



# GETTING STARTED CHECKLIST 2021-2022 TRAVEL SEASON

## STEPS FOR ALL NJ YOUTH SOCCER CLUBS

1. **COMPLETE NJ YOUTH SOCCER AFFILIATE SANCTIONING (CLUB QUESTIONNAIRE)**  
*Complete the NJ Youth Soccer Affiliate Sanctioning. Once approved by NJYS, you will be able to configure your new seasonal year.*
2. **MIGRATE EXISTING TEAMS**  
*Once the new seasonal year is active for you, migrate your Team Names and Team IDs from last year to this year. Note: This will automatically increase the age of the team by 1 age group.*
3. **CREATE NEW TEAMS**  
*Create new teams (not from the previous season) through the team creation matrix under the team menu on the State Platform.*

*After completing steps 1 and 2, please see the appropriate steps based on the method of registration for players.*

## STEPS FOR CLUB PLATFORM USERS

*Please be sure to complete the steps for all NJ Youth Soccer Clubs above before completing these steps.*

4. **CONFIGURE REGISTRATION**  
*Configure your program for the NJYS Fall 2021 season in the Sports Connect Club Platform. **Ensure your settings in Step 1 are correct. Incorrect settings will impact the destination of the data.***

National Governing Body: US Youth Soccer  
Association: New Jersey Youth Soccer  
District: <<SELECT YOUR CLUB'S DISTRICT>>  
Club: <<SELECT YOUR CLUB NAME>>  
Season: Travel (2021-2022)  
Play Type: Travel

5. **GET TEAMS**  
*Based on the team migration from step 2, you are able to get the teams from the state platform for use in the club platform. This will allow you to submit directly to the team when appropriate.*



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## 6. **SUBMIT TEAMS (Beginning July 1<sup>st</sup>)**

*Team submissions can begin on July 1<sup>st</sup>. This will allocate players as shown in the club platform, to the team on the NJYS state platform. Prior to submitting teams, check that all players have uploaded a birth certificate and photo; otherwise, the player will need to be resubmitted when the documents are uploaded.*

## 7. **ACTIVATE TEAMS (Beginning July 1<sup>st</sup>)**

*Teams can be activated on the state platform beginning on July 1<sup>st</sup>. Note: Once the team is active, players are no longer able to be unassigned. The only way a player can be removed from the team is transfer/release.*

## 8. **PRINT PASSES (Beginning August 1<sup>st</sup>)**

*Paper passes are available for printing after August 1<sup>st</sup> and once the team is activated.*

### STEPS FOR UPLOAD PORTAL USERS

## 4. **DOWNLOAD & COMPLETE THE UPDATED PLAYER UPLOAD TEMPLATE**

*The Upload Player Template (Travel) has been updated for the 2021-2022 seasonal year. Download this template and insert the proper player information.*

## 5. **UPLOAD THE TEMPLATE TO THE NJYS STATE PLATFORM**

*Using the "Upload" tab, upload the file to the NJYS State Platform for approval by the NJYS State Office. Once approved, you will be notified via email.*

## 6. **ROSTER PLAYERS TO TEAMS**

*Once players are registered, you may roster the players to the appropriate teams in the State Platform.*

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