

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.

ONLINE PLAYER REGISTRATION

- 1) Go to the NJSA website at www.soccernjsa.com
- 2) Point to the REGISTRATION TAB and then CLICK on PLAYER REGISTRATION.
- 3) The PLAYER REGISTRATION FOR will indicate the season for which the registration will be valid. You cannot change it.
- 4) ENTER PLAYER DATE OF BIRTH: Enter the Date of Birth of the player you are trying to register.
- 5) CHOOSE PLAYER NAME: A list of all the players that were born on the date selected above for whom we have a record, will be listed on the Drop Down list. If the player you want to register is on the list, then point and click on that name. If the player is NOT on the list, 1) Make sure you entered the correct date of Birth, 2) the NJSA does not have any record for this player based on the date of Birth you entered.
- 6) If a Player IS NOT on the list, he/she will have to be registered as a NEW PLAYER
- 7) If a PLAYER IS on the list and you point and CLICK ON IT, the most recent registrations for this player will be displayed as well as all the information that is available in the NJSA database.
- 8) LEAGUE (required): You must select one of the Leagues that are listed. If a League is not registered for the current season, you will not see that League name on the list. You need to call your League and let them know that they need to register with the NJSA.
- 9) TEAM NAME (required): You must select one of the Teams that are listed. If a Team Officer has not yet registered for the current season for the team you want to register for, you will not see that Team name on the list. You need to call your Team Manager and let them know that they need to register with the NJSA.
- 10) PLAYER REGISTRATION PASSWORD: this is a safety feature so that only those individuals who are connected to the team will be able to look at the player information and to register the selected player for the team. The Player Registration Password is a code that is set up at the time of registering the Team Officer. It should be managed and maintained by the person that registered the team. This password will allow a Team Officer to control who is going to be registered on the team.

11) SHOW DATA button: After you entered the Player Registration Password, you must click on this button in order to be able to see all the information that is available in the NJSA database. If you DID NOT enter the Player Registration Password, or if you entered an incorrect Password for the team that you are trying to register this player on, NO DATA on the chose player will be displayed and you will not be allowed to register that player.

PLAYER INFORMATION section

12) PASS ON FILE (pre-populated): this shows if there is Pass for the selected player in the selected League. Depending on this indicator, a player MAY or MAY NOT be required to submit a COLOR picture.

13) MEMBERSHIP TYPE (pre-populated): This is the Team type that a Team was registered as.

14) If any Player information is displayed, **you can change it at any time** either at the moment of registration or later on by the Team Manager. If no information is displayed in the case of a NEW player, then all required information must be entered.

15) PLAYER NAME (Required): Enter the player's First and Last Name

16) PLAYER TYPE (Required): Select a player type out of the ones in the list. A player can only be an Amateur or a Professional. A professional is a player that has a contract to play with a team. Any Professional player should contact the NJSA for additional information

17) LAST 4 DIGITS OF ID (Required): Enter the last 4 digits of the player's SSN. See the "[What is this](#)" link for more information.

18) GENDER (Required): Chose the proper gender of the player

19) ADDRESS, CITY, STATE, ZIP and TELEPHONE (Required): Enter the correct player address and phone.

20) COUNTRY OF BIRTH (Required): Enter the correct Country name where the player was born.

21) E-MAIL ADDRESS (Optional): Enter the player's e-mail address if he/she wants to receive communications from the NJSA. A Registration confirmation will ALSO be sent to this e-mail address if one is supplied for the player.

- 22) Warning message: THIS PLAYER WILL BE REQUIRED TO PROVIDE ADDITIONAL INFORMATION AS LISTED BELOW TO COMPLETE THE REGISTRATION will be followed by a list of Documents that are needed to complete the registration. EACH of the items listed MUST be submitted to the Registrar in order to get APPROVAL to play. These items can be: 1) Proof of Date Of Birth, 2) Proof of SSN, 3) Picture. Each item is explained by clicking on the "What is this" link next to each item.
- 23) "REGISTER THIS PLAYER" button: once you complete the information on the registration page, you need to click on the "Register This Player" button. Clicking on this button, will create a registration record for the player waiting for approval from the Registrar.
- 24) ATTENTION: THERE IS ANOTHER HIDDEN SECURITY FEATURE HERE: if you DO NOT CLICK on the "REGISTER THIS PLAYER" button and if you use the BACK button without clicking on the REGISTER button, no registration record will be created for the player. If you look at 3 players without registering any of them, your computer IP ADDRESS will be frozen and you will not be allowed to register another player for 24 hours.
- 25) Once you click on the "Register This Player" button you will be prompted with some Insurance Waivers that must be accepted in order to complete the registration process.
- 26) The first waiver warns you about the dangers of playing in a physical contact sport like soccer. You need to click on ACCEPT before you can continue.
- 27) The second waiver tells you that you are playing in a structured organization and that the player will accept all its rulings and financial responsibilities. You need to click on ACCEPT before you can continue.
- 28) If the player is under the age of 18 years old, a third waiver will have to be accepted by the Parent/Guardian of the player allowing the minor to play against older players. This waiver needs to be accepted by the Parent/Guardian and must have the last 4 digits of the SSN of the Parent/Guardian.
- 29) Once you complete the acceptance of the waivers, the Player is registered for the current season and will be waiting for Approval by the Registrar.
- 30) Upon Registration of the player, the TEAM MANAGER will receive a CONFIRMATION about the player registration. The LEAGUE will also receive a copy of that confirmation. The NJSA REGISTRAR office will receive notification of the Player's registration.
- 31) After acceptance of the player waivers, the registration process will send you to the next page, where you will be given the choice as to what type of payment you

want to make to register the Player. There is a fee set by the NJSA for each player registration. Each League MAY add an additional administrative fee.

- 32) If you pay using PayPal or by Credit Card, assuming that the payment is completed successfully, the registration confirmation will indicate that the player registration fee was paid.
- 33) After the payment options, you MUST PRINT the completed form. 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.
- 34) If no additional documentation is required to complete the registration and if Payment was made online, then the Registrar will APPROVE the player registration within 24 hours and the player pass will be delivered to the Team Manager of record for that team.
- 35) If additional documentation is required or if payment was not made online, then approval will be granted AFTER ALL MISSING DOCUMENTS and THE PAYMENT are received by the Registrar. The Player Pass will be delivered to the Team Manager on record for that team.
- 36) If you have to submit additional documentation or if you chose to pay using check or cash, then YOU MUST PRINT the completed registration and MAIL IT with your check (NJSA, P.O. BOX 9765, TRENTON, NJ 08650), or you can DELIVER IT to the NJSA office with your check or cash. Do not mail cash. Upon receipt of all documents or the payment, the NJSA office will APPROVE the registration within 24 hours and the player pass will be delivered to the Team Manager on record for that team.
- 37) A player will not show up on a team's official roster until after it is approved by the Registrar.