2017 Changes to the Player Registration Procedure

1. The following changes will be reflected to the Player Registration Process effective for the 17/18 season
2. To register a player (new or existing) you need to go to the **REGISTRATION** process.
3. For GSSL teams, you must go to the GSSL.COM website, and access via the PLAYER REGISTRATION
4. For all OTHER NJSA LEAGUES teams, you need to register thru the PLAYER REGISTRATION in the SOCCERNJSA.COM website.
5. After entering the Player’s Date of Birth, you will be asked if you want to REGISTER A PLAYER or if you are UPLOADING DOCUMENTATION ONLY (this is explained later on in this document…)
6. REGISTER A PLAYER
7. When Registering a NEW PLAYER:
8. Proof of SSN is NO LONGER REQUIRED. Every New Player will be assigned a 4 digits RANDOM number in place of the last 4 digits of SSN.
9. During Player Registration, you will be requested to UPLOAD a copy of a PROOF OF DATE OF BIRTH in a .JPG or .JPEG or .PNG or .PDF format (you can take a picture of that Document). Quality and Content of the Colored Picture are subject to acceptance or rejection. Please pay attention to the explanation in the **What is this** link next to the upload button. If you do not have the picture of the requested document and cannot upload it, you can CONTINUE the registration process. Upon completion of the Registration, the information currently entered for such player will be kept and the player will be registered anyway. You will be able to upload the documents at a later time (see process titled UPLOADING DOCUMENTATION ONLY process below).
10. You will be requested to UPLOAD a copy of a COLORED FACIAL PLAYER’S PICTURE in a .JPG or .JPEG or .PNG format (you can take a picture of that PICTURE). Note: NO .PDF format for Colored pictures. Quality and Content of the Colored Picture are subject to acceptance or rejection. Please pay attention to the explanation in the **What is this** link next to the upload button. If you do not have the picture of the requested Player picture and cannot upload it, you can CONTINUE the registration process. Upon completion of the Registration, the information currently entered for such player will be kept and the player will be registered anyway. You will be able to upload the documents at a later time (see process titled UPLOADING DOCUMENTATION ONLY process below).
11. If at any time you do not want to continue the Registration process, you can EXIT the process (the button at the bottom of the Online registration form) at any time, and the player will not be registered.
12. When Registering an EXISTING PLAYER:
13. If the player’s Proof of Date of Birth IS ALREADY on file (as indicated), you do not need to do anything for this document. You will NOT be asked to upload this document.
14. If the player’s Proof of Date of Birth is NOT on file, you will be requested to UPLOAD a copy of PROOF OF DATE OF BIRTH in a .JPG or .JPEG or .PNG or .PDF format (you can take a picture of that Document). Quality and Content of the Colored Picture are subject to approval or rejection. Please pay attention to the explanation in the **What is this** link next to the upload button. If you do not have the picture of the requested document and cannot upload it, you can CONTINUE the registration process. The information currently entered for such player will be kept and the player will be registered anyway. You will be able to upload the documents at a later time (see process titled UPLOADING DOCUMENTATION ONLY process below).
15. If the player’s PASS is ALREADY ON FILE at the office (as indicated), you will NOT be asked to upload the player’s picture.
16. If the player’s PASS is NOT ON FILE in the office, you will be requested to UPLOAD a copy of COLORED FACIAL PLAYER PICTURE in a .JPG or .JPEG or .PNG format (you can take a picture of that PICTURE). Note: NO .PDF format for Colored pictures. Quality, and Content of the picture are subject to approval or rejection. Please pay attention to the explanation in the **What is this** link next to the upload button. If you do not have the requested Player picture and cannot upload it, you can CONTINUE the registration process. The information currently entered for such player will be kept and the player will be registered anyway. You will be able to upload the Colored Player’s Picture at a later time (see process titled UPLOADING DOCUMENTATION ONLY process below).

 YOU NO LONGER ARE REQUIRED TO MAIL IN THE REQUIRED DOCUMENTATION (DoB and Colored pic): Uploading the requested documents during the Online Registration Process will be sufficient.

The uploaded documents will be scrutinized by the Registrar.

If a document is legible and according to NJSA policies, that document will be accepted.

If a document is NOT acceptable according to NJSA policies, the Registrar will REJECT such document and an E-MAIL will be sent to the Team Manager and to the Player’s e-mail addresses indicating the rejection.

The player and/or the Team manager will have another opportunity to upload either or both documents by using the UPLOADING DOCUMENTATION ONLY process

1. UPLOADING DOCUMENTATION ONLY process

If you were asked to UPLOAD a Document (Proof of DoB or a Colored Facial Picture) during the Player Registration Process, and you did not upload it OR if the uploaded document was REJECTED by the Registrar, you have another opportunity to upload the Documents here .

To upload the missing/invalid documents, you will have to do the following steps:

1. Go to the Player registration link in the GSSL or SOCCERNJSA websites
2. Select the button titled “Upload Documentation”
3. You will be asked to enter the LEAGUE, the TEAM NAME and the PLAYER REGISTRATION PASSWORD (the one used by the Team Officer) and the PLAYER’S DATE OF BIRTH.
4. You will now be presented with a drop down list of the players based on the criteria entered,
5. You will need to select the player from the drop down list, and then click on the SHOW DATA button.
6. You will now be able to UPLOAD the missing/invalid documentation.
7. For each piece of documentation that you upload during this process, an E-MAIL will be automatically sent to the Registrar, notifying him that the player in question has uploaded a new document and that he needs to review this new document for acceptance or rejection of the new document.
8. During this process, a player may also be able to UPDATE his/her e-mail address.
9. After uploading the new documentation, you will be asked to submit the information.
10. At this point the player also will also have an opportunity (if he wants) to PAY for the Player registration fee if it was not yet done.

The normal Player Registration procedure requires that all required documents and the Payment must be received by the Registrar in order to APPROVE a player to play.

After completion of the Player Registration and after APPROVAL by the Registrar, the Registrar will use the uploaded and accepted Colored Facial Picture to make a new pass, or he will validate an existing pass for the player for the new season.