



These are instructions for Teams that have already been declared in the MOSSL system and are ready to add coaching staff and players to prepare for carding

Go to WWW.MOSSL.ORG

1. Click on **REGISTRATION** on the left
2. Click the **Team Login** tab and enter your **Team Number** and **Password** for the current season
 - a. Team Number and Password are emailed to the Team Contact and Coach that were assigned at the time the team was declared. The email will come from info@columbussoccer.com with a subject of- ****Please Save**** MOSSL Important Team Information.

Entering Coach/Staff/Player Information for carding

You may enter some information and return later to complete- do NOT print rosters or cards until ALL information is complete as the player ids will not match if you print before all the information is entered.

1. Click on **Assign Staff to this Team**

****PLEASE NOTE:** Only basic information was entered for Coaches and Team Contacts when the team was declared. **You MUST edit the coach/staff members to include all required fields.** Also per OSYSA rules, each team MUST have at least 1 Assistant Coach.

- A. Click on the Staff Member's Name or the Add Coach/Add Assistant Coach/Add Team Contact to add/edit the information for that staff member.
 - B. Complete the required fields and click Add or Update. If you choose to upload a picture, it will print on the card so a printed copy of the picture is not required.
 - C. If the Head Coach had any High School players, they can be added to the Coach form at the bottom of the screen.
 - D. To Print Coach Membership forms, click View/Print Form on the row with the coach's name.
 - 1) You must have a printed membership form for all Coaches (and they must be signed by the coach).
 - E. Once all staff members are added/updated, click the Return to Main Team link
2. Click on **Assign Players to this Team**

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****Please Note-** this section is to add players to a team that has not had their roster stamped and approved. If you are adding players to an existing team after the roster has been stamped and approved, you will need to Transfer In the players through the In Season change process.

- A. To Add Players to the roster, Click Add A Player to this Team
 - 1) If your player was in the same Club playing in MOSSL in the previous seasonal year, you can **Import** them:
 - a) To import a player application, enter a player's code by entering the player's gender ("B" for boy or "G" for girl) then the player's initials, their birth date, and a "check" digit which will be used in case multiple players exist (such as might occur with twins). In almost all circumstances, this "check digit will be an "A". ("B" for twin) EXAMPLE : JENNA SOCCER - BIRTHDATE- 10/14/1993 (to import her information from last year, her code would be – GJS101493A
 - 2) To Add a player manually, complete the required fields.
 - a) Use player's LEGAL FULL FIRST AND LAST NAME. This is the name on their birth certificate, passport, or driver's license. Other names, knick-names, shortened names WILL NOT BE ACCEPTED. You can enter these names in quotes between players first and last legal name.
 - b) If you choose to upload the player's picture it will print on the card so a printed copy of the picture is not required.
 - 3) Once the information is completed, click the Add button at the bottom of the screen.
 - 4) Click the Add A Player to this Team and repeat step 2 until all players have been added to the team.
 - B. To print player USYSA Membership Forms, click Print All Player Forms.

Please Note: The computer generated player membership form with MOSSL parent's code of conduct contract form must be printed for all players. **All three boxes at the bottom of the form are to be completed, signed, and dated by parent or legal guardian** unless a hand written player membership form with all three boxes at the bottom have been completed, signed and dated by parent or legal guardian. MOSSL parent's code of conduct contract is to be completed, signed and dated by parent(s) or legal guardian(s). **Note:** Paperwork for players 18 or older at the time of signing, the player is to sign the paperwork in place of parent(s) or legal guardian(s).

 - A. Click Return to Main Team to continue
3. Click **Generate Team Roster** when you have completed entering all Staff and Players.
- A. Click OK if you have entered all staff and players

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- B. Print 3 Rosters
 - C. Close the browser window to return to the registration system.
4. Click **Print Cards** when you are ready to prepare the official team cards for your team- cards must be printed in color on MOSSL card stock.

USEFUL TIP: Follow printing instructions and print. If you have not printed on card-stock before, print one sheet on regular paper and hold it behind the card-stock to see if it lines up. If you have trouble printing the passes, we are happy to print them for you. Please call us and give us a couple days' notice.

Printing Instructions:

1) Verify Your Team Information

Please verify that your entire team's information is correct. Print out your player roster, player membership forms, and coach membership forms and make sure all data is correct before printing your team's cards. This will prevent inaccurate information from being placed on the cards which might otherwise require you to re-print them later.

