

<u>ALL</u> players must register with EPYS through GotSport in order to be added to a team roster. Items needed for registration:

- Photo (clear, passport-style headshot of the player)
- Birth Certificate/Proof of Age
- Completed International Transfer Clearance (ITC) Questionnaire
- Electronic signature on EPYSA form
- NJYS Out of State Permission Form (*New Jersey residents only)
- 1. <u>Players who were on a YMS roster last year</u> should only need to sign the 2023-24 EPYS form & ITC Questionnaire. (Photo and proof of birth should already be in GotSport.)
- 2. <u>Players who were rostered with a different EPYS club last year</u> may only need to sign the 2023-24 EPYS form & ITC Questionnaire, as long as their info was pulled into the system correctly. If not, you can either follow all of the steps to upload a photo/birth certificate, or email <u>admin@ymssoccer.net</u> to troubleshoot.
- 3. <u>Players who were NOT on a YMS/EPYS</u> roster last year will need to follow <u>ALL</u> of the steps below to complete their registration.

- 1. Log into your GotSport account: https://system.gotsport.com/
- 2. If you do not already have a GotSport account, click "FORGOT PASSWORD." GotSport will send you an email so you can set your password & gain entry into the system.



You will now be logged into your <u>PARENT</u> account. This is different from your child's <u>PLAYER</u> account.

(*<u>DO NOT</u> change the name or add any of your player's information on this screen.)

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To gain entry into the PLAYER account, click on FAMILY.

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The players associated with your parent account should appear.

Click on the player's name to enter their **PLAYER** account.

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UPLOAD PLAYER PHOTO:

Click on CHOOSE FILE to upload a photo. Photo <u>must</u> be a CLEAR, passport-style headshot of the child (no hats, hoods, sunglasses, etc.).

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UPLOAD BIRTH CERTIFICATE:

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UPLOAD BIRTH CERTIFICATE:

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UPLOAD BIRTH CERTIFICATE:

Select BIRTH CERTIFICATE – EASTERN PENNSYLVANIA YOUTH SOCCER ASSOCIATION from the drop-down menu & click GO.



UPLOAD BIRTH CERTIFICATE:

- 1. Choose PROOF OF BIRTH UPLOAD
- 2. Click on CHOOSE FILE to upload the document
- 3. Click SAVE

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*This is a U.S. Soccer/FIFA requirement. The form only needs to be completed one time and will then stay with that player through future years in GotSport. The answers given will trigger next steps – additional registration steps may be required for players born outside of the U.S. If no additional steps are needed, it will be labeled as "Fulfilled" on the player dashboard.

COMPLETE INTERNATIONAL TRANSFER CLEARANCE (ITC) QUESTIONNAIRE:

- 1. Click on DASHBOARD
- 2. Click on DETAILS

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COMPLETE INTERNATIONAL TRANSFER CLEARANCE (ITC) QUESTIONNAIRE:

1. Click on SUBMIT NEW REPORT

2. Answer all questions, electronically sign form, and click submit

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SIGN REQUIRED EPYSA FORM:

Click on FAMILY>PLAYER NAME to get back into the PLAYER ACCOUNT. (Forms must be signed in PLAYER account, <u>not</u> PARENT account)

Click on FORMS

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SIGN REQUIRED EPYSA FORM:

If the forms do not automatically appear, click on AVAILABLE FORMS

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SIGN REQUIRED EPYSA FORM:

Click START to access & sign the Eastern Pennsylvania Youth Soccer Player/Participant Waiver of Liability 23/24 form



SIGN REQUIRED EPYSA FORM:

Click on **REGISTER** next to the player's name

Eastern Pennsylvania Youth Soccer Play Waiver of Liability 23/24 Official Player State Registration Form and Waiver of Liability	ver/Participant	🏲 Cart (0)
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Yms Player	Register	
	Go to My Account	ĺ

SIGN REQUIRED EPYSA FORM:

Click through the Profile Information screen, then complete & sign the form. Click SAVE after signing.



SIGN REQUIRED EPYSA FORM:

After saving, a summary of the signed form will appear on the next screen. Scroll down and click on the MY PROFILE button to return to your PARENT ACCOUNT.



SIGN REQUIRED EPYSA FORM:

To verify the form is complete, you can go back into the PLAYER ACCOUNT by clicking on FAMILY>PLAYER NAME>FORMS.

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NJ YOUTH SOCCER INTERSTATE PERMISSION FORM:

1. Click DOCUMENTS/NEW DOCUMENT

2. Select YMS - NJYS PERMISSION - YARDLEY MAKEFIELD SOCCER

3. Click GO.

Players who live in New Jersey will need to register with New Jersey Youth Soccer (NJYS) and upload the permission form from NJYS into the PLAYER'S GotSport account.

Players who live in New Jersey will need to register with New Jersey Youth Soccer (NJYS) and upload the permission form you receive into the PLAYER'S GotSport account.

*SEE SEPARATE NJYS INSTRUCTIONS ON HOW TO OBTAIN THE PERMISSION FORM

HOW TO UPLOAD NJ YOUTH SOCCER INTERSTATE PERMISSION FORM INTO GOTSPORT:

- 1. Follow steps on previous screens to access the **PLAYER** account.
- 2. Click DOCUMENTS/NEW DOCUMENT
- 3. Select YMS NJYS PERMISSION YARDLEY MAKEFIELD SOCCER
- 4. Click GO.

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- 1. Add or choose a DOCUMENT LABEL
- 2. Click on CHOOSE FILE to upload the document
- 3. Click SAVE

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TROUBLESHOOTING TIP!

All of the registration items must be completed in the <u>PLAYER</u> account. When you log into GotSport, you will be in your <u>PARENT</u> account. Click FAMILY, then on your <u>PLAYER'S NAME</u> to access their player account.

Questions?

Email: <u>admin@ymssoccer.net</u> or your team manager