

# Easy On-Line Registration with US Club Soccer

[www.usclubsoccer.org](http://www.usclubsoccer.org)

The screenshot shows the US Club Soccer homepage. At the top left is the US Club Soccer logo. A navigation menu includes links for ABOUT US, CLUB MEMBERS, OUR EVENTS, LEAGUE MEMBERS, PROGRAMS, and REGISTRATION. The REGISTRATION menu is expanded, showing options like MEMBERSHIP INFORMATION, HOW TO APPLY, APPLY NOW, TOURNAMENT TEAM INSURANCE, 2006 AGE CHART, and GENERAL FORMS. A callout box points to 'HOW TO APPLY' with the text: 'How to Apply gives you instructions, fees, etc.' Another callout box points to 'APPLY NOW' with the text: 'Apply Now is the application to submit for processing New Membership'. The main content area features a news article titled 'West Coast, Midwest Teams Claim National Cup V Regional Titles' and 'National Cup V Finals Begin July 22-25 With Girls U12-U17 Action', accompanied by a '2006 NATIONAL CUP' logo. A 'MEMBER LOGIN' section is on the left, and a 'News Archives' section is on the right.

The screenshot shows the 'Apply Now' registration page. It features a 'MEMBER LOGIN' section on the left. The main content area includes a paragraph explaining the application process and a \$1000 deposit requirement, with a callout box stating: 'Choose Type of Membership for your Club. If League, then choose the League the Club is to participate. If attending a State Cup or World Cup, choose from the drop down list.' Below this is a 'Type of membership' section with radio buttons for Club, Academy, League Team, State Cup & Youth World Series Teams, and Recreational Club. A callout box points to the 'League Team' option. The registration form includes fields for: \*League Name (a dropdown menu), \*State Cup/World Series (a dropdown menu), \*Club Name, \*Street, \*City, and \*State (a dropdown menu). A 'Recent News' sidebar on the right lists news items from 7/4/2006 and 6/29/2006. A 'REGISTRATION' sidebar on the left contains links for Membership Information, How to Apply, Apply Now, Tournament Team Insurance, 2006 Age Chart, and General Forms.

**Club Registrar's Info:**

\*First Name:

\*Last Name:

\*Street:

\*City:

\*State:

\*Zip:

\*Phone:

Fax:

\*Email:

I am also the Club President

**else enter: Club President's Info:**

\*First Name:

\*Last Name:

\*Street:

\*City:

I am also the Coaching Director

**else enter: Club Coaching Director's Info:**

\*First Name:

\*Last Name:

\*Street:

\*City:

\*State:

\*Zip:

\*Phone:

Fax:

\*Email:

Once your Club's Membership has been approved the person you list as Club Registrar will receive an email with the Access data to enter the Member's Only website. The Registrar will set up the Staff for the Club and add the Team Data. The Managers and/or Coaches may then be given Access to Add Players to their teams. The Registrar needs to be advised when the data has been completed as only the Registrar is able to request Player and Staff cards for processing.

Click here if the Registrar is the President and here if also the Director of Coaching. If this box is checked the data does not have to be entered.



Indicate the number of players that are in your club.

**Total players below U9:** Boys  Girls   
**Total players from U9 through U11:** Boys  Girls   
**Total players from U12 through U19:** Boys  Girls

Enter a number or "0" in the blank for an idea of how many players are in your club.

If you are applying for a Club Membership or Academy Membership, you will be directed to a payment screen to pay the initial deposit. Please check below to pay by either **credit card (preferred)** or **e-check** before you click Submit.

Pay By Credit Card     Pay By E-Check

Choose payment method if the Club is applying for Club or Academy Membership.

Thank you – Now you may Submit your Application for processing.

