

## Attachment II

### Coach Carding Instructions for Existing Accounts

*Note: If a person is coaching multiple teams, s/he must register for each team separately. In other words, the procedures below will need to be followed for each team s/he coaches. A person will not be approved to coach a team if s/he does not have an F license and a concussion class certificate. Please contact [travel@marlborosoccer.com](mailto:travel@marlborosoccer.com) should you need to either of these items.*

Step-by-step procedures:

1. Go to [marlboronj.njyslives.com](http://marlboronj.njyslives.com)
2. Select "Member Login" in upper right-hand corner
3. Sign in utilizing your ID and password.
4. Select "Register Now"
5. Select "Register Now" to the right of 2018-2019 Travel – COACHES".
6. Choose someone to register. Select either the coach's name or "Someone else". Select "Add Registration for Selected Person".
7. Select team individual will be coaching. Select "Continue to Registrant Information" at bottom of the screen. (Note: If a person is coaching multiple teams, s/he must register for each team separately.)
8. Either add or review existing registration information. (Note: Paid trainers such as CTR should indicate they are non-volunteer coaches.) Select "Continue to Photos" at bottom of the page.
9. Upload a photo if needed and select "Continue to Waivers".
10. Complete page requirements and select "Next Waiver".
11. Complete page requirements and select "Next Waiver".
12. Complete page requirements and select "Continue to Review"
13. Select "Confirm Registration"
22. A conformation email will be sent to your email.
14. Inform your team manager that you have registered.