

ONLINE REGISTRATION

The Online Registration process is composed by various steps. These steps must be performed in the following order:

- Step 1 - League Registration
- Step 2 - Team Registration
- Step 3 - Team Officer Registration
- Step 4 - Player Registration

To perform any of the above registrations, go the NJSA website www.soccernjsa.com. Look across the various Tabs until you find the REGISTRATION tab. The various steps are listed under this tab. Just click on the desired step.

DESCRIPTION

STEP 1 – LEAGUE REGISTRATION

The first step to the online Registration is the LEAGUE registration. A Tournament is registered like a League.

All League registrations expire on July 31st each year for Fall/Spring Leagues, and August 31st for Summer Leagues.

In the case of Tournaments, the registration expires at the end of the Tournament. Starting on August 1st each year, a League can register for a new season. To register a League, please follow the attached instructions.

Once a League completes its registration, the Online Registration System will send a confirmation e-mail to the League' Main Contact and to the NJSA Office. This confirmation will contain also a USERNAME and PASSWORD for use when logging in as a LEAGUE in the MEMBERS ONLY section of the NJSA website.

The NJSA Office will APPROVE the League registration upon receipt of the League affiliation fee.

Once approved by the NJSA office, the League will be listed as an Approved League for the season.

A Detailed Description of the League Registration process is available on the website under the REGISTRATION / INSTRUCTIONS / LEAGUE REG. DETAILS tab.

STEP 2 – TEAM REGISTRATION

AFTER the League is approved by the NJSA office, teams that are going to join that League, can register with the NJSA.

All team registrations expire on July 31st each year for Fall/Spring Leagues, and August 31st for Summer Leagues.

Tournament teams will expire at the end of the Tournament.

Starting on August 1st each year, a Team can register for a new season, provided the League where they want to play has also registered and was approved by the NJSA Office for the new season.

Once a Team completes its registration, the Online Registration System will send a confirmation e-mail to the Team's Main Contact , to the League of affiliation and to the NJSA Office.

This confirmation will contain also a USERNAME and PASSWORD for use when logging in as a TEAM in the MEMBERS ONLY section of the NJSA website.

The NJSA Office will APPROVE the Team's registration upon receipt of the Team affiliation fee.

Once approved by the NJSA office, the Team will be listed as an Approved Team for the season.

Once approved, there is no refund of the affiliation fee.

A Detailed Description of the Team Registration process is available on the website under the REGISTRATION / INSTRUCTIONS / TEAM REG. DETAILS tab.

STEP 3 – TEAM OFFICER REGISTRATION

AFTER the Team is approved by the NJSA office, all teams are required to register AT LEAST ONE Team Officer.

Their registration will expire when the team's registration expires.

Teams are allowed to register up to 4 team officers.

An Officer Card will be issued for each of the Team's Officers registered.

At a minimum, the Team Manager must be registered as a Team Officer and receive an Officer card.

Coaches and anyone else who is involved in the team's operations should also be carded.

A Team Officer CAN BE an Officer for more than one team in the same league or in a different League.

Insurance requires that at least ONE team Officer be present at all games and practices. Injury claims for an injury that occurred during a non-supervised activity will not be accepted by the Insurance.

During registration, a Team Officer is required to define a Player Registration Password code to be used when registering a player on the team.

Each Team Officer shall have a different Player Registration Password.

This password can be given to an individual player when such player is going to register him/herself.

During registration, each Team Officer will be required to accept a waiver that outlines his/her Obligations as a member of the NJSA.

At the conclusion of the Team Officer Registration, such Team Officer **MUST PRINT** his/her the completed registration form **AND SUBMIT it to the NJSA.**

This registration form must be accompanied with all requested documentation including a COLOR picture to make an officer pass, if necessary.

Each Team Officers will be issued a card that identifies him/her as a person responsible for the team during a game or practice.

A Detailed Description of the Team Officer Registration process is available on the website under the REGISTRATION / INSTRUCTIONS / TEAM OFFICER REG. DETAILS tab.

STEP 4 – PLAYER REGISTRATION

AFTER at least one Team Officer is registered for a Team, Players can be registered for that team.

All Player Registrations expire on July 31st each year for Fall/Spring Leagues, and August 31st for Summer Leagues.
Player Registrations for Tournament teams will expire at the end of the Tournament.

In order to register a player, the person that uses the Online Player Registration process (the Player or the Team Officer), will be required to enter a Player Registration Password code. This is the code that was defined by the Team Officer during his/her registration.

During registration, a player that registers him/herself will be required to accept a waiver that outlines his/her Obligations as a member of the NJSA.

If a player is registered by a person other than the player him/herself, then such person is responsible to inform the player of the fact that he/she has accepted the waiver in their name, and will be responsible to inform the player of the content of such waiver.

Once a Player registration is completed, the Online Registration System will send a confirmation e-mail to the Player (if a valid e-mail address was entered during registration), to Team's Main Contact (Team Manager), to the League of affiliation and to the NJSA Office.

Team Managers are suggested to SAVE those registrations confirmations for the duration of the whole season.

At the conclusion of the Player Registration, the person that registered the player (Player or Team Manager or Team Officer) **MUST PRINT** the completed player registration form **AND SUBMIT it to the NJSA**.

The Player registration confirmation will detail which documents (if any) and/or if a COLOR picture to make a new Player Pass, MUST be submitted to the NJSA. This Player registration confirmation will also details HOW MUCH the player has to submit, in order to be registered.

Once the NJSA office receives payment for the Player registration with all detailed documentation and required registration fee, the NJSA will approve the registration and the player becomes eligible to participate in any game for the team he registered for, during the current season.

Once approved, there is no refund of the Player Registration Fee.

A Detailed Description of the Player Registration process is available on the website under the REGISTRATION / INSTRUCTIONS / PLAYER REG. DETAILS tab.