

# How To: Add a Player to Your Roster

**Last Updated – September 12, 2014**

If you encounter problems or have questions call (937) 684-4241 or email [office@mvysa.com](mailto:office@mvysa.com)

*Short and Sweet -To add a player you need to login, manage your team and edit your roster add or recover the new player, print forms, get signed, and bring to MVYSA office or use the upload feature to get the documents to mvysa.*

## Add Player Check List:

- USYSA membership form signed by parents in both required spots (original and 1 copy – mvysa will keep 1 copy and head coach should keep the other with him at all team functions)
- Proof of birth if needed (will be kept by MVYSA) - see **Proof of Age** section below
- 1”x1” current color headshot (will go on card)
- Signed Parents Code of Conduct for each new player on your roster - see mvysa.com Forms page or top of the Edit Roster page for a link to the form (mvysa will inspect and return)

## To manage your team and edit roster:

1. Login (if needed see the [How To Login](#))
2. In the Coach Management Options or Team Manager Options click on *Manage your team*

The screenshot shows the MVYSA user interface for Mike Beck. At the top, the MVYSA logo is on the left, and the user's name 'User: Mike Beck' with a 'Log Out' link is on the right. Below this is the 'User Menu for Mike Beck, Springfield Thunder 02 White (280202) Coach'. The 'User Options' section contains two buttons: 'Show my current contact information' and 'Edit my contact information'. The 'Coach Options' section contains two buttons: 'Manage Springfield Thunder 02 White (280202)' and 'Submit Feedback on Coach or Player Education'. A blue arrow points to the 'Manage Springfield Thunder 02 White (280202)' button. Below this is a note: 'If a team appears in the list that is not playing and will not play in the future send email to office@mvysa.com with team number and we will remove them.' The 'Team Manager Options' section contains one button: 'Manage Springfield Thunder 98 Navy (289843)'. A blue arrow points to this button.

Click on 'Edit Roster' button

Miami Valley Youth Soccer Association  
**mvysa** Mike Beck - Head Coach  
2B0202 Springfield Thunder 02 White (B10- P)  
[Log Out](#)

**Team Menu**

Head Coach: Mike Beck    Team Manager:    Club Manager: Maggie Roberts  
Home Field Site: Eagle City Soccer Complex

[Edit Team Info](#)    [Contacts for Teams in this Age Group](#)

[Edit Roster](#)    [Changes](#)

[Team Contact List](#)    [Guest Player System](#)

[Add Team Manager](#)    [Enter Game Scores](#)

[Date Restrictions](#)    [Submit Conduct Report](#) - use when a player or coach receives a red card

[Tryout Management](#)    [Submit Game Report](#) - to report a problem or concern with the referees, opposing team, or site

[Manage Rights](#) - to adjust the Team Menu rights of Team Managers and Assistant Coaches

## Recover Players

Use [Recover Player](#) to retrieve player info for players who were on your roster in previous seasons

1. Click on [Recover Player](#) link in the menu bar at the top of the **Edit Roster** page

Miami Valley Youth Soccer Association  
**mvysa** 2B9932 Gunners FC B99 Blue (B12- P)  
[Log Out](#)

**Edit Roster**

----- Use **Recover Player** to put last years players back on your roster! -----

This team has completed registration.  
**12 Active Players listed** - 2 positions open for this roster.

[Registration DIRECTIONS!](#)    [Coaches Code of Conduct Form](#)  
[Print Backgrounds Help](#)    [Parents Code of Conduct Form](#)  
[Card ID # 14](#)    [Risk Management form](#)

[Add Player](#)    [Transfer In Player](#)    [Add Ass't Coach](#)    [Recover Player](#)    [Player Forms](#)    [Team Menu](#)

2. To add a player back on your roster simply click on [Recover](#) on right side of players name

Miami Valley Youth Soccer Association  
**mvysa** B12-2 - 2B9642 Springfield Thunder 96 White  
[Log Out](#)

**Recover Former Player to Roster for**

ID	Name	Address	DOB	Recover
17609	Jakob K Barker	1144 Lisa Drive, South Charleston	1997-08-17	<a href="#">Recover</a>
17610	Troy (TJ) J Castle	3963 Delmar Circle, Springfield	1996-09-21	<a href="#">Recover</a>
17615	Justin Crew	3569 Heatherwood, Springfield	1997-06-17	<a href="#">Recover</a>
17619	Michael W Essig	4155 Moss Point Lane, Springfield	1998-02-11	<a href="#">Recover</a>
17620	Spencer Evans	2750 Springfield Jamestown Rd, Springfield	1998-03-31	<a href="#">Recover</a>

**To Add a player who has never played on your team before:**

1. Click on [Add Player](#) link in the menu bar at the top of the **Edit Roster** page

**Edit Roster**

----- Use **Recover Player** to put last years players back on your roster! -----

Roster printing disabled until team registration completed.  
 This team has not yet completed registration at mvysa Office.  
**10 Active Players listed** - 4 positions open for this roster.

