

On-Line Registration Instructions

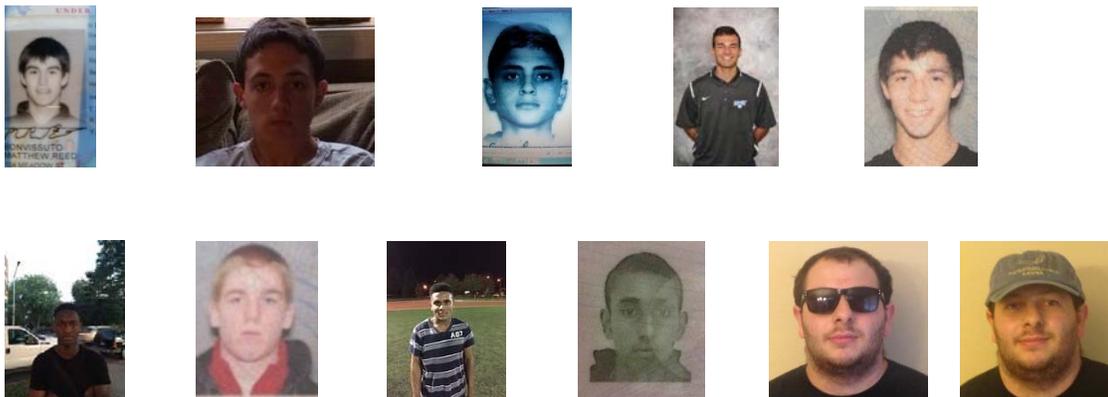
- 1) To begin the registration process, please go to our website (www.lisfl.org) and click on “U-23 RYDER-VASS CUP” tab.
- 2) Find your team.
- 3) Click on your team name. This will take you to your team page.
- 4) Click on “Team log in” in the upper right hand corner.
- 5) Enter your e-mail address and your Pin# (** If you don't have a PIN#, or if you forgot it, click on the link below the Pin# and one will be e-mailed to you). You will be able to change your pin# after you log in. If you have your login from the previous LISFL season or previous U-23 season, you should be able to use the same Pin# to log in.
- 6) Once you are logged in, click on “Team Page”.
- 7) From the main page you can manage the content that will be displayed on the site, like team photo, uniform colors, etc. But the highest priority is to begin registering players.
- 8) Click on “Roster”. If you are a **RETURNING** team, click on “Add Returning Players”. All your approved players from past seasons should be there. Select the players you would like to sign for this season and hit “Save”. If you don't have any new players to add to your team, **YOU ARE DONE**.
- 9) If you need to register additional players or are a **NEW** team, click “Add Player to Team”. **Search for an Existing Player first** – this will prevent multiple player entries – the information for players that played in LISFL or U-23 in previous years is already in the system. It will save you time.
- 10) **ONLY IF YOU DON'T FIND YOUR PLAYER IN OUR DATABASE**, click on “Add Player to Team” and then “Create a NEW Player”. This will take you to a player form. **Please enter (change) player names in ALL CAPS – it will make the printed roster more legible.** For the player to be approved by LISFL, **THE FOLLOWING FIELDS MUST BE FILLED (First Name, Last Name, e-mail, DOB, Gender, Proof of Birth, Height)**. All other fields are optional. When entering player Height, enter Feet in one box and Inches in the second box and then hit the “Tab” key. **After entering all the information, don't forget to click the “Save” button at the bottom of the page.**

- 11) To upload the player photo, go to your Roster from the Team Home Page and click the green arrow in the Photo column. **The photo MUST be in the JPG format and the file size cannot exceed 150 KB – nothing else will be accepted by the program. PLEASE MAKE SURE THAT THE PHOTO IS A PASSPORT STYLE PICTURE - A HEADSHOT (NOT HEAD AND HALF TORSO) WITHOUT HATS OR SUNGLASSES. PLEASE DO NOT USE SCANNED PHOTOS FROM PASSPORTS, DRIVER LICENSES OR OTHER OFFICIAL DOCUMENTS THAT HAVE SECURITY LINES ON THE PHOTOS. THESE PHOTOS DO NOT PRINT WELL ON THE ROSTER PAGE AND THEREFORE WILL NOT BE APPROVED BY LISFL.**

