

# Registering an EPYSA Team to Go out of state

1. Please contact Eastern PA Youth Soccer with any questions 610-238-9966.
2. First step is that all of your coaches need to register with the EPYSA Risk Management Registration system at [epysa.org](http://epysa.org), Online Registration, Step 2: Risk Management Application.
3. Be sure the out-of- state league you wish to play in was listed on your club's RG-1. It can be added to the RG-1 at any time by your club's travel registrar or your president.
4. Collect a picture and legal proof of age for each player – copy of birth certificate, passport or driver's license.
5. Then **register your team** at: [www.epysa.org](http://www.epysa.org) , Online Registration, Travel Team Registration.
  - a. Choose the out of state league as the league for your team.
6. Use the ID and password you then receive to enter the EPYSA Travel Database at [www.epysa.org](http://www.epysa.org), Online Registration, Travel Team Database.
  - a. **Registering your players**
    1. Travel Team Database, Main Menu, Access Team Management, Team Main Page, Data Type: Players.
    2. Put your players into the system using the appropriate button(s) on the right side.
      - a. First and last name of player must EXACTLY match name on legal proof of age.
      - b. For players, use NO nicknames, NO middle initials, NO suffixes such as Jr. or III, etc.

## 7. Printing Passes

- a. Request blank passes from Meghan or your club.
- b. Put the passes into your printer and print one out for each coach and player using Team Main Page, Team, Print Passes.
- c. The PDF format works best for most people.
- d. Have players sign the pass with legal first and last name.
- e. Attach picture to back of each pass over "ATTACH PHOTO HERE".
- f. Do "d" and "e" for coaches.

## 8. RG-6's

- Print RG-6 for each player and have a parent sign them.
  - (Access Team Management; Data Type: Team, Print RG-6)

## 9. Print Roster

- Access Team Management; Data Type: Team, Print Roster

## 10. Print PS-1

- Print out a PS-1 for the team. (PS-1 is available at Main Menu, Forms to Download. )
- Complete the section "Permission for Team to Participate in League Outside EPYSA Boundaries."

## 11. Send to Meghan: EPYSA, 4070 Butler Pike, Plymouth Meeting, PA 19642

- a. Roster
- b. PS-1
- c. RG-6s for players signed by parent.
- d. Passes for players and coaches, signed with pictures attached.
- e. Legal proof of age for each player..
- f. Check made out to "EPYSA" for \$275.00