2) ** Color Printing Required**

MOSSL requires that team cards be printed with the appropriate color scheme. Assure that your printer can print in color before proceeding.

3) Before printing:

- Select "Page Set-up" and make sure the margins are set to less than .5 (on each side, top and bottom)
- Make sure (the screen shown below appears when you go to "Print")
- Make sure you are printing at 100%
- Make sure the *Page Scaling is set to "None"*
- With the above settings, the cards should print fine
- If not, you may have an issue with your installed version of Adobe Acrobat and you may want to contact Adobe (or their printer manufacturer) for assistance

4) Do Not Remain Inactive

Do not log into the system and then remain inactive. After 20 minutes of inactivity, you will be logged out and need to restart the registration process.

- A. Click OK if you are ready to print all Coach and Player Cards.
- B. After reviewing the Printing Instructions above, click your Printer Icon or the File>Print option in your browser.
- C. Close the browser window to return to the Registration screen

USEFUL TIP: If after printing the cards and roster, but before you card with the registrar's office, you have changes, please note that the player pass numbers may change sequence, so you will need to reprint the roster and cards. If you have changes after you finish carding with the registrar's office, these should be made via IN SEASON CHANGES.

5. If you are 100% sure you are finished adding Staff and Players, printing Membership Forms, and printing Cards, you can click **the Move to In-Season Changes**. You can also wait until after you have your Roster and Cards stamped and approved at the Registrar's office to complete this step.

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Check with your Club Administrator to determine who will be 'carding' the team with the MOSSL Registrar's office. The person carding the team will need to contact the MOSSL/BPYSL registrar's office at 614-436-6775 to make an appointment. See below for the checklist of items needed for this appointment.

BE ADVISED: This appointment should be made 2 to 4 weeks prior to your first game or tournament. The registrar's office is very busy and Administrators should have NO EXPECTATION that an appointment will be available a few days before your first event.

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CARDING LIST

TEAM NAME: _____

TEAM #: _____

AGE: U _____

	<p>USYSA PLAYER MEMBERSHIP FORM - signed in 3 spots at the bottom of the form. Team number must be included on each form. (If the parent signed forms are not printed from our system, we will need the system printed copies in addition to parent filled out and signed USYSA player membership form.) <i>Admin/Team keeps original, MOSSL to be provided ONE copy.</i></p>
	<p>COPY Birth Certificate, passport, driver's license, state ID, or previous season's player pass. <i>Admin/Team keeps copy, MOSSL to be provided ONE copy.</i></p>
	<p>MOSSL Code of Conduct- Signed for each Player <i>Admin/Team keeps original, MOSSL to be provided ONE copy.</i></p>
	<p>COACH USYSA MEMBERSHIP FORMS for ALL rostered coaches signed in 2 spots at the bottom of the form. <i>Admin/Team keeps original, MOSSL to be provided ONE copy.</i></p>
	<p>Approved RISK MANAGEMENT for ALL rostered coaches dated within the last 3 years after 7/1 of the current year (must be valid thru the END of the current seasonal year). <i>Admin/Team keeps original, MOSSL to be provided ONE copy.</i></p>
	<p>NFHS CONCUSSION CERTIFICATE for ALL rostered coaches dated within the last 3 years after 7/1 of the current year (must be valid thru the END of the current seasonal year). <i>Admin/Team keeps original, MOSSL to be provided ONE copy.</i></p>
	<p>Copy of Coach License <i>Admin/Team keeps original, MOSSL to be provided ONE copy.</i></p>
	<p>MOSSL Office Coach License Form – SIGNED 2 spots http://moss.org/wp-content/uploads/2013/01/MOSSL-Coaches-Form.pdf <i>Admin/Team keeps original, MOSSL to be provided ONE copy.</i></p>
	<p>PLAYER & COACH Cards/Passes with 1"x1" color photos affixed, unless you uploaded to the registration system and printed on the card. (new 2014/2015) PRINTED IN COLOR</p>
	<p>3 Printed Rosters from Registration System Admin will be returned TWO stamped rosters; BPYSL will keep ONE for our files. Once returned, you should NEVER give away your blue stamped original rosters; you should make copies to give tournaments or other organizations that request a copy of your original roster.</p>