



TEAM DECLARATION

Once you have been provided the club code and club password. Go to www.buckeyepremier.com click on Registration in the grey box on the left side of the home page. Click on player registrations. You will now be on the online registration system page. Click on the Team Declaration tab. In the first box insert from the pull down your club name, the second box your club code and the third box your club password. Click on continue. Next screen Click on team registration – 2009/2010. Next screen click on Begin Team registration. You will need to complete all sections that are marked with a red asterisk and submit the information you provided. You will need complete information, first and last name, mailing address, county, phone numbers and email address, for a minimum of two coaches, maximum three coaches. It is also strongly recommended to have the same information for a team contact to be listed on the team declaration. The person attending the scheduling meeting will receive your team number and team password.

Do Not Remain Inactive

Do not log into the system and then remain inactive. After 10 -15 minutes of inactivity, you will need to log out and restart the registration process.

PLAYER REGISTRATION

Using the team number and team password you are ready to do [player registration](#). Make sure you click on player registration tab.

In the first box insert from the pull down your club name, the second box your team number and the third box your team password. The first page to appear will give you the following options:

[Coaching Forms](#)

[Player Forms](#)

[Team Cards](#)

[Print Blank Team Forms](#)

How are your forms printing?

If your fonts are too big: please adjust your font size. (In Internet Explorer, do this by selecting your 'View' menu option at the top, select 'Text Size', and assure that 'Medium' is selected!)

If you choose [Coaching forms](#), this will take you to a page that should display the coaches who were entered in the Team Declaration. Please check to see if this information is correct and make any necessary corrections at this point. You can then print these forms. To continue, click on [Return to Homepage](#).

If you choose [Player Forms](#), this will take you to a page that will give you the following options:

[Assign Player To This Team](#)

[Generate Team Roster](#)

[Team Homepage](#)

If you are ready to start entering your players then click on [Assign players to this team](#). The next page will allow you to [Add A Team Player](#). Once you have clicked on this, the next page will allow you to enter any new player information or **import a Player**. **To import a player that player must have been rostered to your club in Buckeye/MOSSL online the 07/08**

seasonal year. Using import a player application, simply enter a player's code by entering the **player's gender** ("B" for boy or "G" for girl) then the **player's initials**, their **birth date**, and a "**check**" **digit**, which will be used in case multiple players exist (such as might occur with twins). In almost all circumstances, this "check digit will be an **A**".



EXAMPLE : JENNA SOCCER - BIRTHDATE- 10/14/1993 (to import her information from last year, her code would be – GJS101493A

Once you have entered the Players code, click "Find". His/her information should automatically appear in the appropriate boxes. This information should be checked and edited at this time. You may "edit" player/coach information at any time before you print your cards and roster. When you have finished entering your players, click on [Player Roster Homepage](#).

Players that are transfers to your team. The definition of a transfer is if the player is rostered to a competitive or recreational team during the current seasonal year (2009-2010). A player shall be considered rostered to a team when the player's parent or guardian signs the player's USYSA membership form. **You will need to go online "in-season changes" and TI the player on to your roster. The player does not go on the original roster, it must be on the roster change form under "in-season changes."** Print three copies of the roster change form, the player membership form and player card. An [Ohio South Inter Team Player Transfer Request and Approval](http://www.osysa.com/forms.html) <http://www.osysa.com/forms.html> should be provided to you by the incoming player's parents. You will need to provide this form along with the roster change form, completed player membership form, proof of birth and player pass signed with picture affixed. All of the above along with any previous roster changes and a copy of your original roster is to be turned in at the office for approval. **YOU ARE TO MAKE SURE THE PLAYER HAS BEEN TRANSFERRED OFF THEIR OLD TEAM BEFORE THE PLAYER IS APPROVED TO YOUR TEAM ON THE ROSTER CHANGE FORM. A PLAYER MAY ONLY BE ROSTERED TO ONE TEAM. THIS IS YOUR RESPONSIBILITY TO VERIFY IF THE PLAYER IS A TRANSFER TO YOUR TEAM.**

On the [Player Roster Homepage](#), click on [Generate Team Roster](#). The next page, click on [Printable Team Roster](#). Your team roster will appear. Print 3 copies of your team roster. When you have finished printing your roster, click on the close **X** box. Click on [Player Roster Homepage](#), click on [Assign Players To This Team](#). This page will show you the total players and allow you to print each player's form. Once that is completed click on [Player Roster Homepage](#).

