



EPYSA Spring Season Instructions for Player/Team Registration

There will be a few different steps that must be completed before the registration process can begin. Most of these steps involve verifying information that has already been entered in the system for the fall season.

Please feel free to call me with any questions or concerns throughout this process.

1. CREATE 2009 SPRING SEASON

- a. Go to the EPYSA Database at the following web: <https://www.epysa.org>
- b. Click on Registration & Database Access in upper left corner
- c. Click on **2008-09 Rec Database** (Make sure not to click on 2009-10 database – that is for the fall season)
- d. User ID and Password are the same as the **fall season**
 - i. If you are a new registrar you can contact EPYSA at 215-657-7727 to get a new ID & Password
- e. Choose “2008 Fall Season” from the drop-down menu
- f. Choose “Create Next Season” from the drop-down menu
- g. Name of Season – 2009 Spring Season
- h. Edit your labels (I would like everyone to use the same labels as listed below)
 - i. U8 CO-ED 07/31/02 08/01/00
 - ii. U10 CO-ED 07/31/00 08/01/98
 - iii. U12 CO-ED 01/31/98 08/01/96
 - iv. U14 CO-ED 07/31/96 08/01/94
 - v. U16 CO-ED 07/31/94 08/01/92
 - vi. U18 CO-ED 07/31/92 08/01/90
- i. Verify your information and click OK
- j. Click Ok again

2. CREATE 2009 SPRING SEASON PLAYER REGISTRATION FORM

- a. Re-enter the EPYSA Database
- b. Choose 2009 Spring Season
- c. Choose Build Player Registration Form from the drop down menu
 - i. This will bring up the 2008 fall player registration information. Make any necessary changes.
 - ii. Once you have verified that the information is correct, click on “Activate Online Registration” at the bottom of the form.
ONCE YOU ACTIVATE THIS FORM, NO CHANGES CAN BE MADE.
- d. Once you have activated the form, you will be given four URL addresses to be used for future registration steps.
 - i. One for the parent’s to use for online registration
 - ii. One for you to use to enter player information yourself
 - iii. One for the coaches to use to retrieve information from the prior season so that they can be assigned to a team in the current season

3. RETRIEVE COACHES FROM PRIOR SEASON

Coaches can only complete the risk management application once, so returning coaches must have their fall season information brought forward to the current season.

- a. Returning coach’s information must be brought forward to the spring season so that they can be assigned to a team. This is done in one of two ways:
 - i. You can retrieve the information from the prior season
 1. Choose “Retrieve Coaches from Prior Season” from the drop down menu and follow the instructions.



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- ii. The coach can retrieve their own information using the URL address given in the previous step (Creating Player Registration Form)

4. RETRIEVE PLAYER FROM PREVIOUS SEASON

This section will allow you to pull player registration information from a previous season so that you do not have to reenter the data.

- a. Choose "Retrieve Player From Previous Season" from the drop down menu
- b. Enter the following information in the left column of the page
 - i. Soccer Year – 2008-2009
 - ii. Season – Any previous fall or spring season
 - iii. Previous Season Age Group – Choose age group to pull forward
 - iv. Program – Recreational
 - v. Age Group for New Season – Choose the age group that these players should be assigned (they must be in the correct age group to appear in the drop down menu when assigning players to a team)
 - vi. Click on each player to be moved to the new season
 - vii. Click on Submit

5. ADD NEW PLAYERS

New players can be added in one of two ways.

- a. Parents can register their child online using the URL address given in Step 2
- b. You can enter the player data by choosing "Input Player Data" from the drop down menu in the database

6. BUILD TEAMS

- a. In the drop down menu choose team management
- b. In the gray panel on the left, choose the age group for the team you are going to create and click submit.
- c. Choose add a team
- d. Enter necessary information for the team.
 - i. If your coaches correctly completed their Risk Management Profile, their name will appear in the drop down menus for the Head & Asst. coaches. If their name does not appear, they must update their profile before you can proceed.
 - ii. Click the drop down menu in middle of the page and make to choose Blue Mountain Youth Soccer League
 - iii. Player's names will appear in the drop down menus for you to choose and build your teams. If a player's name does not appear, you chose the wrong age group when registering player data. If you need to change a player profile, enter the Access Data section from the main menu, select the player to update and click on view application at the bottom of the screen. Make the necessary changes and click save changes at the bottom of the screen.
- e. After you have entered all the team information, click on save team. You will then need to view the team roster. You may have to adjust your print browser to landscape in order to get the entire roster on one page.



