



TRUEFUTSAL League - Registration (FAQ Sheet)

IMPORTANT - READ BEFORE YOU REGISTER

INSTRUCTIONS FOR FILLING FORMS AND SUBMITTING INFORMATION

Payment- if you have elected to pay by check, the check must be received in the league office by the registration deadline date. Make check payable to True Futsal and send to:

TrueFutsal
c/o Paul Roderique Director
1028 Equine Ridge Rd
Bedford, VA 24523

THE FIRST TIME YOU ENTER THE REGISTRATION SYSTEM, BOTH YOUR LOG IN AND PASSWORD IS THE FULL E-MAIL ADDRESS OF THE MANAGER

Be sure the team name(s) and age group at the bottom of this form is correct. You may cancel your registration any time prior to the registration deadline and receive a refund of your fees minus a \$100 administrative charge. After the deadline, there are no refunds.

A copy of this information will be e-mailed to you from coachpaul@truefutsal.com. (please add this email address to your contact list to avoid it landing in your spam folder)

IMPORTANT NOTE – The league fees indicated do not include player registration fees. Each player must pay a registration fee directly to US Youth Futsal. The fee is \$8.50 per player and is in addition to the league fees paid by the team. Outdoor registrations from other associations such as US Club, USYSA state organization, AYSO, etc. are not valid for USYF events.

When you complete the registration process for your players, they will be sent a registration form that includes waivers and instructions for payment of the player registration fee. Credit /Debit card, is the only acceptable form of payment for the player registration fee. It is critical that you register your players as soon as possible because the player/ parent / guardian must authorize releases and submit payment of the player registration fee to be eligible to play. In the rare situation that a player does not have internet access nor has a credit / debit card, then the team manager must pay for those players. No exceptions

To be eligible to play, the following must be completed by (registration deadline), unless otherwise noted

- Full payment of league fees received in TrueFutsal League office

- Register your players
- Submit Seeding and Conflict Information
- Secure a Game ball (by your first game)
- Attend Team Check-in (We will schedule this meeting one-two weeks before league play begins)
- Each player must have a completed release and have paid the player registration fee to USYF.

Register your players – go to <https://www.htgsports.net> and log into the site with your User ID and Password. **IMPORTANT!!!** - The first time you log in, both the User ID and Password is the case sensitive, full e-mail address of the team manager. ex: waynerooney@sbcglobal.net

The first time you enter, you will be asked to change your password. After your new password is accepted, click on My Sports tab.

Registering players is a 2 step process

Step 1. Click on "Add Players" and add player info to create your Master Player List. Only the required fields need to be completed. **IMPORTANT** - If some of your players have registered with USYF in an event this year, you must enter the player name and DOB exactly as it was input for that registration. If you do not enter the same, the system will recognize the player as a new registrant and will require payment of a new registration fee.

If jersey numbers are not known, enter 0. Player pictures are required for all passcards. You can add those in later if you prefer.

Step 2. After all players are entered in the Master Player List, you need to assign them to the team you registered for the event. From the "My Sports" page, click on the team for which you want to add players. You will be taken to the "Team Detail" page. Click on the "Manage" link. From your "Master Player List, click on the players you want to add into your roster, add them and they will appear in the "Players Assigned to the Team" list, creating a roster for the team in the event.

Hit "Save" when you are finished. Players from last year are still in the system and can be accessed if the manager has remained the same and uses the same e-mail as last year. You can always add players until the deadline of your event.

All players must be registered with USYF in order to participate. When you add players from your Master Player list to the Players Assigned to the Team list, an e-mail is automatically sent to the parent/guardian with instructions on how to complete player registration and payment of the player registration fee. You must assign players to your team as soon as possible so the parent/player/guardian has time to receive the e-mail, act on it, and pay the player registration fee. Do not wait until the last minute to complete this step.

Note on Player Registration – To confirm the status of your players in their progress regarding submitting waiver and payment, go to your Team Detail page. When you view your team roster, you can confirm the status of each player by looking at the icon in the "WAIV" and "PAID" column.

1. Green check indicates p/g has signed the release and or paid the player registration fee.

2. An e-mail icon indicates the release has been sent, but not signed by p/g. If a p/p/g has not responded by completing the waiver and payment, make sure the e-mail is correct and if so, resend the waiver by clicking on the envelope icon next to the player name and hit resend

Submit Seeding and Conflict Information – log into your team’s site and click on your team. You will see the Seeding Information and the Conflict boxes. Click “Conflict /Seeding Information Edit” to submit your conflict and seeding information

Seeding Information box -Enter your team’s records. This helps us to assess which bracket of an age group your team should be placed. The box below that is the “Comments” box. It is in this box where you can enter comments regarding seeding your team in the proper bracket. Even if you had previously e-mailed us, talked with USYF staff or any other type of communication regarding what division you would like to be placed, IT NEEDS TO BE ENTERED HERE OR IT WILL NOT BE TAKEN INTO CONSIDERATION. If you have no comments, put N/A in the box.

Conflict Information box - This section is where you will input game conflict information. There is a box for dates and comments. The next section must be filled out if you coach multiple teams. Each team you coach must be listed if you want back to back scheduling. CONFLICTS NOT ENTERED HERE BEFORE THE REGISTRATION DEADLINE, WILL NOT BE TAKEN INTO CONSIDERATION. If you have no conflicts, put N/A in the "Conflict Comments" box.

Be sure to hit "Save" at the bottom of each screen

Secure a Game Ball – Need by first game Home team is responsible for providing a futsal ball for league play. A game-quality ball of any brand is acceptable.

- U12 and younger use a size 2.5 or 3 ball that is 21.5-22.5 inches in circumference
- U13 and older use a size 4 ball that is 24.5-25.5 inches in circumference

No soccer balls allowed in the facilities. Futsal balls only for warm-ups!

Check-In – To Be Announced – Player cards will be issued for league and tournament play. Players do not need to be present at check in. To receive your player cards, the team league fees must be paid in full, players must be registered on line and each player must be registered and paid up with USYF. Teams not having all the requirements will not be issued player cards and will not be allowed to play their first game.

Check in will be one - two weeks before play begins. We will e-mail you the location in advance.

Thank you for playing in the True Futsal League

8/20/2015