

# YSSL Registration Guide

*Registration is a 2-part process*

## Part 2: Player/Roster 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**.

## Understanding the Status Button

-  **RED** = *Registration Not Submitted*  
You have not submitted rosters for any team yet.
-  **YELLOW** = *Pending*  
Rosters submitted. No edits allowed.
-  **GREEN** = *Approved*  
All rosters are approved by the league.

## Starting Roster Registration

1. Click “**Player/Roster Registration**” on your Club Page.
2. On the **Player Registration** page, find teams marked “**Registration Not Submitted**” in the Registration Status column.
3. Click “**Edit Roster**” for each team
4. Click “**Player/Roster Registration Wizard**”

## Wizard Walkthrough

### Step 1: Add Players

#### Roll Over Players from a Previous Season

- Use this if most players from last season are returning:
  1. Choose “select the previous season's team” from the dropdown.
  2. Click the “**Get Players**” button
  3. Remove players not returning by clicking the “**Remove**” button next to their name

#### Add Players to a Team

- Use this for brand new or returning players:
  1. Click the “**Add Player**” button.
  2. Type the *last name* in the search box and click the “**Search**” button.
    - The system will provide all player’s with the last name searched and if it is a common name there will be many player’s returned
    - Use CTRL+F to locate players by **first name or DOB** to avoid creating duplicates.
  3. You may see one of the following to the left of the player’s name:
    - “**Too Old**” – Player is not age eligible for this team.
    - “**On Other Roster**” – Player is already rostered elsewhere.

If you have a signed & dated YSSL Player Commitment Form for this player, email it to **yssloffice@gmail.com** with the player's name and the team they should be moved to. *Important: Do not create a new player, wait for the league to review and respond.*

- **“Add to Roster”** – Player is eligible and not already rostered elsewhere. Click this to add the player.
4. After adding, a popup confirms:  
*“After adding all players YOU MUST click ‘Submit Roster’ (top right) to save the updated roster.”* Click **OK**.
  5. Click the **“SUBMIT ROSTER”** button to save the roster.
  6. Click the **“Back to Player Registration”** to return to the roster wizard page.
  7. Complete the above steps for all players

## Player Icons – What They Mean

For each player:

-  **Green Check** – Photo and proof of age (POA) are approved.
-  **Orange Arrow** – Uploaded but not yet verified.
-  **Red X** – Missing photo or proof of age (upload required in Steps 3 & 4).

## Step 2: Add Coaches

1. Click the “**Coaches**” button.
2. Click the “**Select Coaches**” button which will provide a list of all coaches. Note: Expired coaches will appear with a strikethrough and cannot be selected.
3. Choose one Head Coach and up to two Assistant Coaches and click the “Select Coaches” button to add them and return to the Wizard.

## Step 3: Upload Player Photos

1. Click the “**Photos**” button.
2. Click the “**Upload Photos**” button.

**Important:** *The photo must be a current color head shot, no hat or sunglasses. It cannot be the photo from a state id or passport.*

3. For each player without a photo:
  - Click “**Choose File**” next to their name.
  - Select a **JPEG photo** from your computer.
4. Scroll down and click the “**Upload Photos**” button.

## Step 4: Upload Proof of Age (POA)

1. Click the “**Docs**” button.
2. Click the “**Upload Documents**” button.

**Important:** *Only a Birth Certificate or a Passport are accepted as valid POA. The image must show all four corners of the document and may not be cut off or redacted.*

3. For players missing a POA:
  - Click **“Choose File”** next to their name.
  - Select the **POA file (JPEG)** from your computer.
4. Scroll down and click the **“Upload Documents”** button.

### **Step 5: Final Review**

1. **Mouse over each photo** to review:
  - Click on a player’s name to open **“Edit Player Info”**
  - Update address, phone, or **jersey number**
  - Click the **“Edit Photo”** button to:
    - **Resize, rotate, or crop** the image as needed
    - Click the **“Save Changes”** button
  - Scroll down and click the **“Submit”** button
2. Once the roster is complete, click the **“Submit Roster to League”** button.

 You will not be able to make changes after submission until the roster is approved by the league.

### **Repeat for All Teams**

Repeat this process for every team marked as **“Registration Not Submitted”**