Click on [Team Homepage](#). Go to [Team Cards](#), below is the printing instructions for the player and coach cards. **DO NOT PRINT PLAYER AND COACH CARDS UNTIL ALL INFORMATION CONCERNING PLAYERS AND COACHES ARE COMPLETE IN THE SYSTEM FOR YOUR TEAM ROSTER. Any additions made after the printing of cards in player registration will resort your roster and the player id# on the card and the roster will be incorrect.**

Ready to print the coach and player cards: Cards must be printed in color. The player cards are red, blue and the player information is in black. The coach cards are red, blue and the coach information is in green. **TEST the printing on regular paper before you print on the card stock to make sure the colors your printing are correct. Do not print the card stock until you have the correct colors.**

Before printing:

Select "Page Set-up" and make sure the margins are set to less than .5 (on each side, top and bottom)

Make sure (the screen shown below appears when you go to "Print")

Make sure you are printing at 100%

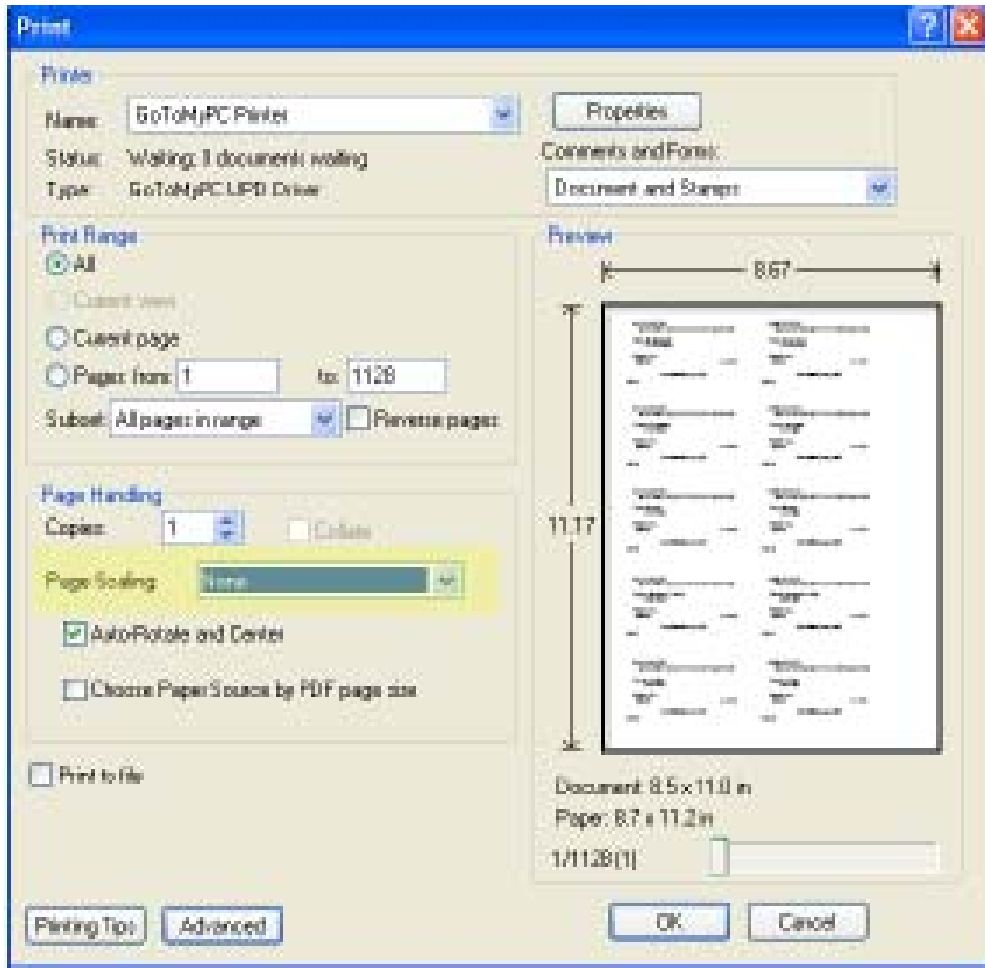
Make sure the *Page Scaling is set to "None"....

With the above settings, the cards should print fine

If not, you may have an issue with your installed version of Adobe Acrobat and you may want to contact Adobe (or their printer manufacturer) for assistance.



Shown below (as a pdf) a screen shot of the "Print" page with proper settings - and noted where the "Page Scaling" is located with a yellow box).



Once your team roster has been approved you will be able to do additions, voluntary quits and transfers by clicking on "in season changes" tab. Be sure you are ready to print the roster change form, if needed the player or coach membership form and the player or coach card.

To approve your roster, coach and player cards the following items must be brought in at the time of carding.

The office will keep copies of all carding information. Please make sure you make a copy of the originals.



Carding Checklist:

- 3 rosters
- 1 Signed original and 1 copy of each Coaches Membership Form
- 1 Signed original and 1 copy of each Players Membership Form
- Proof of Birth for each Player –This will not be returned. Make sure you have a copy for your records.
- Player's and Coach's card signed and current picture, within six months, affixed.
- EACH coach a Completed Risk Management for the current seasonal year. This **MUST** be brought in with your carding.
- This can be done online at OSYSA.COM (Kid Safe). Print the Risk Management confirmation page and sign.