The screenshot shows the US Club Soccer website interface. At the top left is the US Club Soccer logo. Navigation tabs include 'ABOUT US' and 'CLUB MEMBERS'. A 'MEMBER LOGIN' section contains fields for 'Email Address' and 'Password', a 'SUBMIT' button, and a 'RETRIEVE LOST PASSWORD' link. Below this is a 'Quick Links' dropdown menu and a 'CONTACT US' button. The main content area features a news article titled 'National Cup V Finals Begin July 22-25 With Girls U12-U17 Action' with a '20V06 CUP' logo. A sidebar on the right lists dates and events: 6/27/2006 National Cup V Region B Championships Awarded; 6/20/2006 West Coast, Southeast Teams Earn 2006 National Cup V Finals Invitations; 6/14/2006 National Cup V Las Vegas Regional Champions Crowned; 6/11/2006 Tight Competition at Las Vegas Regional. A 'News Archives' link is at the bottom of the sidebar. A 'West Coast Regional Title' logo is partially visible behind the login form.

Once the Registrar receives the Access password to enter the Member's Only Website here is where you login as a Member. The member will enter their email address on file with US Club Soccer and the password given.

Here is the Screen the Registrar sees when first entering the Club's website.

The screenshot shows the US Club Soccer Registrar website. At the top left is the US Club Soccer logo. A navigation bar contains six tabs: CLUB INFORMATION, PLAYER MANAGEMENT, TEAM MANAGEMENT, STAFF MANAGEMENT, CLUB RESOURCES, and COACH'S CORNER. On the left side, there is a sidebar with the following text: League: ZZ Test League, Club: ZZ SC Test League, Role: Registrar, and Quick Links. Below the Quick Links is a dropdown menu labeled 'Select One' and a red 'MEMBERS ONLY' button. Underneath are links for 'Help Page', 'Key Things To Remember When Processing Cards', and 'Uploading POB Instructions'. The main content area features a 'Help Page' link with a soccer ball icon. Below this is a paragraph of introductory text, followed by a section titled 'Summary of Key Things to Remember When Processing Cards' and a 'What's New' section. Two yellow callout boxes with black arrows provide additional information: one points to the 'Help Page' link and another points to the 'Role: Registrar' text in the sidebar.

**US Club Soccer**

CLUB INFORMATION    PLAYER MANAGEMENT    TEAM MANAGEMENT    STAFF MANAGEMENT    CLUB RESOURCES    COACH'S CORNER

League: ZZ Test League  
Club: ZZ SC Test League  
Role: Registrar

Quick Links

Select One

**MEMBERS ONLY**

[Help Page](#)

[Key Things To Remember When Processing Cards](#)

[Uploading POB Instructions](#)

[Help Page](#)

The information below will assist you with the registration process, from entering your team, staff, and player information, to managing your player database, and establishing a method of payment. You can always refer back to it by clicking on the [View Help Page](#) Link at the top of every page.

New registrants should read from the beginning, but note that you can also click from the Table of Contents to go directly to the instructions for that subject.

Instructions in conjunction with the [US Club Soccer Policies](#) (pdf file) and [Player Registration](#) is website. If you have any questions, please [contact your appropriate administrative support representative](#).

[Summary of Key Things to Remember When Processing Cards](#)

**What's New:** For clubs that are already familiar with the registration process, here is a quick summary of some of the changes in player and staff card processing for 2005/2006.

**The Help Page is accessible from any Tab.**

**Your Club Name, League (if applicable) and Role always appear here.**



CLUB INFORMATION

PLAYER MANAGEMENT

TEAM MANAGEMENT

STAFF MANAGEMENT

CLUB RESOURCES

COACH'S CORNER

[View Help Page](#)

League: ZZ Test League  
Club: ZZ SC Test League  
Role: Registrar

Quick Links

Select One

CLUB INFORMATION

[Club Information](#)

[Finance Report](#)

LOG OUT



## Club Information

This tab is for the Registrar to update the club's name, address, etc. The Primary Registrar is also able to see the Finance Report for any Credit Card or e-Check transaction. They are unable to see account numbers, only the name on the Account.

