



Delaware Youth Soccer Association  
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Office 302-584-0008 Fax 302-328-9235  
Member of the United States Youth Soccer Association & United States Soccer Federation



### DYSA On-line Registration Procedures

Every Coach, administrator, and board member in Delaware must complete a Risk Management application. Please visit [www.dysa.org](http://www.dysa.org) and click on Risk Management. There are two parts, both of which must be completed. The first part includes contact information and background information on the individual. The second part must be completed once FOR EACH POSITION that the person intends to hold. For example, a person who is a coach for his 10 year old, a coach for his 6 year old, and a registrar would fill out Part Two 3 times, designating his club each time. Each person receives an ID number that is unique to that person and allows him to be assigned to positions throughout the system. Without the ID number that is assigned here, a person may not hold any position within the system.

Each team will be responsible for having one Primary Team Contact. The Primary team contact will collect the necessary club forms, photo, a copy of player's official birth certificate and enter each player into the system. Blank player passes can be obtained from county registrars. Team contact will go to [www.dysa.org](http://www.dysa.org) and click on Registration, on-line registration, then online system link.

#### Proceed to Step 4: For Representative teams only.

- Create your Representative Team, and prepare for assigning Representative players online. The team official who is responsible for rosters and documentation for Representative teams is able to do this, and will receive an ID and password to the database for player registration when complete. While establishing the team you will be given a list from which to choose the club with which you are affiliated. IF YOUR CLUB DOES NOT APPEAR ON THE LIST, contact a club representative to have him complete Step Three.

#### Proceed to Step 4 (Part 2)

- to register your representative team. Be sure all adults affiliated with your team have completed Step 2 Risk Management before you register the team. Once the team representative has his/her ID and Password, you may continue to the database by clicking the button at the bottom of the page. You can also leave and come back later to the database. In the database, the team representative will click on Access Team Management.
- You will see your team displayed in TEAM view. All actions that affect the team as a whole (printing all kinds of documentation, approvals,) are done by clicking on labeled buttons at the bottom of the screen.
- On the upper left, there is a short list of selections for other views of his team. To add players to the team, the PLAYERS view should be selected. At first, there will be no records found because no players will be there until he gets started.
- To add players, click on Add Players button. An online version of the player application is displayed and the information may be typed into the appropriate fields. When completed, the SAVE button is clicked, and he is returned to the Player view of the team. Click on the Add Players button again to repeat the process for each player. He may log out at any time and return later to add more players.
- To edit information that has been entered and found to be incomplete or incorrect, while in Player view, click on the selection button before the name of the player who needs editing, click on the View/Edit Player button at the bottom of the page, and the player application will again be displayed. Fields may be edited as needed.

When you have completed entering the team information, print a player application for every player on the

team. Print an application for every adult on the roster. Have a parent sign the recruitment statement for their player and return to the Primary team contact. Print player cards and affix the players' photo. Have the player sign the pass as their name appears on the front of the pass. (Name **MUST** appear on the player pass as it appears on their birth certificate).

When completed, contact the appropriate county registrar:

- Melody McNulty State Registrar and New Castle County [registrar@dysa.org](mailto:registrar@dysa.org)
- Karen Spryes New Castle County [k.spyres@verizon.net](mailto:k.spyres@verizon.net)
- Beth Johnson Kent Count [bethjohnson36@comcast.net](mailto:bethjohnson36@comcast.net)
- Lisa Giorgilli Sussex County [delmed@verizon.net](mailto:delmed@verizon.net)

You will need the following to complete registration:

- Copy of official STATE birth certificate (For players that were not registered in 2008-2009)
- \*\*Player pass with signature and photo affixed
- Player applications **for each player** with parent signature and **applications for all adults on the roster**
- \*\*Coaches pass with signature and photo affixed
- Appropriate fees of \$15.50 per players and \$5.00 for each adult
- \$20.00 cash for the registrar

**\*\*ALL PASSES WILL BE LAMINTATED. PLEASE HAVE PLAYERS AND COACHES SIGN PASSES BEFORE YOU CONTACT A REGISTRAR**