Example of Kid Safe/Risk Management form to be printed and signed by all coaches and turned in with the carding material is attached. Go to OSYSA.COM to complete form.



[Risk Management](#)

Option 1:

[Complete a Kidsafe/Risk Management Clearance Form...](#)

Make sure you print enough copies of this certificate to provide to each of your leagues, referee associations or other entities that may require proof of your submission of data.

IN-SEASON CHANGES

Once your team roster has been approved you will be able to do additions, voluntary quits and transfers by clicking on “in-season changes” tab.

Before you make changes...please be prepared to print your cards and team roster. Once you log out of this system, your revisions will not be available for printing any longer. Be sure to use the "Log Out" option located on the team Home Page to complete the revisions correctly. Do NOT simply "X" out of your page.

Players that Voluntary Quit: You will need to go online “in-season changes” and VQ the player off your roster. Print three copies of the roster change form. An [Ohio South Player Voluntary Quit Form](http://www.osysa.com/forms.html) <http://www.osysa.com/forms.html> must be completed, including the reason for request to quit. The form must be signed and dated by the player and parents. The coach is to sign the form. The player pass is to be returned to the office. All of the above is to be turned in at the L office for approval. Also be sure you bring your approved roster and any other roster changes that have been approved to the office. Voluntary Quit means the player will not be able to play competitive or recreational soccer until the next seasonal year.

Players that Transfer Out: You will need to go online “in-season changes” and TO the player off your roster. Print three copies of the roster change form. An [Ohio South Inter Team Player Transfer Request and Approval](http://www.osysa.com/forms.html) <http://www.osysa.com/forms.html> form must be completed including the reason for the transfer. The form must be signed and dated by the player. The coach is to sign the form at the time the form is presented to him/her. If the coach disapproves of the request, the coach is still to sign the form and may then enter a written statement on the reverse side. The player pass is to be returned to the office with the three copies of the roster change form immediately to be approved so that this player may be transferred to the new team according to OSYSA bylaws. Also be sure you bring your approved roster and any other roster changes that have been approved to the of-



file. The completed transfer form that has been signed by the coach should be given to the player's parents to give to the new team. Make a copy of the form to be turned in with your paperwork.

Players that Transfer In: The definition of a transfer is if the player is rostered to a competitive or recreational team during the current seasonal year (2009-2010). A player shall be considered rostered to a team when the player's parent or guardian signs the player's USYSA membership form. You will need to go online "in-season changes" and TI the player on to your roster. Print three copies of the roster change form, the player membership form and player card. An [Ohio South Inter Team Player Transfer Request and Approval](http://www.osysa.com/forms.html) <http://www.osysa.com/forms.html> should be provided to you by the incoming player's parents. You will need to provide this form along with the roster change form, completed player membership form, proof of birth and player pass signed with picture affixed. All of the above along with any previous roster changes and a copy of your original roster is to be turned in at the office for approval. **YOU ARE TO MAKE SURE THE PLAYER HAS BEEN TRANSFERED OFF THEIR OLD TEAM BEFORE THE PLAYER IS APPROVED TO YOUR TEAM ON THE ROSTER CHANGE FORM. A PLAYER MAY ONLY BE ROSTERED TO ONE TEAM. THIS IS YOUR RESPONSIBILITY TO VERIFY IF THE PLAYER IS A TRANSFER TO YOUR TEAM.**

AD - add a player - the player does not fit the definition of a TI player shown above

Print the player membership form, player card, and three copies of the roster change form. You will need to provide along with the roster change form, completed player membership form, proof of birth and player pass signed with picture affixed. All of the above along with any previous roster changes and a copy of your original roster is to be turned in at the office for approval.

AC - add a coach - You will need to go online "in-season changes" and AC the coach to your roster. Print three copies of the roster change form. Completed USYSA membership - coach form, coach card signed by the coach and a picture. All of the above along with any previous roster changes and a copy of your original roster is to be turned in at the office for approval.

Anyone receiving a coach card there are additional items required:

Kid Safe/Risk Management form to be completed, printed and signed by all coaches and turned in with the 2009/2010 seasonal year carding material. This is to be done on or after July 1 each year for upcoming Buckeye/MOSSL season.

Go to OSYSA.COM to complete form.

DC - remove coach from the roster You will need to go online "in-season changes" and DC the coach from your roster. Print three copies of the roster change form. Coach card is to be turned in to the office. All of the above along with any previous roster changes and a copy of your original roster is to be

Please direct any questions to the Buckeye Office in Columbus.

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