League Name:

Club Name:

Street:

City:

State:

Zip:

Website:

Click here for the Finance Report.



CLUB INFORMATION

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League: ZZ Test League  
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Role: Registrar

Quick Links

Select One

CLUB INFORMATION

[Club Information](#)

[Finance Report](#)

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## Finance Report

Enter dates to run a report for team passcard transactions for any dates beginning 7/11/05.

Transactions starting:

Money currently on deposit

Transactions ending:

\$0

run report

Click here to run the Report for the dates specified.

# Finance Report

League: ZZ Test League  
Club: ZZ SC Test League  
Role: Registrar

### Quick Links

Select One

### CLUB INFORMATION

[Club Information](#)

[Finance Report](#)

LOG OUT

Enter dates to run a report for team passcard transactions for any dates beginning 7/11/05.

Transactions starting: 07/11/2005

Money currently on deposit

\$0

Transactions ending: 7/6/2006

run report

DOWNLOAD

Team Name	Team id#	Quantity of cards	Total \$	Transaction Date	Ecommerce Reference #	Payment Method	Payee
		5	40.00	06/29/2006	None	On Deposit	Club Funds
SC Testing Soccer	7003	3	42.00	06/29/2006	None	On Deposit	Club Funds
Guys Soccer	7376	2	16.00	06/29/2006	None	On Deposit	Club Funds
Guys Soccer	7376	5	70.00	06/29/2006	None	On Deposit	Club Funds
Twisters	11205	1	8.00	06/29/2006	None	On Deposit	Club Funds
Twisters	11205	3	42.00	06/29/2006	None	On Deposit	Club Funds
		2	16.00	07/11/2005	70	credit card	Joan W Chartier
Guys Soccer	7376	1	8.00	07/11/2005	78	credit card	Joan W Chartier

When setting up your Club it is best to enter all Staff in Staff Management, Add Team in Team Management and then Add Players in Player Management.



- CLUB INFORMATION
- PLAYER MANAGEMENT
- TEAM MANAGEMENT
- STAFF MANAGEMENT**
- CLUB RESOURCES
- COACH'S CORNER

# Staff Management

>How do I add/update Staff?

>Add a Team

Add Staff

Only those with Registrar's capabilities will be able to add staff and request cards.

Add Staff

Passcards

Request Staff Membership Cards for processing.

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Key: PR = Primary Registrar IN= Inactive Staff

ID	Name (Click to Email)	Primary Role	Passcard Issued	Passcard Expires	Update
166795	Coats, Larry	Coach	None	None	Details



CLUB INFORMATION

PLAYER  
MANAGEMENT

TEAM MANAGEMENT

STAFF  
MANAGEMENT

CLUB RESOURCES

COACH'S CORNER

League: ZZ Test  
League  
Club: ZZ SC Test  
League  
Role: Registrar

Quick Links

Select One

TEAM MANAGEMENT

[Team Management](#)

[How To Add A Team](#)

[Custom Roster](#)

LOG OUT

View Help Page



## Team Management

[>How do I add a team?](#)

*Only those with Registrar's capabilities will be able to add teams.*

Add Team

Add New Team

### Custom Roster Tool

ID	Team Name	Age Group	Gender	Head Coach	Update
7003	SC Testing Soccer	U13	Girls	<a href="#">Young, D</a>	<a href="#">Details</a>
7376	Guys Soccer	U15	Boys	<a href="#">Young, D</a>	<a href="#">Details</a>
11205	Twisters	U12	Girls	<a href="#">Jones, John</a>	<a href="#">Details</a>

CLUB INFORMATION

PLAYER  
MANAGEMENT

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MANAGEMENT

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League: ZZ Test  
League  
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League  
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Quick Links

Select One

TEAM MANAGEMENT

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## Add Team

<< Go Back

Team Name:

Age Group:

Team Gender:  Boys  
 Girls

Team Type:  Competitive  
 Recreational

Head Coach:

Assistant Coach:

Manager:

Add Team

Delete Team

Enter Team Name, Age Group, etc. If Staff Member has not been added they will not appear on the drop down to choose as Head Coach, Assistant, etc.



