

## IWSL ONLINE PLAYER REGISTRATION

1. Before beginning the online registration, for each player being registered, you must have an IWSL Player Registration Form that includes the player's and a parent's signature with date signed, a completed IYSA Emergency Medical Release & Liability Waiver, a picture to be uploaded (480x640, passport size) facial photo, and a copy of a government issued birth certificate or passport for all *new* players only. The IWSL Player Registration Form must be kept on file by the club for the entire playing year for instances where a challenge to registration may occur. The IYSA Medical Release Form is also kept by the club and a copy should be in the coach's possession at any organized team activities. **Neither of these forms should be sent to the league office unless specifically requested.**
2. The online player registration system will be available beginning June 1, 2010 after a club has submitted their club/team registrations for the Fall 2010 season. The deadline for submitting player registrations for all teams is August 1, 2010. However, teams that want their passes available in early August for tournaments should submit their player registrations by July 15, 2010. **Rosters that are submitted past the August 1, 2010 deadline are subject to a \$75.00 late fee per team payable to the IWSL. Additionally, teams that do not submit their rosters and player registrations by August 15, 2010 will be dropped from the Fall schedule with no refunds.** All completed team passes will be mailed to the listed club managers and not individual team contacts when completed.
3. The club manager or a team contact authorized by the club must log on to [www.iwsl.com](http://www.iwsl.com) and click on the "Club Access" page on the directory. Log into the club access with your club code and club password (for club managers) or your email address and coach/team password (for team contacts). Please note that club managers must authorize on the club settings page for team contacts to submit player registrations or access will be denied.
4. On the club page click on the "Player/Roster Registration" icon. For the team being processed click on the "Edit" roster button on the right hand side. Click on the Roster Wizard to guide you through the player registration. You will be given the option to rollover and edit the team's previous roster, select other players already in our database, and add new players to the league.
5. You will need to attach/upload pictures of all players in their files (480x640 dpi, passport size facial photo) by using a digital camera (.jpg), scanning from a photo, or using a web-CAM/PC-CAM. ***The photo should be framed on the player's face only as the photo attached will print in the size of a postage stamp on the player pass. Do not submit a profile photo or one with background around the player as that leaves the facial features too small and unrecognizable.***
6. Enter the Head Coach and Assistant Coaches for the team and attach photos if they do not have an IWSL 3 Year All Teams Pass. If they hold a 3 year pass indicate that since no additional single team coach passes will be issued to them. You can verify the coach licensing requirements etc on our website at [www.iwsl.com/license.htm](http://www.iwsl.com/license.htm).

You will have to submit a copy each year of any coach youth module certificates, if used for U8 to U12. A copy of any E- license or above for U8 to U19 must be sent with your registration if it is not previously recorded in our database.

7. Press "Submit" to forward the player registration to the league office for approval and processing of player passes. If you are not adding any new players needing birth certificates or coaches needing to provide certification, you are finished and don't need to do anything further.

If however you are adding new players whose birth certificates must be verified or submitting any needed copies of coaching certification then you should print a copy of the player registration. Mail that copy along with the birth certificates and coaching certification to:

IWSL, PO Box 68849, Schaumburg, IL 60168.

8. When the team and player registrations are approved and processed you will be able to print an online approved copy of the **IYSA Certified State Roster** that can be used for tournaments, state cup, etc.
9. Once the player registration is submitted player adds and releases cannot be done until the registration has been approved and processed. After that the player adds and releases would be submitted to Service Providers, PO Box 68971, Schaumburg, IL 60168. The fee for player adds is \$20.00 per pass issued and there is no fee for released players. Further instructions for processing player adds and releases will be found on the "Instructions" page/link of our website.