



2020-2021 PLAYER REGISTRATION UPLOAD PORTAL

OVERVIEW

All players applying for membership must do so through an affiliated member club. *Note: Travel players may only submit an application through one (1) member club per seasonal year (see Playing Policies, Forms, & Guidelines).*

Member clubs have the option of submitting player registrations through one of the following methods:

- Sports Connect Club Platform
- **Upload Player Information**
- Manually Enter Player Information

This document will detail the "Upload" option for registration. The upload option requires you to capture registrations in your own platform (e.g. Demosphere, GotSoccer, Sports Engine), then export required information into the NJYS excel template. This template is then submitted to NJYS through the Sports Connect administrator's portal.

PREPARING FOR PLAYER UPLOADS

This method is ONLY intended for club administrators, NOT individual coaches.

1. Obtain "club administrator" access for your organization's portal within the state platform.
 - a. You must have "Club Administrator" access to your member club's account in the state platform: <https://njysa.sportsaffinity.com/>.
 - b. If your organization does not have access, request it here: https://www.surveymonkey.com/r/sc_useraccess.
2. Export and prepare the required player registration information from your own registration platform for every player you intend to register. At a minimum, this includes:
 - Player First Name
 - Player Last Name
 - Player Date of Birth
 - Player Gender
 - Player Address
 - Player City
 - Player State
 - Player Zip Code
 - Parent/Guardian 1 First Name
 - Parent/Guardian 1 Last Name
 - Parent/Guardian 1 Phone Number
 - Parent/Guardian 1 Email
3. Download the excel file "NJYS Travel Player Registration Template" from the NJYS website: [insert link]
4. Transfer the exported information from your own registration provider into the provided: NJYS Travel Player Registration Template." **Hint:** Ensure the data is copied to the correct corresponding column in the file (e.g. check that the first name of the player is not mistakenly in the last name column).
5. Check the data for errors.
 - a. Players may not be registered on more than one team (i.e. not listed more than once).
 - b. Player information may not be 'fake' or 'dummy data.'
 - c. Ensure the data matches the column headers
6. Save the file!



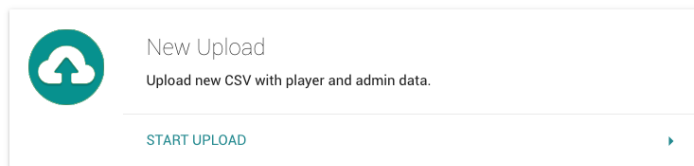
2020-2021 PLAYER REGISTRATION UPLOAD PORTAL

SUBMITTING THE UPLOAD

1. Log-in to the state platform: <https://njysa.sportsaffinity.com/>.
2. Click the "Upload" tab



3. Click "Start Upload."



4. Select the correct season from the drop-down menu (i.e. Travel 2020-2021 or Recreation 2020-2021).

Recreational (2020-2021)

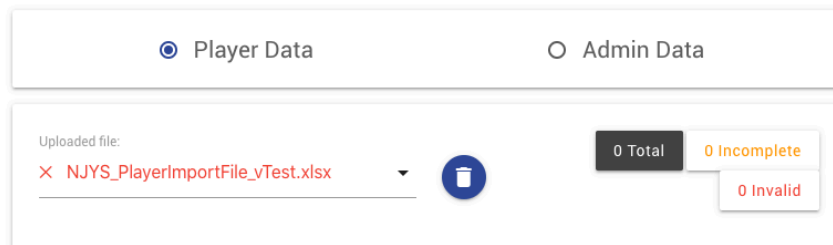
Travel (2020-2021)

5. Select the File for Upload

I will upload spreadsheet file(s) with my data



6. Review errors highlighted in red. Ensure the data's column headings are correct.



Important: Uploaded data (except first/last name, DOB) will replace existing data in the Affinity system. Double check your data quality and do not use dummy data!

Player last name	Player first name	Player middle name	Player suffix
PlayerLastName* (Required)	PlayerFirstName* (Required)	Gender* (Required)	DOB * (Required)



2020-2021 PLAYER REGISTRATION UPLOAD PORTAL

7. Enter the additional email information for the additional notification recipients. Click "import file."

Additional notification recipients:



Email address

ADD RECIPIENT

You have no emails in your notification list.

← BACK

IMPORT FILE!

8. Your job will be submitted to the NJ Youth Soccer State Office for review. Upon review, you will receive an automated email confirmation confirming the upload or errors that need to be corrected.

CREATING TEAMS

While the upload is pending acceptance by NJ Youth Soccer, it is recommended that you create the teams for assignment.

Create Individual Teams

1. To create Teams individually, choose Teams and Create from the main navigation.
2. The District and League will be selected.
3. Choose your Club from the dropdown menu.
4. Select Team Level, Gender and Age.
5. Enter a Team Name.
6. The system will automatically create a Team Number - the last four digits of this number are editable.
7. Enter Home and Away Uniform colors.
8. Enter the Team Sponsor (if applicable).
9. Choose Add Team.

Creating Multiple Teams

The Connect Platform allows users to create several teams for different age groups at one time.

1. To create multiple Teams, choose Teams and Team Creation Matrix from the main navigation.
2. The District and League will be selected.
3. Choose your Club from the dropdown menu.
4. The Team Creation Matrix displays, and the system will default to the first available play level. Enter the number of teams to be created per age groups and gender.