**Marking Team playing in a League**

Only those with the role of Registrar may mark teams playing in a League.

CLUB INFORMATION

PLAYER MANAGEMENT

**TEAM MANAGEMENT**

STAFF MANAGEMENT

CLUB RESOURCES

COACH'S CORNER

Club: ZZTest Football Club

Role: Registrar

Quick Links

Select One

**TEAM MANAGEMENT**

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LOG OUT

View Help Page



### Team Management

>How do I add a team?

*Only those with Registrar's capabilities will*

Add Team

Custom Roster Tool

ID	Team Name	Age Group	Gender	Head Coach	Update
27	Walkers	U21	Female	<a href="#">Sage, Bill</a>	<a href="#">Details</a>
139	CHAMPIONS	U22	Male	<a href="#">Rabon, Tracie</a>	<a href="#">Details</a>
573	The Crew Soccer	U9	Male	<a href="#">Johnson, Jim</a>	<a href="#">Details</a>
805	SLAMMERS	U15	Female	<a href="#">Quesenberry, Kathi</a>	<a href="#">Details</a>
937	Wizards	U12	Male	<a href="#">Nazario, Ronaldo</a>	<a href="#">Details</a>

Click on Team Mgt. Tab then "Details" of the team playing in a League.



Club: ZZTest Football Club

Role: Registrar

Quick Links

Select One

**TEAM MANAGEMENT**

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### Update Team

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Team Name: CHAMPIONS

Age Group: U22

Team Gender:  Male  Female

Team Type:  Youth - Competitive  Youth - Recreational  Adult

Head Coach: Rabon, Tracie

Assistant Coach: None

Manager: Arena, Bruce

League Affiliation:

If this team is a member of a US Club Soccer sanctioned league, designate the league from this dropdown menu. You must apply to join the league separately.

Nor Cal Premier League

Update Team Delete Team

Click the drop down, find the League this team is playing & then click Update Team. Do this for each team in your Club playing in a League.



[View Help Page](#)



### Player Management

[>How to Add & Update players as well as Request Cards?](#)

[>Add a Team](#)



*Only those with Registrar's capabilities will be able to request*

[Add Player](#)

[View Open Players](#)

Click on View to View the team, add players and request the teams Membership cards for processing.

*Click the "Add Player" button to add a player or select a team to view its players. Also, if you want to request a card, you must first move player to a team*

ID	Team Name	Age Group	Gender	Head Coach	Player Count	Team Full	Players
11206	<b>Big Green</b>	U14	Boys	<b>Jones, John</b>	3		<a href="#">View</a>
7376	<b>Guys Soccer</b>	U15	Boys	<b>Young, D</b>	5		<a href="#">View</a>

League: ZZ Test League

Club: ZZ SC Test League

Role: Registrar

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### Player Management

[Add New Player](#)

[<< Back To Teams](#)

[Add Player](#)

[Passcards / Release](#)



PRINT



DOWNLOAD

[List of Players](#)

Click here to Request Membership cards for processing.

**Big Green**

ID	Name (Click to Edit)	DOB	Passcard Issued	Passcard Expires	Update Player
166691	<b>Junior, Brian</b>	12/14/1990	05/15/2006	08/01/2006	<a href="#">Details</a>
166676	<b>Price, Jake</b>	05/07/1990	07/08/2005	08/01/2005	<a href="#">Details</a>
166677	<b>Smith, Bill</b>	03/08/1992	07/08/2005	08/01/2005	<a href="#">Details</a>

A team may contain up to 26 players.