The following are examples of acceptable player pictures:



The following are examples of **unacceptable** pictures:



After uploading the picture, please go to the player form by hitting a red flag in the MOD column to make sure the picture got transferred to the form. **PLEASE MAKE SURE THAT THE PHOTO IS RIGHT SIDE UP AND NOT SIDEWAYS. REMEMBER, THE WAY YOU SEE IT ON THE FORM IS THE WAY IT WILL PRINT ON THE ROSTER PAGE.** If the photo needs to be re-loaded, at this point you can do it directly from the form by hitting the “Upload Player Photo” button. After you are done, you might need to refresh the screen (F5 or <Ctrl>-<R> on the Windows-based computers). At this point it is a good idea to double-check that all other information is there and correct, especially the player Height. **Don’t forget to click the “Save” button at the bottom of the page.**

- 12) For each new player you MUST attach a proof of identity / age which will have the players name, picture and date of birth – it can be a copy of the Driver’s License, Passport, Government-issued ID and alike. **LIJSL, US Club or another league pass is NOT a valid proof of identity / age and will NOT be accepted. Birth Certificate is NOT a valid proof of identity / age and will NOT be accepted – it lacks a picture of the player.** To upload the player proof of identity / age, go to your Roster from the Team Home Page and click the green arrow in the PID column. **The photo MUST be in the JPG format and the file size cannot exceed 150 KB – nothing else will be accepted by the program.** Once the information for each player is uploaded, LISFL can proof the players and approve them for the game rosters.
- 13) **VERY IMPORTANT** - Once all the information is entered and saved on the player form, please do not forget to send the player the Liability Waiver and the Membership Agreement. To do that, click on the icon under the LIAB column, check the “Agreed” box and hit “Save and email to ...” button. Repeat the same for the icon under the MEMB column. Once you hit send, the icon will turn into a green check mark. The players will not be approved without this step.
- 14) **Please make sure when doing on line registration to fill all the information for coaches as well, including a photo.** The same rules apply – photo must be a passport-type in the JPG format, 2X2 head shot and not scanned from the passport, driver license or other official document. The information will be used to generate coach’s pictures on the roster. To add a coach, go to Contacts from the Team Page. If the name is already there, click on the green + next to it and fill in at least one phone contact number, your address and upload the photo. If the name of the coach is not there, click on Add Team Contact to Team. Search for an existing team contact - the information might already be in the system. If not, add the coach’s information. **Please enter (change) coach’s names in ALL CAPS.** After you are done entering all the information, don’t forget to click the SAVE button, both on the form and the main Contacts section. **If the coach is also a coach for a different team in the club or a player, there is no need to re-enter all the information. Search for an existing team contact and select the coach profile – all pertinent information, including the picture is already there.** To give the coach Administrative privileges (ability to add players, make changes to the Team Page, etc.), click on the Admin checkbox and then click Save.

VERY IMPORTANT: once you upload a player or a coach, you will not be able to remove him from the roster. This function is reserved for LISFL office personnel. If you enter the player or coach by mistake, please notify the LISFL office IMMEDIATELY, so the erroneous entries can be removed from the roster. Otherwise, all players and coaches on the roster are eligible to be approved. Once the player or coach is approved, it will cost you \$5 to remove them from the roster.

Once you are done with registering all players and coaches, please let us know by e-mailing register@lisfl.org When sending an e-mail, please identify yourself and which team you represent. You will not be able to print the official roster until the players are approved by the League. If you have any questions or require additional information, please do not hesitate to contact Yuri Fishman either via an e-mail (yuri.fishman@pseg.com) or at 516-965-8248.