

YSSL Registration Guide

Registration is a 2-part process

PART 1: Club & Team Registration

Begin by logging into the [YSSL website](#) using your:

- **Club Code** (3-letter code)
- **Club Manager Password**

This brings you to your **Club Page**.

Fall vs. Spring Registration

Fall Season




Register all teams participating in both **Fall and Spring**. You will enter:

- Home Field
- Preferred Game Start Time
- Schedule Restrictions
- Team Contact
- Requested Division & Region
- Age and Division Last Season

Spring Season

Bring over teams from Fall and add any new **Spring-only** teams. Provide the same info as above.

How to Start Registration

- Button Statuses on your Club Page:
 -  **Red** = Not Submitted
 -  **Yellow** = Submitted & Pending League Review (no edits allowed)
 -  **Green** = Approved

Steps:

1. Click “**Club & Team Registration**” on your Club Page
2. Click “**Club & Team Registration Wizard**”

Wizard Walkthrough

Step 1: Club Info

- Review and update as needed
- Click **Submit** or **Next**

Step 2: Key Contacts

- Update contact details for:
 - Club Manager
 - Director of Coaching
 - Club President
- Click **Next**

Step 3: Fields

For new clubs or if adding fields:

1. Click **Add Field**
2. Select the field from the dropdown
3. Add a **designation** if there are multiple fields at a location (e.g., #2, Field A - 9v9)
4. Enter **hours field is available for use**
5. Click **Submit**
6. On the map page, scroll and click **Submit** again
7. If field is missing from the list, choose **New Field** and complete the form manually
8. Click **Next**

Step 4: Contacts

Manage Team Managers, Coaches, and Assistants:

- Use **Add**, **Edit**, or **Delete** buttons as needed
- Click **Next**

Step 5: Teams

For Existing Clubs

To add all teams from the previous season:

1. Click **“Add ALL teams from last season”**

2. Check box to **auto-increment team age**
3. Click **Submit**
4. Remove teams not returning using **DEL**
5. Add new teams as needed

For New Clubs

1. Click **Add Team**
2. Choose correct **U-Age** (use [Birth Year Chart](#))
3. Enter **Team Name** (e.g., Defenders 12/13 Elite)
4. Click **Submit**
5. Repeat for each team

Editing Teams

Click **Edit** next to each team name. Complete:

- **Update Team Name** – If necessary correct team name
- **Home Field** - Select from dropdown
- **Preferred Game Time**
- **Schedule Restrictions** – Add any unavailable dates
- **Weekend Preference** – Check if needing opposite day (Sat/Sun)
- **Team Contact** – Select from dropdown
- **Requested Division** – 1, 2, 3, 4, 5, IYSA, or MWC
- **Requested Region** – North, South, East, or West

- **Last Season Info** – Age, Division
- **Seeding Comments** – (Optional) Add notes if requesting a different division than expected

Click **Submit** after each team.

When all teams are completed, click **Next**

Step 6: Review & Submit

- Review all teams
- League fees appear on the right; total at the bottom
- Click **Submit Registration**

If there are any errors, the system will display them. Correct and resubmit.

After Submission

1. **Print your invoice**
2. **Email:** meredith@yssl.org
Let the office know your registration is submitted and request the **QuickBooks payment link**

Note: You Can Save and Return Later

The system will save your progress. You can exit the wizard and come back later to complete the process.