\*Asterisk means that this player is also entered on another US Club Soccer team's roster (he may or may not be carded with that team currently). You should check with the player and have him obtain a release from his former team. If there is a problem doing this, or if you have a question, please contact your [regional admin](#)

League: ZZ Test League

Club: ZZ SC Test League

Role: Registrar

Quick Links

Select One

**PLAYER MANAGEMENT**

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League: ZZ Test League  
Club: ZZ SC Test League  
Role: Registrar

Quick Links

Select One

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LOG OUT



### Add Player

<< Back To Player Listing

\*Team Name: 11206:Big Green

\*First Name:  MI:

\*Last Name:

\*Street:

\*City:

\*State: Select State

\*Zip:

\*Phone:  Ext.

Email:

\*Date of Birth:  (MM/DD/YYYY)

US Citizen:

\*Gender:  Boy  Girl

Jersey:

Exp. Date:

Current Status:

Upload POB:  Browse...

Add Player

Make sure the correct Team Name is listed or click the drop down to choose another (age appropriate) team in the club.

Uploading Player's Proof of Birth (POB) Instructions located on the Help Page.

# Player Passcard Request / Release Page

**PLAYER MANAGEMENT**

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[How to...](#)

[Search For Players](#)

**LOG OUT**

**The Team's Staff Membership Cards may be requested at this time or from the Staff Management Tab.**

**Request to Release Player from your club.**

**Big Green**

**Age Group:** U14

**Team Type:** Competitive

**Assistant Coach:** Smith, Don

**Team Gender:** Boys

**Head Coach:** Jones, John

**Manager:** Wood, Mae

### Staff Passcards

**Shows card processing status.**

Name	ID	Add Date	Passcard		Status
			Requested	Issued	
John Jones	166798	7/05/2005	6/29/2006	None	<i>Passcard Request In Process / Need Completed Risk Form</i>
Request Passcard: <input type="checkbox"/>					
Don Smith	166801	7/05/2005	7/05/2005	None	
Request Passcard: <input type="checkbox"/>					
Mae Wood	166796	7/05/2005	7/05/2005	None	
Request Passcard: <input type="checkbox"/>					

### Player Passcards / Releases

Name	ID	Add Date	Passcard		DOB	POB Attachment	Status
			Requested	Issued			
Brian Junior	11206-166691	7/05/2005	11/30/2005	5/15/2006	12/14/1990	Validated	
Release Player: <input type="checkbox"/> Medical Form: <input type="checkbox"/> Request Passcard: <input type="checkbox"/>							
Jake Price	11206-166676	7/05/2005	7/05/2005	7/08/2005	5/07/1990	Validated	
Release Player: <input type="checkbox"/> Medical Form: <input type="checkbox"/> Request Passcard: <input type="checkbox"/>							
Player7 test-league	12063-201664	8/08/2005	5/20/2006	5/20/2006	11/23/1994	Validated	
Release Player: <input type="checkbox"/> Medical Form: <input type="checkbox"/> Request Passcard: <input type="checkbox"/>							
Tammy Test10	12063-222223	11/28/2005	11/28/2005	11/28/2005	10/11/1990	Validated	
Release Player: <input type="checkbox"/> Medical Form: <input type="checkbox"/> Request Passcard: <input type="checkbox"/>							

**Click to Request a Players Membership Card for processing.**

**Request players cards, validate information at the bottom of the screen. Then choose to Pay by Credit Card (MasterCard or Visa) or E-Check. Click Submit**

- This team information is validated.
- I certify that the team has in its possession an official Medical Form for those players so checked; and that the team will retain these forms and make them available to US Club Soccer upon request.
- I am requesting that our passcards be emailed. I understand that: they will be sent to the email address of the registrar making this request; I will need to print the cards on plain, white, 110# card stock, cut the cards, and complete the processing; and that US Club Admin will determine whether to actually email or send cards by regular mail, based on the team's ability to adequately print and process.

