



# Michigan State Youth Soccer Association

*MSYSA does not accept player registration forms via physical copies or emailed PDF documents. Instead, only player registration documents completed through SportsForms will be accepted.*

## SportsForms, Player Registration Forms, and Obtaining Pass Cards

1. Each NLC and DA club/team should disseminate the below link to every parent/guardian whose child was offered a roster spot on the team.

PLAYER REGISTRATION PAPERWORK – <https://www.sportsforms.club/msysa.html> \*

*\*Note: If your club is working directly with SportsForms for player document collection, please disseminate the club-specific link you were provided instead of this link.*

2. Every parent/guardian must complete the forms contained in the link above. This includes uploading a birth certificate or passport as proof of birth. This proof of birth document must be legible, however, social security numbers can (should) be blacked out. *(If a family does not upload a legible copy of proof of birth, please email a copy to [sarah@michiganyouthsoccer.org](mailto:sarah@michiganyouthsoccer.org) for upload instead of asking the family to re-submit the form).*
3. Upon submission of the form, the player's registration document will be stored in a secure, online folder. After the seasonal year, all documents will be archived and stored within the MSYSA State Office.
4. Each club will be given access to a secure, online folder (via Google Drive) that contains the player registration documents for their players only.

*Club Administrators – Feel free to create new subfolders and move player documents into those subfolders. However, do NOT change the name of the main folder assigned by MSYSA.*

It is expected that a club administrator will review every single proof of birth document to ensure that birthdates in GotSport are accurate and to initiate the international clearance process for players when applicable.

5. While families are completing the online registration form, the club will need to update team rosters in GotSport. This includes getting the proper players, coaches, and managers listed for each team **on the event roster**. **Rosters and pass cards will be generated from the DA or NLC REGISTRATION event in GotSport** (not scheduling event). Pictures and jersey numbers are required for all players, and pictures are required for all coaches and managers.



# Michigan State Youth Soccer Association

Helpful GotSport Instructions for Creating Event Rosters:

- <https://gotsport.zendesk.com/hc/en-us/articles/360023085313-Add-A-Player-To-An-Event-Roster->
- <https://gotsport.zendesk.com/hc/en-us/articles/360051169174-Cloning-A-Team-Roster-to-Submit-to-an-Event-as-A-Club-Admin>
- <https://gotsport.zendesk.com/hc/en-us/articles/360042164713-Add-A-Coach-To-An-Event-Roster->
- <https://gotsport.zendesk.com/hc/en-us/articles/360041692834-Add-A-Manager-To-An-Event-Roster->

6. When a team's event roster has been updated in GotSport and when all players on that team have submitted the online registration form, the club administrator will need to initiate a request for pass cards from MSYSA. This may only be done by the club and this may only be done using the below link:

PASS CARD REQUEST FORM – <https://system.gotsport.com/forms/789L00476>

**Note: The request for pass cards must be submitted at least two (2) weeks prior to when a team needs their pass cards. Any requests made with less than two weeks notice will incur a \$100 rush fee.**

**RUSH ORDER PAYMENT FORM - <https://system.gotsport.com/forms/307Y86374>**

7. Upon receipt of a request for pass cards, MSYSA will review the team's paperwork. If everything is complete, a roster and pass cards will be E-MAILED back to the club. The club must arrange for the cards to be printed in color and laminated prior to use.

Please remember there will be 200+ teams all looking for their rosters and pass cards at the same time in the summer. Clubs can help expedite the process and alleviate potential delays by reviewing the proof of birth documents and getting a head start on requesting international clearance for any player who needs it.