[Registration DIRECTIONS!](#)   [Coaches Code of Conduct Form](#)  
[Print Backgrounds Help](#)   [Parents Code of Conduct Form](#)  
[Card ID Card](#)   [Risk Management form](#)

[Add Player](#)   [Add Player](#)   [Add Ass't Coach](#)   [Recover Player](#)   [Roster](#)   [Player Cards](#)   [Player Forms](#)   [Team Menu](#)

	Name	Photo	Address	DoB* Age	Email Phone		
E	Amin T Ahmed #30297		3000 Burrwood Drive Springfield, OH 35503	09/29/2001 U11	afshanahmed@hotmail.com (937) 3999189	O	F C D M P
F	Farooq Akhtar		2647 Bellvue Drive	03/08/2003	afshar@akhtar@hotmail.com	O	F C D M P

2. Carefully enter the birth date of the player you want to add (Do not enter a guess at birth date as you will not be able to change it later and the birth date is used to see if the player is already in the system or already on another team for this year).

Miami Valley Youth Soccer Association  
**mvysa**   **B12-2 - 289642 Springfield Thunder 96 White**  
[Log Out](#)

**New Player DOB input**

For adding new players who have **not** played on your team before (otherwise use **Recover Player**)

Date of Birth

Jan / 1 / 2002

Submit Player DOB

If the player you want to add is in the list click the [Recover](#) button on the right of their name. Otherwise click on [click here to add new player](#). If you recover a player you can edit their info later (like if you know the name is right but the address has changed).

Miami Valley Youth Soccer Association  
**mvysa**   **280201 Springfield Thunder 02 Navy (B10-1)**  
[Log Out](#)

**Add Player to Roster**

ID	Name	DoB	Address	Action
30012	Joshua Moyer	2002-01-01	5658 huber, Huber Heights	<a href="#">Recover</a>

-----If **NOT** listed above [click here to add a new player](#)-----

- If you click [click here to add new player](#) then you will get a blank form to fill in for the new player. Enter ALL data annotated with \* - these are mandatory fields. **You must enter at least the name and a phone number for one parent**

Miami Valley Youth Soccer Association  
**mvysa** 2B0201 Springfield Thunder 02 Navy (B10-1)  
 Log Out

**Add a Player**

\* First Name  \*Last Name  MI

Name must match birth certificate!

\*Address

\*City  \*State/County  Choose County  \*ZIP Plus4  [Zip Plus4 Lookup](#)

\*Phone (w/area code)   \*DOB  \*Gender

\*Email

High School

**PARENT/GUARDIAN INFORMATION**

Father's Name  Occupation

hPhone

cPhone

wPhone

Mother's Name  Occupation

hPhone

cPhone

wPhone

Person to Notify in Emergency (if parent not available)

hPhone

cPhone

wPhone

Doctor to Notify in Emergency

Phone

- The player name must exactly match what is on the Birth Certificate!**
- Enter all 9 digits of Zip Code, i.e. 45429-1234 – use US postal service [Zip Plus4 Lookup](#) link to look up the plus 4 digits
- County – it is very important that this is correct
- Area Code defaults to 937, change if necessary
- Phone Number, i.e. 233-7958
- Date of Birth (DOB) must be entered correctly
- Gender – only boys on a boys teams and only girls on a girls team
- Email - Parent email only! If the parent does not have an email address please enter the Head Coach email instead.

12. Items in the bottom "Parent/Guardian Information" section are optional with the exception that you must provide the name and contact information for at least one parent. We encourage you to fill in the other data as it may be extremely useful in an emergency.
13. Click on "Submit Player Information" button
14. Repeat for remaining players

### **Out of State Players**

1. If a player does not reside in Ohio South then you must get permission from the state association they reside in. ie – a player from Lima Ohio would need permission from OYSAN (Ohio North)
2. Permission must be requested each year.
3. When the state association gives the permission it will notify Ohio South who in turn notify mvysa, then mvysa will mark the player like this:  
---- OUT OF STATE - Permission received 2012-04-26 ----
4. This must be completed prior to mvysa issuing a card for that player.