**Passcard Payment Method**

Pay By Credit Card  Pay By E-Check

**Need help on [credit cards](#) or [e-check](#)?**

**Submit**

Club: ZZTest Football Club

Role: Registrar

Quick Links

Select One

**PLAYER MANAGEMENT**

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[Search For Players](#)

LOG OUT

## Passcard Checkout

[View Help Page](#)

Need help on [credit cards](#) or [e-check](#)?

### Credit Card Information

Card Type:

Name on Card:

Credit Card Number:

Expiration Date:

Security Code:

Total Charge Amount: **\$10.00**

By filling in the credit card information above and clicking the "Submit" button you authorize US Club Soccer to charge the specified account the fee listed above.

If your application is rejected, your deposit will be returned to you. Otherwise, the funds will be credited towards your first player or staff registrations.

If you have other questions, [contact your regional rep](#) or see [contact us](#) button on left side of the website homepage.

Team Rate Per Player:	<b>\$14.00</b>
Player Cards Requested:	<b>1</b>
Registration Fee Total:	<b>\$14.00</b>
Club Balance:	<b>\$4.00</b>
Balance Due:	<b>\$10.00</b>

\* If you are using a club credit card, you will need to get the last four digits, the security code and expiration date from your primary registrar in order to process the request.

\*\*All players will be charged at the registration rate for the team being processed.

\*\*\*You will be charged for all players and staff you request that are not denied by our office. Player cards will not be sent until a proof of birth (POB) is on file.

When processed, you will receive an email indicating the number of passcards charged to your credit card or check, and which players, if

http://www.usclubsoccer.com/club\_admin/passcard/passcard.aspx?print\_id=29205 - Microsoft Internet Explorer

File Edit Go To Favorites Help

Back Forward Stop Home Search Favorites Media Print Copy Paste

Address http://www.usclubsoccer.com/club\_admin/passcard/passcard.aspx?print\_id=29205

Save a Copy Print Search Select 118% Sign

Pages

### Player Pass

Name: Garcia, Nelson  
Club: 0005 ZZTest Football Club  
Team: 2868 Jim  
Player ID: 2868-10784

Birthdate:

Pass Expires:



Photo Here

This pass is valid for any US Club Soccer team in this club at or above this age group, if accompanied by an official roster. A player signature is not required.

Executive Director, William C. Sage

Example of a Player Pass card – sent as a .pdf file.

Attachments



CLUB INFORMATION

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TEAM MANAGEMENT

STAFF MANAGEMENT

CLUB RESOURCES

COACH'S CORNER

League: ZZ Test League

Club: ZZ SC Test League

Role: Registrar

Quick Links

Select One

CLUB RESOURCES

Forms

Insurance Information

Governing Documents

Attending a USYSA

Tournament

Member Update

View Help Page



Forms

**Form Downloading-** Forms are downloaded in either an Adobe .pdf format, Microsoft Excel or Microsoft Word. If you do not have Adobe software on your computer, you can download it from the Adobe link on the bottom of this page. Adobe forms need to be snail mailed to us. Excel and Word forms may be downloaded into a file, completed and emailed as instructed within the form.



- [#C011: Membership Confirmation Memo](#)
- [#R002: Player Registration & Medical Treatment Authorization Form](#)
- [#R003: Rec Player Registration Form](#)
- [#R004: Staff Risk Assessment Form](#)
- [#R005A: League Application](#)



CLUB INFORMATION

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League: ZZ Test League

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COACH'S CORNER

Coaching Education

Risk Management

Important USSF Rules

Club Criteria

Travel Discounts

View Help Page



Coaching Education



Coaching Education –  
Travel Discounts, USSF  
Rules, etc.

Join The NSCAA

US Club Soccer members are offered a discount to join the NSCAA. To apply to the NSCAA, type in the following discount code for US Club Soccer members when directed to do so: **USCSNEW**

[>To Join NSCAA](#)