

**US Club Soccer Instructions
Ukrainian Nationals 1527
(old USCS ID 879)**

****Please note that you must use the web browsers Google Chrome or Firefox in order to have all functionality on the US Club website.****

US Club Registration

Information needed for Team

In order to register the team the following information must be provided to the registrar:

- Name (as it should appear on the roster)
- Age Group
- Male/Female
- Name of individuals that you want listed as head coach, assistant coach and manager (only one person can be entered into each of these roles, however, passes can still be ordered for additional coaches)

Information needed for Coaches/Manager

In order to register the coaches/manager (for each one that you want carded and/or to have access to the system) the following information must be provided to the registrar:

- Name
- Role (coach, asst or manager)
- Preferred phone (home or cell)
- Address
- Email
- Picture (head shot like the one you use for the kids): JPG or PDF (under 3 MB in size)
- Risk assessment (instructions below).

*The registrar must have all but the risk assessment prior to entering a new staff member. Adding staff immediately generates an email with log-in information to that individual. Once they log-in the registrar can no longer modify that record.

Registering Players

Once the coaches and manager are entered, a log-in will be sent to each person (<http://www.usclubsoccer.org/>). Please verify the team name and age group in particular if you are a returning team. Contact the registrar if the team information needs to be changed.

One of the coaches or managers must enter the information for the players and then upload their picture, birth certificate and registration/medical form. Here is the information you need for each player:

- Legal Name
- Phone number
- Parent email

- Address
- Date of birth
- Jersey #
- Picture: JPG or PDF (under 3 MB in size)
- Birth Certificate: JPG or PDF (under 3 MB in size)
- Registration Confirmation and Medical Information (see instructions below): PDF

Notes: Enter the parent's email address FIRST (prior to entering their name). This will search the database for other records with the same address. Be sure to enter the parent email in the correct field (do not enter it in the player's email). **The player's email should be left blank.**

Please do not override existing player or staff information with another player or staff. Each individual must be added as a new user.

Once everything is entered, notify the registrar and request that passes be ordered. You MUST have all photos, proof of birth and Registration/Medical Waiver forms uploaded prior to passes being ordered. DO NOT check "certify on file" as the Ukrainian Nationals registrar needs to verify that you have the Registration/Medical Waiver form. In addition, credit card information or a check must be sent to the registrar for the cost of the passes prior to placing the order (see "Cost" below).

US Club asks that you to allow 2 weeks for the process to be completed. While they are usually completed in much less time, please plan accordingly by requesting passes well in advance of the necessary event. Following approval, the passes will be emailed and you will have to print them on 60-110 lb card stock, cut them out and laminate them. There is no "pre-printed stock" like there is with EPYSA.

Risk Assessment

Each coach and manager must complete a risk assessment before US Club Soccer will approve the passes. To do that, you need to go to the main website: <http://www.usclubsoccer.org/> (do not log-in). Make sure you have all necessary clearances as required by PA law (Act 153) prior to beginning the Risk Assessment. Each document should be saved separately as they will be uploaded individually.

- Go to the resources tab
- Click on background check
- Click on "click here" (next to Staff)
- Select the state ("Pennsylvania")
- Select the Club ("Ukrainian Nationals – 879-1527")
- Select the Registration Type (coach, assistant coach, manager, etc)
- Click next and then fill out the rest of the requested information

Once completed, please forward the confirmation number to the Club Registrar. We must have this prior to ordering the pass.

Player Registration and Medical Treatment Authorization Form

Each player must complete the Player Registration and Medical Treatment Authorization form. Unfortunately US Club Soccer has a different form and will not accept the medical waiver from EPYSA. Here is the link:

<http://www.usclubsoccer.org/resources/forms-documents-center/> then click on the following form:

[#R002-Youth | Youth Player Registration & Medical Treatment Authorization Form \(.doc\)](#)

Please note at the top of the form each player should list the following:

Club Name: Ukrainian Nationals, Inc. *City:* Horsham *State:* PA

League Name: MSSSL-MAPS (CJYSA)

The rest of the personal/medical information should be filled out completely and then the parents need to print and sign the form in two places. The player also needs to sign at the top. The document should be saved as a PDF file.

The coach must keep the originals on file in the event of an emergency or a request from a league official.

Cost

The cost for US Club pass-cards are as follows:

- Staff: \$25.00 each (valid for 2 years)
- Youth 11 and below: \$18.00 each
- Youth 12 through 19 \$24.00 each

The registrar must pay when passes are ordered. You can provide credit card information or send a check to:

Cheryl Morris
3818 Lucy Drive
Doylestown, PA 18902

Updating Photos

If you need to change a photo of a coach/player and are having trouble, follow these instructions closely:

- Log into your US Club website and clean out your Internet History and cookies.
- Log out and then log back into the website.
- Try updating one of the photos. When you view the coach/player and it looks like it hasn't updated log out and come back in and see if the updated photo is there (The system

remembers the old photo until the cookies and history are deleted for each coach/player). When you log back in, and the screen refreshes, you should see the updated version of your photo.

*If this does not work we can order the pass without a photo and then upon receipt of the pass you can glue one on prior to laminating it.

Rosters

The “official roster” is the default roster and includes all of the players on the team. In order to print a roster, follow the instructions below:

- Log-in to US Club soccer
- Click on the “Manage” button
- Click on the “Teams” tab
- Select the appropriate team
- Click on the “Rosters” tab
- Select the roster you want to print (or click “Manage” to update jersey numbers or add/remove players from that roster)
- Click “Print”
- Save or print the roster as needed

Additional rosters can be created for games, events and tournaments using a select group of players from the team. You can create a new roster by following the instructions below:

- Log-in to US Club soccer
- Click on the “Manage” button
- Click on the “Teams” tab
- Select the appropriate team
- Click on the “Rosters” tab
- Click on “New Roster” at the top right of the page
- Name the roster (i.e. EDP roster) and then click “submit”.
- Click the “manage” button next to the appropriate roster.
- Select a player and click “edit”
- Enter the jersey number and click “save”
- After entering all jersey numbers, click the “roster” tab again
- Click “print” next to the appropriate roster
- Save or print the roster as needed