### **Maximum and Minimum Number of Players:**

- U8, U9, U10 - Maximum of 12 players, Minimum of 7 players
- U11, U12- Maximum of 14 players, Minimum of 9 players
- U13, U14, U15 - Maximum of 18 players, Minimum of 12 players
- U16, U17, U18, U19 - Maximum of 22 players, Minimum of 12 players  
(no more than 18 may dress for any 1 game)  
*Must have minimum on roster to complete registration*

### **USYSA Membership Form**

1. Click the  button on the right side of the new player

2. Make sure ALL your information is correct, if not close the form window and make any last minute changes by clicking the **E** button of the left side of the players name



## USYSA Membership Form

OHIO SOUTH YOUTH SOCCER ASSOCIATION, INC. – PLAYERS



United States Youth Soccer Association  
Member of the United States Soccer Federation (USSF)  
Affiliated with the Federation Internationale de Football Association (FIFA)

Player ID: <b>2B9614-13255</b>		Season: <b>F08-S09</b>	
League Name: <b>MVYSA</b>		Age: <b>B12-1</b>	
Club/Team Name: <b>36 Springfield Thunder 96 Navy</b>			
<b>2B</b>	<b>11</b>	<b>002</b>	<b>002</b>
Region	State	District	League
		<b>36</b>	<b>2B9614</b>
		Club	Team
			<b>C</b>
			C/R

**PLAYER INFORMATION**

Name	<b>James Pauley</b>
Address	<b>2650 Springfield-Jamestown Road Springfield, OH 45505-4940</b>
Phone	<b>937 322-6129</b>
DOB	<b>1996-12-04</b>

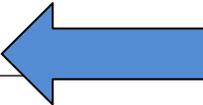
**SPECIAL NOTE TO ALL PLAYERS WHO PLAYED HIGH SCHOOL LAST FALL**

Ohio High School Athletic Association rules limit OSYSA teams to no more than five (5) players who played high school soccer at the same high school last fall (varsity, reserve, freshmen) from being on the same OSYSA team prior to June 1st. James Pauley played for: **NOT IN HS/DID NOT PLAY**

Father's Name:	Occupation:	Phone:
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3. The membership form should be printed in color
4. Use plain copier or printer paper to print the new players membership form
5. Get the form signed by the players parent in the TWO spots provided

**CONSENT FOR MEDICAL TREATMENT**  
As the parent or legal guardian of the above-named player, I hereby give my consent for emergency medical care prescribed by a duly licensed Doctor of Medicine or Doctor of Dentistry. This care may be given under whatever conditions are necessary to preserve the life, limb or well-being of my dependent.

Signature of Parent/Guardian \_\_\_\_\_ 

Parent address is the same as above.

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

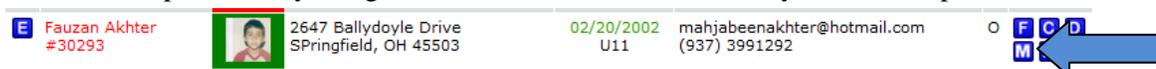
I, the parent/guardian of the registrant, a minor, agree that I and the registrant will abide by the rules of the USYS, its affiliated organizations and sponsors. Recognizing the possibility of physical injury associated with soccer and in consideration for the USYS accepting the registrant for its soccer programs and activities (the "Programs"), I hereby release, discharge and/or otherwise indemnify the USYS, its affiliated organizations and facilities utilized for the Programs, against any claim by or on behalf of the registrant as a result of the registrant's participation in the Programs and/or being transported to or from the same, which transportation I hereby authorize.

Name: \_\_\_\_\_ 

Signature of Parent/Guardian \_\_\_\_\_ 

Print parents name here!

- You can optionally upload the signed USYSA Membership form online. Click on the **M** button on the right of the player name on the **Edit Roster** page. Follow the directions on the upload screen. Avoid problems by using the Browse button to find the file you want to upload.



When the uploaded Membership form is approved by mvysa the **M** button will change to a **M** button. A **M** button indicates a rejected form. Click the **M** button to upload a new form or clear the entry

## Parents Code of Conduct

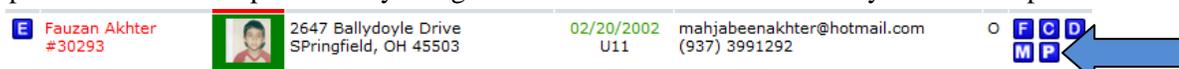
- You will need to show us one copy of the Parents Code of Conduct for each player signed by a parent of the player. The form can be found on the mvysa.com Forms page or on the link at the top of the **Edit Roster** page.