2020-2021 PLAYER REGISTRATION UPLOAD PORTAL

TEAM CREATION MATRIX 2018-2019 Season

Teams / Team Creation Matrix

Club/Season Information	ADSL Teams	BRSL Teams	CCL Teams	MSL Teams	NCSL Teams	SCSL Teams	Travel Teams	VSLI Teams
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Use this tool to add multiple teams for different age groups and genders.

Include the number of boys and girls teams per age group/division.

Age # of Teams / Gender

10U: Girls Boys

11U: Girls Boys

12U: Girls Boys

Play Level: ADSL

Back Continue

- 5.
6. Choose Continue to progress to the next play level. **TIP: Play Levels may be edited later on the Team Details page.**
7. Choose Finish when you have entered your information and you will be taken to a list of the teams you created.

NOTE: Please select Boys for Co-Ed teams. Boys cannot play on Girls teams in the Connect Platform.

ASSIGNING PLAYERS

Once the upload has been accepted, you may roster the players to teams within the state association platform.

1. Choose Teams and Team Lookup from the main navigation.
2. Select any filters and choose Search.
3. From the Search Results, click on the Team Name to view the Team Details.
4. Choose the team in which you wish to roster a player by clicking on the name of the team to display the team details.
5. Choose Roster Player tab. A list of available players will be listed on the screen. You can also search for the Player by typing in their name.

TEAM LOOKUP 2019

Teams / Find, Edit, Delete a Team Lookup Team << Previous Team 5 of 9 Next Team >>

Debs Demo
AR01-01DEGA9-0021

Team Details | Roster Admin | **Roster Player** | Activation | Team Roster | Travel Roster | Tournament | Website

Roster Player to This Team Assign Player to Preferred Team (place under Unassigned New Player section)

Available Players

All Districts

All | Girls | All

Rank	Player Name	Age
00	Debs Demo, Debbie	

Assigned To This Team

Rank	Player Name
00	Belles Demo, Bella - M

Min Players: 10 # Players: 1 Max Players: 15

Multi-Roster Player Player Must Be Born Between 8/31/1999 - 8/30/2016 Save Players



2020-2021 PLAYER REGISTRATION UPLOAD PORTAL

6. Click the name of the player to select and choose Add Player to move the player to the team roster.
7. Choose Save Players to save your work.

UPLOADING AGE/ID DOCUMENTS & PHOTOS

Players registered through the upload portal still require a player photo. Players that have not registered with NJ Youth Soccer previously will need to submit a document for Age/ID verification.

There are two options to upload this information.


Club Administrator Upload Document(s)

1. Choose Players/Admin and Player Lookup from the main navigation.
2. Select the filters you would like to use and choose Search.
3. A list of players based on selected criteria displays.
4. Click on the player name to display their profile.
5. Navigate to the Player Information tab and click on the Upload Birth Certificate icon.


Edit Player 1 of 143 Next Player >>

Stevie Jones 40093-931934
District 1 Demo League 1 Demo FC Play level: Competitive Age group: U14

Player Information | Preferences | Applications | Transfer | Parents | Disciplinary | Events



Click to
upload photo



Click to
upload BC

Legal First Name*		Middle / Initial		Legal Last Name*		Suffix	
Stevie				Jones		▼	
Alias / NickName		Height		Weight		GPA	
		ft. in.		lbs.			
School Name		Grade		Player Rank		Graduation Year	
Birth Month*		Day*	Year*	Gender*		Age Group:	
January ▼		21 ▼	2005 ▼	Boys ▼		U14	
Calendar Age: 14				Seasonal Age: 13			
Country of Birth				Country of Citizenship			
▼				▼			
Has this player played outside of the U.S.?						ITC Status	
▼						▼	
FIFA ID#		USSF ID#		Last NDC submission: Last NDC response:			
Number of Prior Seasons Played:						▼	
Uniform Size: SHIRT						----- ▼	
Uniform Size: SHORTS						----- ▼	
Uniform Size: SOCKS						----- ▼	

Lisa Jones - No Relationship
1 Demo Blvd
San Diego, CA 92121
Home: (111) 111-1234
Email: sample@sample.com
[Set up SMS Messaging](#)

6. A pop-up window displays.
7. Click Choose File to locate the Birth Certificate on your computer.













2020-2021 PLAYER REGISTRATION UPLOAD PORTAL

Upload Profile Photo
Name: Stevie Jones
DOB: (01/21/2005)

Select and view an image/pdf file:

No file chosen

For mobile devices, crop prior to uploading.

Do	Don't			
 <p>Your photo should be clear, centered, and a front view of your face. Make sure your eyes are open.</p>	<table border="0"><tr><td><p>Minimize the shadows by photographing with a light in front of you, not behind you.</p></td><td><p>Your face should be most of the frame. It must be above the shoulders.</p></td><td><p>Sunglasses and hats will not be accepted. No funny faces.</p></td></tr></table>	 <p>Minimize the shadows by photographing with a light in front of you, not behind you.</p>	 <p>Your face should be most of the frame. It must be above the shoulders.</p>	 <p>Sunglasses and hats will not be accepted. No funny faces.</p>
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- The image will display and you will have the option to crop, resize or rotate the image.
- Choose Upload Image to add the Birth Certificate to the player profile.
- Choose Update in the bottom corner of the user's profile screen to save your file.

Parent Uploads Document(s)

Once registered, parents may access the state platform through this link:

For year 1, a parent can access their migrated account through the reset password. Please ensure the parent uses the same email that was used to register the player through the upload portal.

For assistance contact support: 855-873-5357.