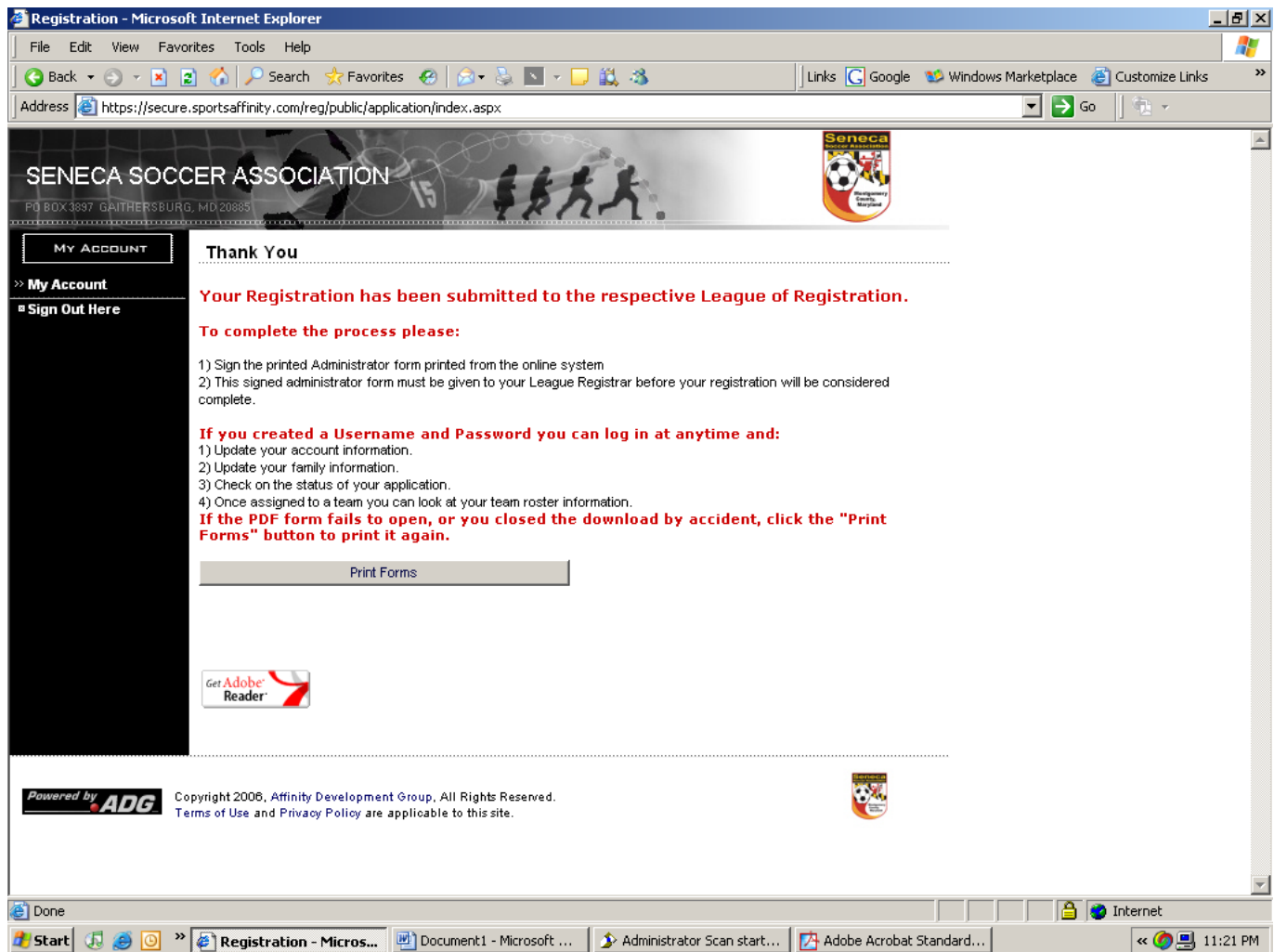


Done Internet

Start Registration - Micros... Document1 - Microsoft ... Administrator Scan start... 11:12 PM

The next screen is the Registration Summary page. You can edit any information that is incorrect at this point.

