**League/Tournament Team Steps**

The following is a basic overview of how to get your players and staff registered. This is not a complete list of help articles. Please view the [entire list of help articles](https://gotsport.zendesk.com/hc/en-us/sections/1500000057122-US-Club-Soccer) and the [US Club Soccer website](https://usclubsoccer.org/) for more information.

Fill out application to Join US Club Soccer: <https://usclubsoccer.org/join/>

* Do NOT fill out multiple applications – you only need one
  + The approval is a manual function that has numerous steps
  + The approval is not automatic – please allow a few days for processing
* Make sure you add the League Name that you are to affiliate with on the application
* Make sure the Organization Name is not your own name and should not be very common
  + This will hold up approval while we verify names and whether it is an existing organization

You will receive an email once the approval has been completed and the organization is set up

* There are instructions on next steps and links to the [help articles and a taped webinar](https://gotsport.zendesk.com/hc/en-us/articles/1500012550502-Org-Admins-Club-Registrars)

**Basic Instructions:**

* Log into your account: <https://gotsport.zendesk.com/hc/en-us/articles/360038501993>
* Add your coaches/managers as soon as possible so they can fulfill the requirements:
  + [Upload coaches from a .csv file](file:///C:\Users\andy.martinez\Downloads\o%09https:\gotsport.zendesk.com\hc\en-us\articles\1500012796201)
  + [Manually upload coaches](https://gotsport.zendesk.com/hc/en-us/articles/360023076233)
  + [Upload managers from a .csv file](https://gotsport.zendesk.com/hc/en-us/articles/1500012830741)
  + [Manually upload managers](https://gotsport.zendesk.com/hc/en-us/articles/360042162493)
* **NOTE**: Coaches/Managers should not be on the field until they have completed the following requirements:
  + Background Screening – on average this takes 3-5 business days for approval. Expect longer turnaround times during fall registration with the higher volumes
  + SafeSport Training
  + Disqualification/Suspension Review
  + Membership has been purchased
* **NOTE**: [These help articles](https://gotsport.zendesk.com/hc/en-us/articles/1500012550782-Staff-Coaches-and-Managers) are geared specifically to coaches and managers to assist with their requirements
* Add your players:
  + [Upload players from a .csv file](https://gotsport.zendesk.com/hc/en-us/articles/1500012795361)
  + [Manually upload players](https://gotsport.zendesk.com/hc/en-us/articles/360038213154)
  + [Add a proof of birth to the player profile](https://gotsport.zendesk.com/hc/en-us/articles/360044713054-Add-Documents-Birth-Certificates-to-a-Player-) – can be a birth certificate, passport, driver’s license, or any government issued document. US Club Soccer will manually approve the proof of birth
  + [Add a player photo](https://gotsport.zendesk.com/hc/en-us/articles/360045221573-Add-Edit-a-Player-Photo-) – headshot only from shoulders up. No hats or sunglasses
  + [Certify that you have the R002 medical waiver form on file](https://gotsport.zendesk.com/hc/en-us/articles/1500012553022)
  + [Add a parent/guardian](https://gotsport.zendesk.com/hc/en-us/articles/1500009304221-How-to-Add-a-Parent-Guardian-to-a-Player-Account) to the player’s profile if they cannot view the child within their account
    - Note: If you want the parents/players to upload their own documents & forms, [these help articles](https://gotsport.zendesk.com/hc/en-us/articles/1500012550802-Players-Parents-Guardians-) are geared specifically to the parent/player
  + For **players 18+,** [add an email/user ID](https://gotsport.zendesk.com/hc/en-us/articles/6527286612247) to allow completion of the SafeSport requirement
    - View the [SafeSport/Sex Offender Registry Review sections](https://gotsport.zendesk.com/hc/en-us/articles/1500012550502-Org-Admins-Club-Registrars) of help articles and videos for players that are 18 or will be turning 18 during the current season
* [Create your team](https://gotsport.zendesk.com/hc/en-us/articles/360038920014): Make sure you use the correct Competitive Level – it should be US Club Competitive
  + **Note:** Locking the roster is optional (Step 3 and 4)
* [Affiliate the team with the league](https://gotsport.zendesk.com/hc/en-us/articles/6329850764311)/ select the appropriate US Club Soccer registration event (2023-24)
  + This will be the league . It does not matter what event they are going to. At this point you want to choose either the League or US Club Soccer that has 2023-24 (or current season) Registration/Passcards & Rosters in order to build your roster.
* [Add players and coaches/managers](https://gotsport.zendesk.com/hc/en-us/articles/1500012763442) to the team to build your roster. (Steps 1-9)
  + **Note:** When in roster builder, always click on the Refresh or Purchase button. This will show you the most current information for the players/staff
* [Purchase registrations](https://gotsport.zendesk.com/hc/en-us/articles/1500012763442) Steps 8-12
* [Printing rosters and passcards](https://gotsport.zendesk.com/hc/en-us/articles/4403550638743-Printing-US-CLUB-Rosters-and-Pass-Cards)

FOR THE COMPLETE LIST OF HELP ARTICLES AND VIDEOS, PLEASE SEE: <https://gotsport.zendesk.com/hc/en-us/sections/1500000057122-US-Club-Soccer>

Thank you for choosing US Club Soccer!