

TEAM REGISTRATION

AFTER a 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.

ONLINE TEAM REGISTRATION with N.J.S.A.

- 1) Go to the NJSA website at www.soccernjsa.com
- 2) Point to the REGISTRATION TAB and then CLICK on TEAM REGISTRATION.
- 3) 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 that League and let them know that they need to register with the NJSA.
- 4) If your team is NOT CHANGING the team name, you are a RETURNING TEAM, and you need to select your team name from the list of teams. If you are going to change the team name, you must follow the instructions as if you were a NEW TEAM

- 5) If you are a RETURNING TEAM, you must enter the USERID and PASSWORD that were e-mailed to that team manager on record, and click on the LOGIN button. If you are a new manager and the old manager did not give you the information, or if you do not have that information, please call the NJSA.
- 6) If you are a NEW TEAM that was never affiliated with the League that you are trying to register for, or if you want to change your team name with the League you are trying to register for, then you have to click on the REGISTER NEW TEAM link at the bottom of the page.
- 7) Once a team is registered (new or returning), you can update any of the team's information by logging in the MEMBERS ONLY feature. Only the Team Manager (holder of the Userid and Password for the team) can make changes to the Team information.

OFFICIAL TEAM INFO section

- 1) If you are a RETURNING TEAM, you will find some team information already pre-populated: you can change anything on that page except for the League and your Team Name. If you are a NEW TEAM, you will have to fill in all the required information.
- 2) LEAGUE OF AFFILIATION (required): this is the League you will be affiliating with. If you are a RETURNING TEAM for the chosen League, this name will be pre-populated and cannot be changed. If you are a NEW TEAM, make sure you select the correct League.
- 3) TEAM NAME (required): This is the official name of your team. If you are a RETURNING TEAM with the chosen League, this name will be pre-populated and cannot be changed. If you are a NEW TEAM with the chosen League, make sure you enter the official name the way you want it to read. If you enter the same name of a team that was already affiliated in that League at a previous time, you will be asked to enter another team name.
- 4) "Do you want to register a reserve team?": Answer YES if you are going to register a Reserve team at this time. If you are going to register a Reserve team at this time, you will be asked to enter the RESERVE TEAM NAME. A Reserve team name is ALWAYS the Main Team Name followed by some identifier. If a RESERVE team already exists, then you can pick the correct reserve team name, otherwise you will have to specify the IDENTIFIER ONLY since the main team name will automatically added in FRONT of the identifier.

- 5) RESERVE TEAM NAME (shown only if you have answered YES to the previous question): If you want to register a Reserve Team at this time IN THE SAME LEAGUE, you MUST enter the identifying name. Reserve teams must have the same name as the Main team (the TEAM NAME above). You have to type the part of the team name that makes it a Reserve team (i.e. “#2” or “B” or “O-30” or “Reserves”, or “O-40”). The advantage of having a Main Team and a Reserve Team, is that by registering them BOTH at this time, all players registered by one team will be also on the roster of the other team and viceversa. If you decide at a later time to register a reserve team, instead of doing it at this point, the reserve team will NOT be able to exchange players with the Main Team or viceversa. You can have only ONE Reserve team associated with a Main Team. The Reserve Team will have the same Manager and Alternate information as is being entered here for the Main team. Once registered, the Team Manager and Alternate Contacts for a Reserve team can be changed afterwards. Also participation in the State cup for the Reserve Team must be done afterwards.
- 6) WEBSITE (optional): enter your website address if you have one.
- 7) GENDER (required): must chose if this is a Male or a Female team
- 8) TEAM TYPE (required): this field is pre-populated for you depending on the League that you are joining.
- 9) STATE CUP (optional): This information can be updated at any time up to until the deadline set for each competition. State Cup participation is reserved to Premier, Regional, and U20U23 Development and Professional teams only. All other types of teams are NOT allowed to enter the State Cups. Here you can indicate if your team will be entering one of the NJ State Cup competitions. If you chose “YES”, then you will be able to select which State Cup you want to enter. A team is allowed to enter only ONE State Cup (round button) and, if they wish, ONE U20/U23 state cup (square button). If you chose to enter a State Cup, you will be charged the appropriate State Cup fee at the end of the Team Registration process. Please refer to the State Cup web pages for all details, rules and requirements.
- 10) NATIONAL CUP (optional): This information can be updated at any time up to until the deadline set for each competition. This is reserved to Premier, Regional, and U20U23 Development and Professional teams only. All other types of teams are NOT allowed to enter the National Cups. Here you can indicate if your team will be entering one of the USASA National Cup competitions. If you chose “YES”, then you will be able to select which National Cup you want to enter. A team is allowed to enter only ONE National Cup (round button). U20/U23 Development teams can enter two National Cups. If you chose to enter a National Cup, you will be charged the appropriate

National Cup fee at the end of the registration process. Please refer to the National Cup web pages for all details, rules and requirements.

TEAM MANAGER INFO section

- 11) MANAGER NAME, ADDRESS, CITY, STATE, and ZIP (required): enter all the appropriate information for the main contact person who will be treated as the Team Manager.
- 12) HOME TEL (optional): this is the HOME PHONE number
- 13) CELL (required): This is the number where the Team Manager can be reached in case of emergency even on a Sunday (i.e. for referees)
- 14) FAX (optional): if you have one
- 15) MANAGER E-MAIL (required): must indicate the address where you want to receive any communications and/or confirmations for the team's activities (i.e. player registrations) from the NJSA.
- 16) MANAGER OTHER E-MAIL (optional): if you have another e-mail address where you want to receive any communications from the NJSA.

ALTERNATE CONTACT INFO section

- 17) All fields for the ALTERNATE CONTACT are optional
- 18) Please read the disclaimer at the bottom of the Team Registration page: by submitting the registration, you agree to all rules and regulations of the NJSA.

SUBMIT TEAM REGISTRATION

- 19) "REGISTER" button: once you complete the information on the registration page, you need to click on the "Register" button.
- 20) Once you click on the "REGISTER" button you will be prompted with the type of payment you want to make to register the team: you will be able to pay using PayPal, or by Credit Card or by Cash or by Check.

- 21) If you pay using PayPal or by Credit Card, assuming that the payment is completed, you will receive an e-mail CONFIRMATION about your payment. The NJSA office will also receive notification of your team payment and they will APPROVE the team's registration within 24 hours.
- 22) If you chose to pay using Check or Cash, then **YOU MUST PRINT the completed registration and MAIL it to the NJSA with your check** (mail to 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 RECEIVING PAYMENT, the NJSA office will APPROVE the team's registration within 24 hours.
- 23) Upon completion of the registration, the Main Team Contact will receive a confirmation of the team's registration by e-mail. This confirmation will contain the Userid and Password to be used by the Team. You can use this Userid/Password to access the Team's account in the MEMBERS ONLY section of the NJSA Website. Logging into your team's account allows your team to update the team information, or to access the Player Search tool, or to submit a Request for Certificates of Insurance, or to Report an Injury, or to look at the team's Current Registration status.
- 24) Upon completion of the online Registration, the Team Manager, the League of affiliation and the NJSA will receive an e-mail indicating the team's request of registration with all the details as entered online.
- 25) Upon APPROVAL by the NJSA office, you will be able to start registering the Team Officers and after that, the Players.