Click Continue.



At this point, you have completed the data entry portion for that player and his family or an administrator.

You should click on the Print Forms button to print the Medical Release Form, Membership and Player Registration Form, and the Player/Coach/Parent Conduct Forms for that player or administrator.

The software will use whatever printer you have designated as your default printer.

You can also print out the forms at a later time by logging in as that player/administrator.

You must now sign out of the system and repeat the process for the next player/administrator.

If you are registering a team for the first time, all players and administrators must be entered into the system. You must then print out the player cards and MSYSA roster. You will take these to the registrar along with the Membership and Player Registration Form.

BEFORE PRINTING THE MSYSA ROSTER, YOU MUST ENTER UNIFORM NUMBERS FOR EACH PLAYER.
This is shown below.

NOTE: If you are adding a player to an existing roster, you must enter all of the player information and then contact your registrar to have the player officially added to your roster. The player will not appear on your online roster and you will not be able to print the player card until the registrar has added them to your roster.

MEDICAL RELEASE FORM

As the parent/legal guardian of Alex Schmidt, I request that in my absence the above-named player be admitted to any hospital or medical facility for diagnosis and treatment. 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 above minor. 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 above-named player.

Date of Players Birth 1 / 3 / 1988 Date of last Tetanus Booster / /
Month Day Year Month Day Year

Known allergies of this player, including any allergies to medicine _____

Any other medical problems which should be noted _____

Family Physician _____ Phone _____

Name of Parent/Guardian Cam Schmidt

Address 41 Smith St.

City/State/Zip Gaithersburg MD 20879

Phone (301) 555-1212 H _____ W _____ FAX _____

Person responsible for charges (if different from above) _____

Address _____

Name of Parent/Guardian Cam Schmidt

Address 41 Smith St.

City/State/Zip Gaithersburg MD 20879

Phone (301) 555-1212 H _____ W _____ FAX _____

Person responsible for charges (if different from above) _____

Address _____

City/State/Zip _____

Phone _____ H _____ W _____ FAX _____

Person to notify if parent/guardian is unavailable _____

Phone _____ H _____ W _____ FAX _____

Insurance Carrier _____ Policy Number _____

Signature of Parent/Guardian _____

JURAT

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me on the _____ day of _____, 20____.

Notary Public in and for the State of _____

Commission expires _____



Maryland State Youth Soccer Association

MEMBERSHIP AND PLAYER REGISTRATION
Year 06-07



PLAYER SSN or MSYSA ID# 78806-010257

PRIMARY MULTIPLE ROSTER LEAGUE ONLY

Schmidt Alex M 1 3 1988
 Last Name First Name M / F Month Day Year

41 Smith St. Gaithersburg MD 20879
 Mailing Address City State Zip

Residence Address (If Different) City State Zip

cam@yahoo.com E-Mail is for MSYSA Internal Use Only
 County E-Mail Address (see note at right)

1B	MD	Seneca Soccer Assn.	Seneca Soccer Assn. - 01	001
Region	State	League	Club	Club #
SSA Wildcats		0080-001CB19-8505	U19	N8505
Team		Age Group	Play Level	Team #

Player Affiliation with Other Teams

I am not rostered to any other teams, or I am rostered to the following other teams:
 Club & Team League Age *Status State Cup Play (Yes/No)

(*Status: P: Primary; M: Multiple Roster; L: League Only)

Player Signature: _____ Date: _____

Player Affiliation with Other Teams

I am not rostered to any other teams, or I am rostered to the following other teams:
 Club & Team League Age *Status State Cup Play (Yes/No)

(*Status: P: Primary; M: Multiple Roster; L: League Only)

Player Signature: _____ Date: _____

Father/Guardian Name Cam Schmidt Phone (301) 555-1212

Mother/Guardian Name _____ Phone _____

In Emergency, Contact _____ Phone _____

Doctor to Notify _____ Phone _____

Medical Insurance: Company _____ Policy# _____

OR (MUST BE COMPLETED)

No Insurance

I, _____, the parent / legal guardian of _____, who is _____ years old, give my permission for him / her to play soccer. I am aware of the fact that soccer is a physically demanding sport in which injuries may occur. In my opinion my son / daughter is physically able to play soccer.

