

## Registering a STATE LEVEL (AAA) Player Online

**FIRST**, prepare a picture of your child to be put into the system:

- I. Take a digital picture of your child (HEAD shot only, nothing below the shoulders). Make sure you save the picture where you know you will find it on your computer.
- II. **Crop & resize picture**. Do it as follows:
  1. **Right click on the photo**
  2. **Open with Microsoft Office Picture Manager**
  3. **Right click again and select Edit pictures and then crop**
  4. **Move sides in around face and then click ok**
  5. **Right click again on picture and select edit pictures then resize**
  6. **Select custom width and height and put in 100 x 120 pixels**
  7. **Click okay**
  8. **Save picture with name of player**

**(If you don't have Microsoft Office Picture Manager you may have a different picture software on your computer that you can use. Play around with it a bit to see if you can get the pictures uploaded.)**

Now you are ready to register your child...

1. Enter the URL <http://uysa.celtic.affinitysoccer.com>
2. Click on the "Registration" tab across the top – DO NOT SIGN IN WITH YOUR USER NAME AND PASSWORD AT THIS POINT!!
3. Click either the "Player Registration" or "Coach Registration" (depending on who you are registering), then OPTION 1 (only choose option 2 if the parent hasn't EVER registered with this system online).
4. Fill out PARENT information and continue.
5. Click "CONTINUE" if the player you are registering for this club is there, otherwise click "Add a new player".
6. Click "Register as a Player/Coach" on the right of each family member that will be registering for **THIS CLUB** as a **STATE LEVEL (AAA) player**.
7. Enter Assignment code your coach/team admin gave you. If he/she did not give you one, click "Do not have assignment code".

8. Select the play level. If you are playing AAA (U11- U19), select “competitive”. If your team is U-9 or U-10 State level, select “X-League”. For AA (District Level teams) select “district”.
9. On the player information page double check all of the information, then do the following 3 things:
  - (A) **FILL OUT THE ELEMENTARY SCHOOL YOU LIVE CLOSEST TO, NOT THE ONE YOU GO TO (OR WENT TO)**.... It’s for geographic reasons only.
  - (B) Type in Medical information, etc. or anything else that is missing and
  - (C) **Add the picture you prepared by doing the following...**
    1. **On the left, click the square that says "click here to upload photo"**
    2. **Under browse, go to where you saved the picture you prepared and upload it.**
  - (D) Click “save” to move on
10. Click “continue”.
11. Check “I accept” in both sections on the left if you give consent, then click “Agree and continue” at the bottom.
12. Make payment with credit card. You can NOT skip this step. If you do, your registration will not be complete. You cannot be accepted into the UYSA soccer program until you have paid online. If you don’t have a credit card, go to the store and buy a pre-paid one.
13. Print all forms and give them to your coach (make sure you sign anything that needs to be signed on the forms).

NOTE: You must have Adobe 8.0 in order to print the forms.

Anytime you want to go back to edit or look at your records, log into the URL address and enter you username and password on the left. **Do not go back into the registration tab for this person!**