

## BPYSL Team Registration Instructions

Go to [WWW.BUCKEYEPREMIERWEB.COM](http://WWW.BUCKEYEPREMIERWEB.COM)

### Team Registration

After teams have applied to the league and received their acceptance email, the coach and team contact, on the application, will be sent Instructions, Team ID Number, and Password to register players, additional coaches, etc.

### To access your team registration account:

1. Click on **REGISTRATION** on the top menu
2. Click on **ONLINE REGISTRATION**
3. Click the **Team Login** tab and enter your **Team Number** and **Password** for the current season
  - a. Team Number and Password are emailed to the Team Contact and Coach that were assigned at the time the team was declared.

### Entering Coach/Staff/Player Information for carding

You may enter some information and return later to complete - *do NOT print rosters or cards until ALL information is complete as the player ids will not match if you print before all the information is entered.*

1. Click on **Assign Staff to this Team**

You MUST edit the coach/staff members to include all required fields. Also, each team MUST have at least 1 Assistant Coach.

- A. Click on the Staff Member's Name or the Add Coach/Add Assistant Coach/Add Team Contact to add/edit the information for that staff member.
- B. Complete the required fields and click Add or Update. If you choose to upload a picture, it will print on the card so a printed copy of the picture is not required.
- C. If the Head Coach had any High School players, they can be added to the Coach form at the bottom of the screen.
- D. To Print Coach Membership forms, click View/Print Form on the row with the coach's name.
  - 1) You must have a printed membership form for all Coaches (and they must be signed by the coach).
- E. Once all staff members are added/updated, click the **Return to Main Team** link

2. Click on **Assign Players to this Team**

**\*\*Please Note-** this section is to add players to a team that has not had their roster stamped and approved. If you are adding players to an existing team

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after the roster has been stamped and approved, you will need to Transfer In the players through the InSeason change process.

- A. To Add Players to the roster, Click Add A Player to this Team
- 1) If your player was in the same Club playing in BPYSL in the previous seasonal year, you can **Import** them:
    - a) To import a player application, enter a player's code by entering the player's gender ("B" for boy or "G" for girl) then the player's initials, their birth date, and a "check" digit which will be used in case multiple players exist (such as might occur with twins). In almost all circumstances, this "check digit will be an "A". ("B" for twin) EXAMPLE : JENNA SOCCER - BIRTHDATE- 10/14/1993 (to import her information from last year, her code would be – GJS101493A
  - 2) To Add a player manually, complete the required fields.
    - a) Use player's LEGAL FULL FIRST AND LAST NAME. This is the name on their birth certificate, passport, or driver's license. Other names, knick-names, shortened names WILL NOT BE ACCEPTED. You can enter these names in quotes between players first and last legal name.
    - b) If you choose to upload the player's picture it will print on the card so a printed copy of the picture is not required.
      - i. **TIPS on uploading pictures:** The system is particular on files for upload. Picture size should be 65 x 65 pixels and it should be a head shot only. When uploading pictures –
        1. Be sure File Name is alphanumeric only (no symbols, etc)
        2. File Name should have NO Commas, NO Dashes, NO Spaces in the File Name.
        3. The extension .jpg **must** be in lower case.

\*\*\*If your picture is not showing on the card- check the file name and be sure the name of the file does meets the above guidelines.

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- 3) Once the information is completed, click the Add button at the bottom of the screen.
  - 4) Click the Add a Player to this Team and repeat step 2 until all players have been added to the team.
- B. To print player USYSA Membership Forms, click Print All Player Forms. *(If your parents and coaches have hand written forms, then you either need to hand fill out the top gray portion of the form or print the system form and staple it to the handwritten form.)*
- Please Note:** All three boxes at the bottom of the form are to be completed, signed, and dated by parent or legal guardian. Paperwork for players 18 or older at the time of signing, the player is to sign the paperwork in place of parent(s) or legal guardian(s).
- C. Click **Return to Main Team** to continue
3. Click **Generate Team Roster** when you have completed entering all Staff and Players.
    - A. Click OK if you have entered all staff and players
    - B. Print **3** Rosters (landscape format)
    - C. Close the browser window to return to the registration system.
  4. Click **Print Cards** when you are ready to prepare the official team cards for your team- cards must be printed in color on BPYSL card stock.

**USEFUL TIP:** Follow printing instructions and print. If you have not printed on card-stock before, print onesheet on regular paper and hold it behind the card-stock to see if it lines up. If you have trouble printing the passes, we are happy to print them for you. Please call us and give us a couple days' notice prior to your appointment.

### Printing Instructions:

#### 1) Verify Your Team Information

Please verify that your entire team's information is correct. Print out your player roster, player membership forms, and coach membership forms and make sure all data is correct before printing your team's cards. This will prevent inaccurate information from being placed on the cards which might otherwise require you to re-print them later.

#### 2) \*\* Color Printing Required\*\*

BPYSL requires that team cards be printed with the appropriate color scheme. Assure that your printer can print in color before proceeding.