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https://www.youthleaguesusa.com/epysa/2005/rec/USU1/season1/cgi-bin/teamroster.cgi

Lehigh Township AA Team Roster

State Association: EPYSA Organization: Lehigh Township AA Team Name: U13 GIRLS A League: Recreational Ages: U13 GIRLS
 Team Colors: Jersey: Shorts: Alternate Jersey: Team #: 00002

| Name | Street | City, State & Zip | E-mail | Home Phone | Work Phone |
|--------------------------------|------------------|-----------------------|-----------------------|----------------|----------------|
| Head Coach: michael gasper | 1204 debby court | danielsville PA 18038 | mggasper@ptd.net | (610) 760-0598 | |
| Assistant Coach: Jeffrey Jones | 794 Walnut Drive | Walnutport PA 18088 | Bat1alfa@netroape.net | (610) 760-6199 | (212) 570-4301 |

Team Manager:

| # | Player (Last, First Name) | Street | City | Zip | N/F | E-mail | DOB | Home Phone |
|-----|---------------------------|-----------------------|--------------|-------|-----|----------------------|------------|--------------|
| 1. | BROWN, RACHEL | 1395 NECTARINE RD | DANIELSVILLE | 18038 | F | | 06/18/1995 | 610-767-0864 |
| 2. | BURIAN, CARA | 1461 BLUE MOUNTAIN DR | DANIELSVILLE | 18038 | F | DIEF8@PTD.NET | 09/01/1993 | 610-760-1539 |
| 3. | COLLO, JESSICA | 4833 S. SYRRESS DR | WALNUTPORT | 18088 | F | RIFFSPLACE@AOL.COM | 04/09/1993 | 610-767-7144 |
| 4. | FLORES, JESSICA | 3930 WOOD DR | WALNUTPORT | 18088 | F | | 11/13/1993 | 610-767-6438 |
| 5. | GASPER, BROOKE | 1234 DEBBY CT | DANIELSVILLE | 18038 | F | MGGASPER@PTD.NET | 06/15/1995 | 610-760-0598 |
| 6. | JONES, KAILEY | 794 WALNUT DR | WALNUTPORT | 18088 | F | | 05/02/1995 | 610-760-6199 |
| 7. | JONES, MEGAN | 794 WALNUT DR | WALNUTPORT | 18088 | F | | 05/02/1995 | 610-760-6199 |
| 8. | KEGLOVITS, HALEY | 356 CENTER ST | TREICHLERS | 18086 | F | | 08/11/1993 | 610-767-8873 |
| 9. | KERN, VANESSA | 1376 N COTTONWOOD RD | DANIELSVILLE | 18038 | F | | 05/17/1995 | 610-767-1688 |
| 10. | KESTER, ELIZABETH | RR#4, BOX 4717 | KUNKLETOWN | 18058 | F | AEKESTER@ENTER.NET | 09/03/1996 | 610-381-3023 |
| 11. | MIRNITCH, KATELYN | 376 PEPPER DR | WALNUTPORT | 18088 | F | | 05/29/1996 | 610-760-1427 |
| 12. | NIKISHER, LAUREN | 625 ALMOND RD | WALNUTPORT | 18088 | F | | 08/19/1993 | 610-760-0344 |
| 13. | SHETAYH, ZAINNE | 786 FIR DR | WALNUTPORT | 18088 | F | | 09/21/1994 | 610-767-5810 |
| 14. | WILLIAMS, ALEXIS | 4002 MOUNTAIN VIEW DR | DANIELSVILLE | 18038 | F | | 06/24/1994 | 610-760-1128 |
| 15. | WRIGHT, EMILY | 733 STONE HILL DR | WALNUTPORT | 18088 | F | KHWR1GHTRN@GMAIL.COM | 03/29/1995 | 610-767-5884 |
| 16. | | | | | | | | |
| 17. | | | | | | | | |

7. Complete Fee Schedule

- a. BMYSL Spring Season Team Fees
- b. EPYSA Player Fees – only include “NEW” players (any one that did not play in the fall)
- c. EPYSA Team Fees – only include “NEW” players
 - i. Roster Fee - \$6.00 for every 18 players
 - ii. Insurance Fee - \$25.00 for every 18 players