### Edit Roster

----- Use **Recover Player** to put last years players back on your roster! -----



- Print and get Parents Code of Conduct forms signed.
- You can optionally upload the signed Parents Code of Conduct form online. Click on the **P** button on the right of the player name on the **Edit Roster** page. Follow the directions on the upload screen. Avoid problems by using the Browse button to find the file you want to upload.



When the uploaded Parents Code of Conduct form is approved by mvysa the **P** button will change to a **P** button. A **P** button indicates a rejected form. Click the **P** button to upload a new form or clear the entry

## New Player Card

- Simply upload the new player's photo or bring it with other documents to the office. Mvysa will print the card.
- The photo needs to be current and different from previous year. A color face shot without sunglasses or hat that is 100 x 100 pixels or 1" x 1". The face needs to fill at least 75% of the photo and clearly show the player.
- You may upload a face shot of the player (digital photo) that will print on the card by clicking on



this box in the photo column. Follow the directions on the upload screen. Avoid problems by using the Browse button to find the photo you want to upload.

- a. The player headshot will appear on the **Edit Roster** page so you can see what was uploaded. The yellow background indicates that the photo hasn't yet been approved

	Brandon M Gibson #30182		1011 Woodhaven Court Springfield, OH 45503-6245	02/04/2003 U9	michael.d.gibson@saic.com (937) 342-8782	
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mvysa will review and approve or reject the uploaded photos on a daily basis

- b. When approved it will change to a green background and print on player card

	Robbie Barnett #30181		1731 Audubon Park Drive Springfield, OH 45504-1209	11/01/2002 U9	hbarnett5@yahoo.com (937) 342-4638	
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- c. If the photo is rejected the background will change to red. In the sample below the face is to small and photo needs cropped to just a headshot

	Justin T Maurer #30183		2119 Simon Court Springfield, OH 45503-1855	02/20/2003 U9	rmaurer8@woh.rr.com (937) 342-1654	
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Click on the photo to upload a better photo or to remove the old one

## Proof of Birth

1. Proof of Birth is usually a copy of the player's birth certificate.
2. See mvysa the Rules/League Rule 1.4 for alternatives.
3. The first time a player is registered mvysa verifies that the birth date you have entered in our system matches the Proof of Birth submitted, verifies the name entered in our system matches the Proof of Birth submitted, and keeps a copy of the Proof of Birth submitted.
4. If players name has been legally changed from what is on Birth Certificate then mvysa needs a copy of the document issued when the name was changed.
5. Proof of Birth for Players whose birth date is shown in green on your **Edit Roster** page have been previously verified by mvysa and does not require you to submit a Proof of Birth.

	Fauzan Akhter #30293		2647 Ballydoyle Drive Springfield, OH 45503	02/20/2002 U11	er@hotmail.com (937) 3991292	
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6. You can upload the Proof of Birth by clicking the players DoB on the **Edit Roster** page. Avoid problems by using the Browse button to find the file you want to upload.

	Justin T Maurer #30183		2119 Simon Court Springfield, OH 45503-1855	02/20/2003 U9	woh.rr.com (937) 342-1654	
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When the uploaded Proof of Birth is approved by mvysa the yellow background on the DoB entry will change to green. Red colored text indicates the Proof of Birth upload was rejected.

## Complete the Registration:

1. The players name on the **Edit Roster** page will be red until either all needed forms are uploaded or they are carded, then it will turn Green. Black color on players name means the players registration was completed and the card issued.
2. Bring your completed packet to the mvysa office at 7029 Taylorsville Road, Suite A, Huber Heights, OH 45424 (see the entry for "mvysa office" on the Map pages for directions)
3. Optionally you may upload all needed forms per directions above. When all needed files for the player have been verified their name will appear green. Once the players name is green, email

[office@mvysa.com](mailto:office@mvysa.com) with the team number and tell us whether to mail the card and updated roster or to hold them for pickup. You can upload part of the forms and bring the rest to the office to complete the player's registration.

4. All forms will be checked for accuracy and completeness, the card will be printed, stamped and laminated and the updated formal roster will be issued
5. Please direct all questions to the mvysa office - [office@mvysa.com](mailto:office@mvysa.com), (937) 684-4241 or (800) 948-5772