

Procedures for Maryland Players Joining Teams in Other States

General Procedure

- (1) Player must **Register** with the Maryland State Youth Soccer Association (MSYSA).
- (2) Player obtains **Permission** from MSYSA to play on out of state team.
- (3) Player obtains **Permission** from other state association to join their team.
- (4) Player is added to roster of the out of state team.

Player Registration with MSYSA

Starting with the 2006 - 2007 Seasonal Year, MSYSA will use an on line registration system. Use of the system is mandatory for all travel players. The registration procedures for players that will join an out of state team will initially be a mixture of the new on line system and completion of paper forms by hand. When this component of the on line system is fully completed, all required forms will be printed by the system and updated procedures will be issued.

Unless the player is age 18 or above, the on line registration must be completed by a parent or guardian. One of the required inputs during the process is a family e-mail address. This allows the on line system to send acknowledgements of your registration electronically. Neither MSYSA nor Affinity Development Group (ADG, the on line system contractor) will disclose the e-mail address to anyone outside of MSYSA.

The required registration forms are on the web site, www.msysa.org/registration/forms/index_E.html.

- (A) For Maryland players joining Virginia Youth Soccer Association teams –
 - Use the MD/VA Registration and Permission Form (version 6/2006*)
 - Print the USYS card with the VYSA system (VYSA does not allow hand printed USYS cards)
- (B) For Maryland players joining teams in other State Associations –
 - Use the Membership and Player Registration Form (version 6/2006*)
 - Use the Player/Team Status Form (version 7/2006*)
 - The USYS card can be printed with the other state system, or may be hand printed (MSYSA allows hand printing if not prohibited by the other Association).

For either of the above cases, it is suggested that the Registration form first be completed except for the Player ID number. This will provide the information required to complete the on line registration. One of the last steps in the process will display the ID number so that it can be written onto the forms.

MSYSA requires that both parts of the USYS card (Member Pass and Membership Card) be completed, and that two photos and two player signatures be placed on the back (for guidance on signature and photo position, see www.msysa.org/imgs/registration/forms/usys3pas.jpg). MSYSA uses the Membership Card as backup for the Member Pass; it is retained by the processing registrar. The front of the card must contain "Maryland" or "MSYSA" on the State line, and the MSYSA-assigned Player ID Number for ID #.

***NOTE:** the primary update to the 2006 versions of these forms is to change the format of the Player ID Number space to fit the new ID Number. If you have already completed the earlier versions and obtained signatures, these will be acceptable if you change the ID number space (use correction tape) such that the new 12 character Player ID can be entered.)

Procedures for Maryland Players Joining Teams in Other States

To begin the process, enter "msysa-oos.sportsaffinity.com" into the address bar of your Internet browser. This web site (opening screen is below) is specifically for Maryland players that join teams in other states.

The screenshot shows the website's opening screen. At the top, it reads "MD-OOSP - Maryland Players on Other State Teams" and "MARYLAND STATE YOUTH SOCCER ASSOCIATION". Below this are three tabs: "USER LOGIN", "NEW APPLICATION", and "TOURNAMENT". The "USER LOGIN" tab is selected, showing a form with "Username:" and "Password:" fields, a "Login" button, and links for "Forgot Password" and "Activate Account". To the right, the main heading is "Maryland Players on Other State Teams Account Access and On-line Registration". Below this heading, there are three paragraphs of text explaining the registration process. On the far right, there is a sidebar titled "ASSOCIATION HOT SHEET" with links for "Coaches & Team Managers - Verify team rosters, use 'Activate Account'", "Visit the Maryland Youth Soccer Home Page 'Click Here'", and "Event /Class". At the bottom left, there is a logo for "US YOUTH SOCCER" and contact information for Tech Support at 800 808 7195.

On the opening screen (above), select the "New Application" tab, located just below the screen heading.

The screenshot shows the "Registration Types" screen. The "NEW APPLICATION" tab is selected. The main heading is "Registration Types". Below this, there is a "PLEASE CHOOSE" section with a radio button selected next to "Player Registration". The text next to the radio button says "Signing up yourself or your kids for a soccer session? Make this selection to get started." To the right of this text is a small image of two soccer players. Below the radio button is a "continue >>" button. On the far right, there is a box titled "Maryland resident players wishing to join an out of state team must:" with a bulleted list: "Register with MSYSA.", "Obtain MSYSA permission to play in another state.", and "Obtain permission from the other State Association to join the team." At the bottom left, there is a logo for "Powered by ADG" and copyright information: "Copyright 2006, Affinity Development Group. All Rights Reserved. Terms of Use and Privacy Policy are applicable to this site."

On the Registration Types screen (above), be sure that "Player Registration" is selected (it should be the only choice), then select Continue.

MD-OOSP - Maryland Players on Other State Teams
MARYLAND STATE YOUTH SOCCER ASSOCIATION

Returning Player

PLEASE CHOOSE

Yes, the player(s) I am registering played for this league/club last year.

No, the player(s) I am registering did not play for this league/club last year.

continue >>

Powered by **ADG** Copyright 2006, Affinity Development Group, All Rights Reserved.
Terms of Use and Privacy Policy are applicable to this site.