#### 3) Before printing:

- Select "Page Set-up" and make sure the margins are set to less than .5 (on each side, top and bottom)
- Make sure (the screen shown below appears when you go to "Print")
- Make sure you are printing at 100%
- Make sure the \*Page Scaling is set to "None"\*
- With the above settings, the cards should print fine
- If not, you may have an issue with your installed version of Adobe Acrobat and you may want to

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contact Adobe (or their printer manufacturer) for assistance

#### 4) Do Not Remain Inactive

Do not log into the system and then remain inactive. After 20 minutes of inactivity, you will be logged out and need to restart the registration process.

- A. Click OK if you are ready to print all Coach and Player Cards.
- B. After reviewing the Printing Instructions above, click your Printer Icon or the File>Print option in your browser.
- C. Close the browser window to return to the Registration screen

**USEFUL TIP:** If after printing the cards and roster, but before you card with the registrar's office, you have changes, please note that the player pass numbers may change sequence, so you will need to REPRINT the roster and cards. If you have changes after you finish carding with the registrar's office, these should be made via IN SEASON CHANGES.

- 5. If you are 100% sure you are finished adding Staff and Players, printing Membership Forms, and printing Cards, you can click **the Move to In-Season Changes**. You can also wait until after you have your Roster and Cards stamped and approved at the Registrar's office to complete this step.

**Please call the appropriate BPYSL office to make a carding appointment. Appointments MUST be made 7 to 10 days prior to your first team event.**

**Please DO NOT have the expectation that because you are carding your team a couple days or less before your first event, that they will be carded regardless of the state of your paperwork.**

**A list of offices and numbers can be found on our website.**

**See below for the checklist of items needed for this appointment.**

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Call your local BPYSL office to schedule your carding appointment and be sure to bring all of your completed items listed below.

TEAM NAME: \_\_\_\_\_

TEAM #: \_\_\_\_\_

AGE: U \_\_\_\_\_

\*\*\*Please have paperwork in the order of Rosters, Printed Player Cards, Coach's paperwork by Coach, Player Paperwork by Player alphabetically by last name to match the order on the roster.

	<p><b>USYSA PLAYER MEMBERSHIP FORM</b> - signed in 3 spots (4 Spots if using the new form with Lindsay's Law) at the bottom of the form. Team number must be included on each form. (If the parent signed forms are not printed from our system, we will need the system printed copies in addition to parent filled out and signed USYSA player membership form.) <i>Admin/Team keeps original, BPYSL to be provided ONE copy.</i></p>
	<p><b>COPY of one of the following- Birth Certificate or Passport. *** Anyone born outside the US must also have FIFA international clearance approval form (see website for details). You must look at the Birth Certificate for Place of Birth as a US Birth Cert does not always mean they were born in the US.</b> <i>Admin/Team keeps copy, BPYSL to be provided ONE copy.</i></p>
	<p><b>LINDSAY'S LAW Player/Parent Forms- One Copy of the signed Parent/Athlete Form</b> <u>Required Signature Form</u> from Ohio Dept of Health. <i>Admin/Team keeps original, BPYSL to be provided ONE copy.</i></p>
	<p><b>COACH USYSA MEMBERSHIP FORMS</b> for ALL rostered coaches signed in 3 spots (new form that includes Lindsay's Law) at the bottom of the form. <i>Admin/Team keeps original, BPYSL to be provided ONE copy.</i></p>
	<p><b>LINDSAY'S LAW Coach Forms-</b> Coaches must sign the new USYSA Membership Form section for Cardiac Arrest- <a href="#">COACH Membership/Registration Form-USYSA</a> <i>Admin/Team keeps original, BPYSL to be provided ONE copy.</i></p>
	<p><b>Approved RISK MANAGEMENT</b> for ALL rostered coaches dated within the last 3 years after 7/1 of the current year (must be valid thru the END of the current seasonal year). <i>Admin/Team keeps original, BPYSL to be provided ONE copy.</i></p>
	<p><b>NFHS CONCUSSION CERTIFICATE</b> for ALL rostered coaches dated within the last 3 years after 7/1 of the current year (must be valid thru the END of the current seasonal year). <i>Admin/Team keeps original, BPYSL to be provided ONE copy.</i></p>
	<p><b>PLAYER &amp; COACHES Cards/Passes</b> with 1"x1" color photos affixed, unless you uploaded the picture in the registration system and it printed on the card. If you are having problems with uploaded pictures displaying on cards- check the file name as it should be all lowercase, no commas, no dashes, no spaces. ***PICTURES MUST BE PRINTED IN COLOR</p>
	<p><b>3 Printed Rosters from Registration System</b> Admin will be returned TWO stamped rosters; BPYSL will keep ONE for our files. Once returned, you should NEVER give away your blue stamped original rosters; you should make copies to give tournaments or other organizations that request a copy of your original roster.</p>

\*Be sure to have provided concussion pamphlet to your parents.