



INSTRUCTIONS FOR RECREATIONAL PLAYER SUBMISSION TO YEARLY REGISTRATION EVENT

Players must be on a “team” to submit to our registration event. This registration is what completely registers your players with Soccer Maine and covers them for insurance.

- 1) Go to your **CLUB** tab.
- 2) Click on **Teams** in the dark blue menu bar. Create teams for your recreational players in your **Teams** section. You can do this age group, or by your actual teams. Just remember that the age of the team must coincide with the oldest player of the group. If you decide to create age group teams, you can put all of the players for that age group onto one big team.
- 3) If you already have your teams, they will show up here. Remember that you do not need to change your age groups as they automatically age up every year. You **DO NOT NEED TO DELETE teams and start over**. You can use the same teams over and over again.
If you do need to change the age group of a team because that team has changed players and is going to remain at the same age group it played last year, you can do so as long as there are no players listed with the team that are too old.
- 4) Place all of your players on the teams. Before you submit your teams, make sure that they have a valid ID Number, appropriate Level/Grade (Recreational), the name of the team is as you wish it to be, and that coaches, managers and players have been assigned to the team.
- 5) You can submit without coaches and manager, but please make sure that you are registering all of your coaches and managers in your Got Soccer account, and they are all completing the background check and SafeSport process. Do not allow any coaches or managers to work with the players in your program without a valid background check and SafeSport certification in your Got Soccer account. This is a **KidSafe** program and is in place to protect the players and you as a Club. Do not take the risk of allowing adults to participate without this process.
- 6) Team names should not include the year or your club name. Team names can include the age group or a unique name.

7) Above your list of teams is a box that says:

Register Teams in:

Select **Soccer Maine Registration 2019/2020** in the pulldown box and click the blue **Select** button. You will then see a message in red stating - **Now showing teams NOT entered in Soccer Maine Registration-2019/2020 (8/1/2019)**

8) Check each team that you wish to enter into the Registration Event in the check box beside each team.

9) Click the blue **Enter Selected Teams** button.

Your teams are now entered into the registration event!

Please note – you cannot delete a submission or withdraw a team once it has been applied/submitted. The only way a team can be removed from the league once the team has been applied is by notifying Soccer Maine in writing, so that they can remove the team.