On the Returning Player screen (above), select "No..." Since this is the first year of using this system the answer is "No" for all players. Select Continue to reach the Player Account Creation screen.

MD-OOSP - Maryland Players on Other State Teams
MARYLAND STATE YOUTH SOCCER ASSOCIATION

Player Account Creation

Please choose a username and password for your new account

This username and password should be for the parent/guardian unless the player is 18 or older.

Username*
newacct

Password*
.....

Confirm Password*
.....

create new account

* are required fields

This screen creates the family account on the system. The username and password will be used for system access in the future. Possible uses would be to add additional family members, update family information (address changes, etc.). After filling in the username and password, select Create New Account.



Family Account Verification

Please complete the form below. You only need to provide information for people in your family that will be applying as players or administrators during this session. If minors are added, please be sure to add all parents or legal gaurdians for those children. Players 18 and older only need to fill out a line for themselves.

Players / Coaches / Administrators / Parents / Guardians					
1.	Member Type <input checked="" type="checkbox"/> Player <input type="checkbox"/> Coach / Admin <input type="checkbox"/> Parent / Guardian	First Name* <input type="text"/>	Middle / Initial <input type="text"/>	Last Name* <input type="text"/>	Suffix <input type="text"/>
	Relationship* <input type="text"/>	Birthdate (mm/dd/yyyy)* <input type="text"/> / <input type="text"/> / <input type="text"/>	Gender* <input type="text"/>	Team Assignment Code <input type="text"/>	
2.	Member Type <input type="checkbox"/> Player <input type="checkbox"/> Coach / Admin <input type="checkbox"/> Parent / Guardian	First Name* <input type="text"/>	Middle / Initial <input type="text"/>	Last Name* <input type="text"/>	Suffix <input type="text"/>
	Relationship* <input type="text"/>	Birthdate (mm/dd/yyyy)* <input type="text"/> / <input type="text"/> / <input type="text"/>	Gender* <input type="text"/>	Team Assignment Code <input type="text"/>	
3.	Member Type <input type="checkbox"/> Player <input type="checkbox"/> Coach / Admin <input type="checkbox"/> Parent / Guardian	First Name* <input type="text"/>	Middle / Initial <input type="text"/>	Last Name* <input type="text"/>	Suffix <input type="text"/>
	Relationship* <input type="text"/>	Birthdate (mm/dd/yyyy)* <input type="text"/> / <input type="text"/> / <input type="text"/>	Gender* <input type="text"/>	Team Assignment Code <input type="text"/>	
4.	Member Type <input type="checkbox"/> Player <input type="checkbox"/> Coach / Admin <input type="checkbox"/> Parent / Guardian	First Name* <input type="text"/>	Middle / Initial <input type="text"/>	Last Name* <input type="text"/>	Suffix <input type="text"/>
	Relationship* <input type="text"/>	Birthdate (mm/dd/yyyy)* <input type="text"/> / <input type="text"/> / <input type="text"/>	Gender* <input type="text"/>	Team Assignment Code <input type="text"/>	

continue >> * are required fields.

Fill in the information required for the player and the parents/guardians. Please be sure to select the correct Member Type for each entry. Select Continue when finished.

MD-OOSP - Maryland Players on Other State Teams
MARYLAND STATE YOUTH SOCCER ASSOCIATION

Household Address

Please enter all the information requested for the household information

This will adjust the address on the primary contact.

Use the Primary Contact Drop Down List to select a different primary contact.

Primary Family Contact*
Jack Smith

Country
United States of America

Address 1*

Address 2

City* **State*** **Zip***
MD

Home Phone*

Email Address*

Confirm Email Address*

*Required

continue >>

Complete the Household Address screen, including telephone number and family e-mail address. Select Continue.

MD-OOSP - Maryland Players on Other State Teams
MARYLAND STATE YOUTH SOCCER ASSOCIATION

Please select the State Association for player selected on the left, then select the Play Level (Recreational or Travel).

Name	Birthdate
Oosporn Testagin	9/9/1989

Application Club*
MD Players on VYSA Teams

Application Play Level*
Travel

*Required

create application >>

PLEASE NOTE: Applying does not guarantee that your application will be accepted. The final decision on acceptance to an association, league, or club is the responsibility of the association, league, or club.

In the pulldown menu under "Application Club" you must indicate the State Association to which the out of state team belongs. Examples are "MD Players on EPYSA Teams" (Eastern PA Youth Soccer), MD Players, MD Players on VYSA teams (Virginia Youth Soccer, which covers both VA and DC teams), etc. The second pulldown menu, for Play Level, does not appear until the first selection is completed. Select Create Application to continue.

MD-OOSP - Maryland Players on Other State Teams

MARYLAND STATE YOUTH SOCCER ASSOCIATION

Player Detail

Please enter all the information requested for the applicant.