I AFFIRM THAT ALL INFORMATION ABOVE REGARDING MY SON / DAUGHTER IS COMPLETE AND CORRECT.

I HAVE RECEIVED AND READ THE ACCOMPANYING PAGE TO THIS FORM WHICH DESCRIBES PLAYER RIGHTS.

I AGREE TO UPHOLD AND BE BOUND BY MSYSA AND USYSA BYLAWS, POLICIES AND PROCEDURES

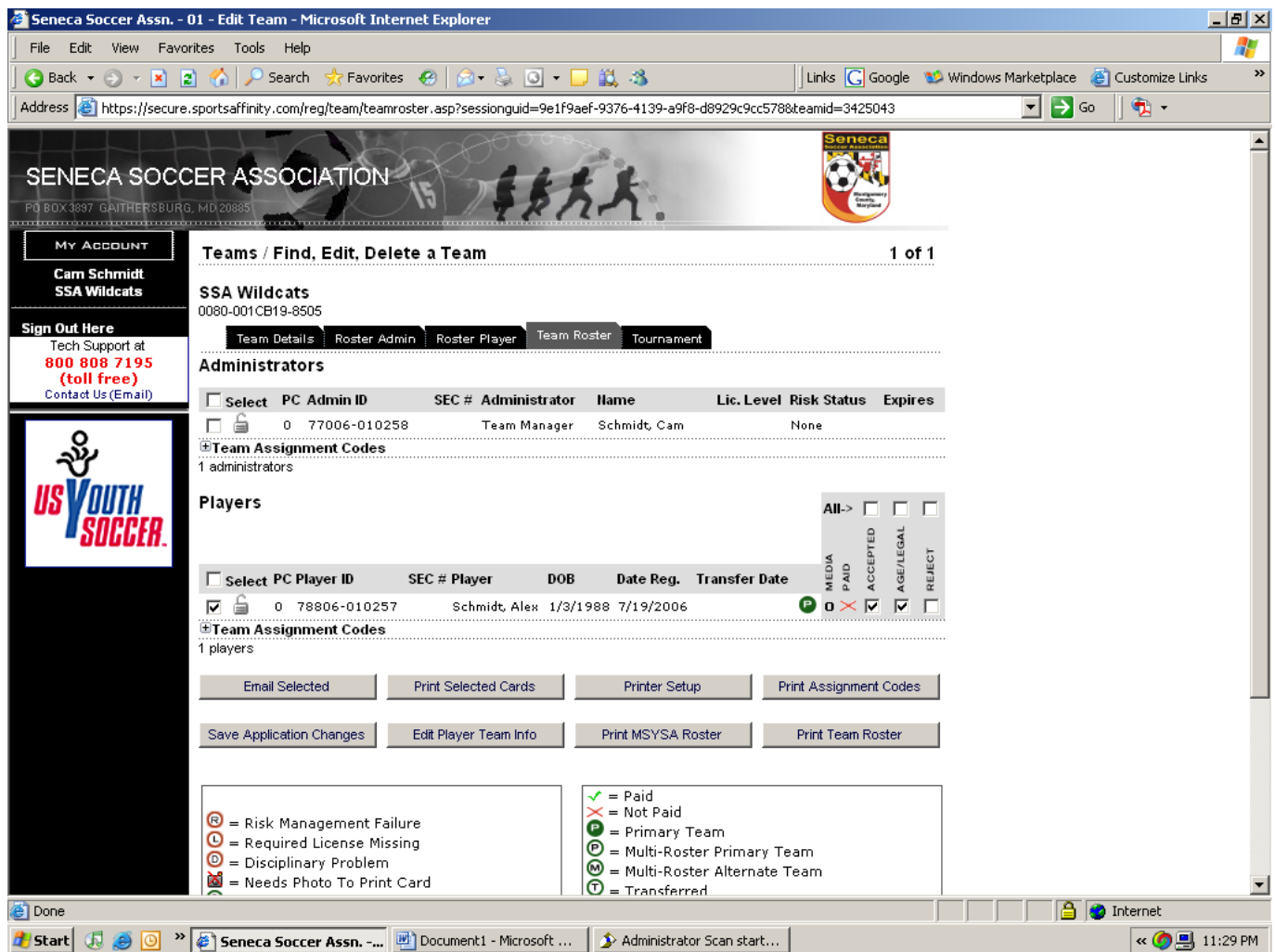
Parent / Guardian Signature: _____ Date: _____

