

Attachment I

Player Carding Instructions for Existing Accounts

Step-by-step procedures:

1. If the player was not NJYS carded through the website in the past, you must have a copy of the player's birth certificate (pdf) and a headshot picture (jpeg) to be upload into the system. Both items are required by NJYS in order for NJYS to approve a player for carding.
2. Go to marlboronj.njyslives.com
3. Select "Member Login" in upper right-hand corner
4. Sign in utilizing your ID and password. If you do not have an ID, one must be created.
5. Select "Register Now"
6. Select "Register Now" to right of "2018-2019 Travel – PLAYERS".
7. Review or add Parent/Guardian information. Update / correct any information as necessary.
8. Select "Continue to Register Players" at bottom of the page
9. Select Child/Children you are registering. If a child's name does not appear, select "Someone Else")
10. Select "Add Registration for Selected Player"
11. Select the division your child will be playing in. If you do not know your child's division, please contact your team manager.
Note: all players will have 2 options. If your child is playing up a year, select the higher U-#. If not, select the lower U-#. (For example: Pedro was born in 2004. When registering for the 2018-19 season, he will have 2 options; U-15 or U-16. If he is playing up, he would select U-16. If you do not know if your child is playing up, then there is a 99% chance s/he is not. If there is a mistake, MSA can correct the age group selected within the database.
12. Add or verify player's information. If the player is new to the system, the birth certificate and headshot information would be uploaded here.
13. Select "Continue to Documents"
14. Add or verify players picture is still accurate. Upload more recent picture if necessary.
15. Select "Continue to Waivers" at bottom of the page
16. Click box acknowledging you read the information and select "Continue to Register Player"
17. Either select "Continue Registration" or "Add Registration for Selected Players" to register another child
18. After continuing to register player, a registration summary will appear. It should indicate no fees are due. Select "Continue to Payment Method"
19. Select "Confirm Registration"
20. A conformation email will be sent to your email.
21. Inform your team manager that you have registered.