CLICK HERE TO
UPLOAD PHOTO
100X120 PIXELS

Personal Information

Legal First Name*	Middle	Legal Last Name*	Suffix
<input type="text" value="Oospscrn"/>	<input type="text"/>	<input type="text" value="Testagin"/>	<input type="text" value=""/>

Alias (Nickname)

Relationship*	Gender*	Birthdate (mm/dd/yyyy)*	
<input type="text" value="Player"/>	<input type="text" value="Female"/>	<input type="text" value="September 09 1989"/>	

Height	Weight	School Name	Grade
<input type="text"/> ft. <input type="text"/> in.	<input type="text"/> lbs.	<input type="text"/>	<input type="text"/>

Number of Prior Seasons Played

Uniform Size: Shirt

Uniform Size: Shorts

Uniform Size: Socks

Emergency Contact Information

Person to Notify in Emergency*	Telephone*
<input type="text" value="Mom Testagin"/>	<input type="text" value="(410) 545-1234"/>
Doctor to Notify in Emergency	Telephone
<input type="text"/>	<input type="text"/>

List any medical problem/prohibition player has

Above is the upper part of the Player Detail screen containing information entered in prior screens. The lower half of the screen (below) requires entry of information about the Club, Team, and League that the Player will be joining in the other state association.

List any medical problem/prohibition player has

League Additional Information

Club in Other State:*

Club Number (if applicable):

League in Other State:*

Team Age Group (example: U-09):*

Team Name:*

Team Number (if applicable):

*Required

Select Continue after entering all required information.

MD-OOSP - Maryland Players on Other State Teams
MARYLAND STATE YOUTH SOCCER ASSOCIATION

Registration Summary

Family Information				
Family Member	Relationship	Birth Date	Work Phone	Cell Phone
1. Jack Smith	Father			edit
2. Joan Smith	Mother			edit
3. John Smith	Player	11/12/1995		edit

Primary Household Location		
Address	Primary Email Address	Home Phone
1500 main Street Silver Spring, MD 20910	<input type="text"/>	(301) 555-7777

Administrators / Players With Applications For Current Season						
Name	Birth Date	Club	Season	Play Level	Type	
1. John Smith	11/12/1995	MD Players on WVSA Teams	Year 06-07	Travel	Player	edit cancel

continue >> create another player/admin applications add another family member

The Registration Summary screen (above) provides the opportunity to modify or add to the information entered thus far in the family account. Use of the Edit links at the right side of the screen will make this possible. If any editing is done, be sure to select Update at the screen bottom to record the changes. Select Continue to move to the next screen.

MD-OOSP - Maryland Players on Other State Teams
MARYLAND STATE YOUTH SOCCER ASSOCIATION

MY ACCOUNT

- My Account
- Sign Out Here

Thank You

Your Registration has been submitted to the respective League of Registration.

To complete the process please:

- 1) Sign the printed Administrator form printed from the online system
- 2) This signed administrator form must be given to your League Registrar before your registration will be considered complete.

If you created a Username and Password you can log in at anytime and:

- 1) Update your account information.
- 2) Update your family information.
- 3) Check on the status of your application.
- 4) Once assigned to a team you can look at your team roster information.

If the PDF form fails to open, or you closed the download by accident, click the "Print Forms" button to print it again.

Print Forms

Get Adobe Reader

The Thank You screen (above) appears at the end of the registration process. It also triggers download of a Player Registration form through use of a pop-up (see screen below). Depending upon your browser settings, this pop-up may be blocked.

The screenshot shows the MD-OOSP website interface. On the left, there is a navigation menu with 'My Account' and 'Sign Out Here'. The main content area displays a 'Thank You' message and instructions for registration completion. A 'File Download' pop-up window is overlaid on the page, asking 'Do you want to open or save this file?' for a file named 'receipt.pdf' (221 KB) from 'secure.sportsaffinity.com'. The pop-up includes 'Open', 'Save', and 'Cancel' buttons, along with a warning about internet files.

In order to obtain the Player ID Number, it's necessary to view this form. If the pop-up is visible, as shown above, select Open. This will open the form on the screen using Adobe Reader. If the pop-up is blocked, use the Print Form choice at the screen bottom. This will also open the form using Adobe.

The top part of the form is shown below; copy the "MSYSA ID#" (79506-009692 in this example) onto the completed Player Registration form.

The form is titled 'MEMBERSHIP AND PLAYER REGISTRATION Year 06-07'. It includes the Maryland State Youth Soccer Association logo and the US Youth Soccer logo. The form contains the following fields and options:

- PLAYER SSN or MSYSA ID#: 79506-009692
- Registration type: PRIMARY MULTIPLE ROSTER LEAGUE ONLY
- Date of Birth: M/F (M), Month (11), Day (12), Year (1995)
- Mailing Address: Last Name (Smith), First Name (John), City (Silver Spring), State (MD), Zip (20910)
- Residence Address (If Different): City, State, Zip
- County, E-Mail Address (see note at right), and a note: 'E-Mail is for MSYSA Internal Use Only'
- Region (1B), State (MD), League (Maryland Players on), Club (MD Players on WVSA Teams), and Club # (007)

After obtaining the ID Number, close the form and select Sign Out Here at the left side of the screen under the My Account heading.