THIS COPY FOR: TEAM TEAM REGISTRAR MSYSA OFFICE _____

Bookmarks
Signatures
Layers
Pages
Comments

TO PRINT THE ROSTER AND PLAYER CARDS:

Log in and you should be taken to a page titled **My Account**. Midway down the page, you should see a section labeled **Teams** and your team should appear in this section. On your team line, click on **Edit**. This will take you to a page titled **Teams / Find, Edit, Delete a Team** as shown below:



Your screen should show the administrators and players that you have entered into the system. The **Team Details** tab contains information specific to your team such as uniform colors, team website, etc. The **Team Roster** tab shows your roster entries and has several useful buttons below the player names.

Click on the **Edit Player Team Info** and enter the uniform numbers for each of your players. This information will appear on your roster printout. Make sure that you click the **Save Changes** button before clicking the **Back** button to return to the roster page.

Clicking on the **Print MSYSA Roster** button will open a browser window with your official roster shown. There is a print button at the top left of the window. This will print to whatever printer is designated as your default printer.

Printing the player cards will use the printer that is designated as the default printer on your computer. Since each printer is a little different, you may need to adjust either the Vertical Offset or the Horizontal Offset or both on your printer settings to allow the information to align properly with the spaces on the blank player cards. These settings are made using the **Printer Setup** button.

Printer Setup

Please select the printer you wish to setup. This printer will be used when you print cards. All settings on this page apply only to card printing.

Each printer varies a little when lining up the card stock for card printing.

1. Press the "Print Test Page" button.
2. Adjust the vertical (up/down) position, and the horizontal (left/right) position. For best results use increments of (0.02). Negative numbers can be used to move the output up or left.
3. Repeat steps 1 & 2 until you have the test data lined up on the card stock.
4. Press the save button to remember these settings for when you print cards.

Printer
Canon i960

Vertical Offset
.06

Horizontal Offset
0

Blank Card Stock Used
(Card stock has no field titles on it)

Print Test Page Save Settings

Your printer should appear in the **Printer** box or on the drop down menu. Select your printer.

Print four cards on plain paper as a test of the alignment. Select four players by checking the box to the left of their name on the roster list. Now click the **Print Selected Cards** button.

Hold the plain paper sheet up to the blank player card stock and see if the data lines up properly. If you need to move the data down, go back to the Printer Setup window and change the vertical offset from zero to a positive number. Make small changes at any one time such as 0.02, 0.04, 0.06, etc. Click on the Save Settings button and try printing another four player cards again. Continue to make adjustments this way until the data aligns well with the blank card stock. To move the data up starting from zero, you can enter values such as -0.02, -0.04, etc. Horizontal movement works the same way with positive and negative numbers. Remember to click the Save Settings button each time you make a change.

Note: The Print Test Page button will print out a sample, but it gives slightly different results than printing from the roster page and is therefore not recommended.

Once you have the alignment correct, you can proceed to print all of your player and administrator cards by checking the boxes next to their names and printing on the blank card stock.

Note: If you did not print out the Medical Release Form, Membership and Player Registration Form, and the Player/Coach/Parent Conduct Forms for a player or administrator at the same time that you initially entered their information, you can do so at a later time by logging in to that family account. You'll see the **My Account** page and mid-way down the page is the **Registration Applications** section. At the end of each name is an icon titled **Forms**. Click on the icon and an Adobe Reader box will open with the forms that you can now print.