

June 22, 2021

Folks

Here are the latest instructions for using the online registration system. Please read these carefully.

Registration – Phase I Teams/Players

Teams should normally have team and player data in by **4 weeks before first scheduled game** so we can address any issues that exist. Additional player add or remove changes can occur after that. The sooner we get the information to the registrar at PAWest the better, the office needs time to get all Adult team registration done well before the first game date.

The manager for each team has been assigned a Username and a Password for the registration site at www.pawest-adult.org. These are typically provided in a separate email for each team. Only the manager needs to access the online registration system and not each individual player.

Each manager should log into the system and check the roster for their team. You should see your team roster immediately after you log in and if not click on the Administration menu item. If you manage multiple teams you will have to select the one you wish to edit. You can modify player information for your team and then contact the registrar to get new rosters and cards issued if required.

Data for existing teams is preloaded or retained in the system so you should already find most of your players in the system unless you are a new team. You can add additional players, remove existing players or modify address or contact information for your players. It is important that you check this data for correctness. *(If you have shirt numbers available you can add them for your players and the system will be able to generate a lineup card for the referees also although this is not required).*

Use “add player” to add to your roster. Please always use “Player Search” option to determine if player is already in system before creating possible duplicate player entries.

If you are creating new players then you must provide a unique Email Address and a Date of Birth (which determines eligibility for the various Adult leagues by age group). Proof of the DOB for these new players must be provided with the registration payment – you should send a picture of driver license to registrar *(Note that the DOB information may not be changed after it is entered and errors can only be corrected by the system administrator or registrar).*

Starting in 2020 we are no longer generating individual stickered player cards but the registrar will generate PDF file with player passes with photos for referee use. If you get digital photos from your players you can upload them to the system and the ID cards will be generated with these photos. With smartphones these should be easily collected and ideally should be in JPG format as other formats are not handled well.

Picture upload info:

Photo upload may seem daunting but it is actually quite straightforward and ensures team paperwork has usable photos of your players for identification. If you crop your player photos to be square and just a head shot they should be easy to upload to your team roster. The database stores small sized low res image after you crop and save.

Once you have got all of your player data in the system you can get your team and players registered. The final step is to use the “Create Registrations” button at the bottom of your roster page. This will create registrations for all players on your roster who are amber (unregistered) and they will have an outstanding balance which you can see from “Financial Report” button. Remember to provide proof of DOB (e.g. copy of driver’s license or passport type ID) for all new players.

Payment can be made by sending a check payable to PA West Office or you can pay online via the ODP Portal. <https://www.pawest-soccer.org/odp/payment/payportal/> . Click the link “to make an online credit card or eCheck payment”. Fill all fields on Registrant tab and in the Name field I recommend including Team name and League and select Next. Fill all fields on Payer tab and select Next. On Payment tab select “Adult Player Registration” from “Payment For” selection and enter the amount to be paid and check to accept payment total. On the Terms tab check to accept terms and click Submit.

The registrar will be able to generate a roster and new player cards for your team directly from the system, Once appropriate league registration fee per player is paid the registrar can begin to create the officially issued PDF team roster and a separate PDF with player ID cards. If you pay online I suggest you send the confirmation email indicating the team and league the payment was for,

Once PDF of team roster and PDF of player ID cards and rosters are complete registrar will email the information avoiding a trip to the state office.

The sooner you start this the better, so that we do not have teams waiting till the last minute and not have the capacity to get rosters and cards generated.

So the first step is to get on the system and make sure all your player data is there or added and correct.

Technical Issues

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Registrars

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Registration – Phase II Fields/Dates/Times

Secure your home field Location, Dates and Times. The Location, Date and Field Time information should be sent to the assignor and schedule coordinator **4 weeks before first scheduled game.**

