Registering Players on a Team with USFF

At <u>www.futsal.com</u>, click on REGISTRATION in the upper right corner of the page. The result looks like this:



STEP 1. Register annually as a Coach: Click on "COACH ON-LINE REGISTRATION". You will see a page that looks like the following picture. Select from dropdowns, click [Register Online], complete the subsequent form and pay online.

regioner of the sector	J.S. FUTSAL Governing the Sport of Futsal since 1981	Celebrating 35 Years! FUTSAL com	
	Welcome to U.S. Futsal 2018 - 2019 Coach/Instructor Reg	istration	
	U.S. Futsal Post Office Box 40077 Berkeley, California 94704 - 4077		

STEP 2. Add a Team Name: Click on "TEAM ON-LINE REGISTRATION", which is immediately below "COACH ON-LINE REGISTRATION". (See picture at top of this document.) You will see a page that looks like the following:



Make Sure Your Computer & Browser Meet The Following Requirements!

ep your operating system and browser updated to the latest version available to minimize security risks and improve the operation of your

operating systems include: Windows 8, Windows 7, Windows 2000, Windows XP, Windows Vista, Mac OS X, Linux, browsers include: Internet Explorer 8.0, Firefox 17, Safari 2.0, Chrome 28 or newer of these browsers.

ar browsers work but they may create a security risk and/or corrupt the data you submit.

Click on the button below to continue to the Team Registration Form:

Only approved registered coaches are allowed to create a team.

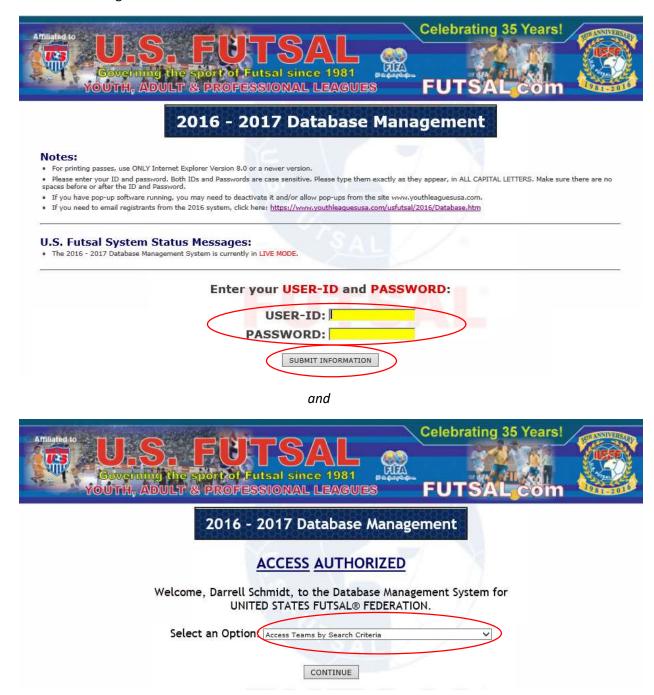
There is a fee of \$9.00 per Youth Player and \$20.00 per Adult Player. nust be paid by credit card to the National Federation before your team is considered valid.



Select State Association, click [Register Online] and fill in the subsequent form. Use the following table to help select Age/Gender Group:

NAFL Division	USFF Division
8U Boys or Girls	Under 8 Boys or Girls
9U Boys or Girls	Under 9 Boys or Girls
Etc.	Etc.
17U Boys or Girls	Under 19 Boys or Girls (no U17 choice)
18U Boys or Girls	Under 19 Boys or Girls (no U18 choice)
Bolero Boys or Girls	Under 9 Boys or Girls
Disco Boys or Girls	Under 11 Boys or Girls
Lindy Boys or Girls	Under 14 Boys or Girls
Samba Boys or Girls	Under 19 Boys or Girls
Adult Open	Open Male
Adult Women's	Open Female

STEP 3. Add players to your team: If not automatically transferred to a new page following Step 2, click on "PLAYER ON-LINE REGISTRATION", which is immediately below "TEAM ON-LINE REGISTRATION". (See picture at top of this document.) You will see page(s) that look like the following:



The first page above, which may have been skipped initially, requires entering your User ID and Password created for you during Team registration. Enter ID and Password and click on [Submit Information].

On the second page above, select "Add Players, Manage Team Information, and Make Payment" and click on [Continue].

On the next page, click on **Players** on the left side of the page and then **[Add New Player]** using links that look like the following:

	Team Main Page	
(Data Type: CHOOSE Team Players Coaches Team Contacts	
		SELECT Last Nar
	ADD NEV	W PLAYER

STEP 4. Be especially careful in entering player names and birth dates because they are used to create player IDs. Once created, player IDs cannot be edited.

ALTERNATE METHOD: If adding players that played on the same team the previous year, use one of the following links:

ADD INDIVIDUAL RETURNING PLAYER BY NAME/PLAYER ID

and/or ADD RETURNING PLAYERS BY TEAMS

STEP 5. After adding all players to your team, you must upload pictures of your players using the following link:

UPLOAD TEAM PHOTOS

NOTE: The registration system details what the technical requirements are for the pictures. Additionally, prepare **square** pictures for uploading, otherwise, your pictures will be distorted.

STEP 6. After adding all players and uploading all individual player pictures, you are finished with the team/player registration process.