

HOW TO REGISTER FOR PHILADELPHIA DEPARTMENT OF RECREATION OUTDOOR SOCCER AS A PRIMARY TEAM

In your packet, you'll find 5 blank player pass sheets, line up cards, the rules, and the registration requirements.

Print this email and everything I can think of will be on one document in a step by step check list format. As you complete things, you can check it off.

Sorry if it sounds like "registration for dummies" but I figured more details is better than less

Step 1: I assume you entered your team into the EPYSA database and have a username and Password. If so, go to the data base screen and log in

When in your screen, make sure "Access team management" is viewing and click "continue"

Assuming all of your players have been entered and coaches, then you will only need to be on the team page

step 2: Click "print rg-6 form". Select all of the players and coaches listed and Print. Make sure to set your margins and page orientation as noted on the pop up window.

Step 3: Click "Print Roster". Again, make sure to set your margins and page orientation as noted on the pop up window.

Step 4: Click Print Passes. DO NOT, I repeat, DO NOT put your blank player passes from your packet I gave you into your printer yet.

Perhaps I'm an idiot but I was having trouble printing my passes.

Problems:

The passes come in 2 versions pdf or INET. In pdf version the left margin kept getting cut off despite whatever I did. So use INET

The left margin was fine but the bottom of each pass was on the cut line (or would've been had it been printed on the actual pass using Internet Explorer. DO NOT PRINT PASSES ON ACTUAL PASSES PAPER UNTIL YOU KNOW IT'S GOING TO WORK>PRINT TEST PAGES FIRST:

1. *IE VERSION 7.0 (new version - icon is lower case 'e' with a gold swirl*

Disable pop-up blockers

Make sure that the page is not magnified or shrunk to fit

- a) Select 'Print Preview'
- b) Change the default of "Shrink to Fit" to "100%"

Click Page setup and

Remove all headers and footers

Set your page margins to these settings:

LEFT MARGIN: 0.17"

RIGHT MARGIN: 1.94"

TOP MARGIN: 0.20"

BOTTOM MARGIN: 1.0"

Then, select only to print page 1. The first 4 alphabetical passes should have printed.

DO NOT print "all" because it will print the copyright on page 2. Hold the 1st 4 passes over top and next too the actual blank pass paper and see if it seems like it is aligned correctly. If it is, proceed. If not, try again starting from the beginning of the step.

STEP 4 CONTINUED:

Let's assume alignment is correct.

Place 1 blank paper into your print in the correct direction. In most printers, the paper needs to be upside down and backwards. Check the orientation of your printer and do another test page to be safe.

Remember to only print page 1 of the passes window...the 1st 4 passes should've been printed.

In the pop up window, click next or continue

Continue printing the passes ONLY PRINTING page 1 of each window.

(You have enough sheets to print 18 players and up to 6 coaches without making any mistakes. If you only have 2 coaches, then you have 1 extra sheet)

Step 5: Collect copies of every player's birth certificate and a small 1"x1" photo of their face.

Step 6: have Parents/Guardians sign the printed out RG-6's and have players/coaches sign their own passes

Step 7: Make 1 copy of each RG-6 to keep for yourself and 3 copies of the EPYSA roster

Step 8: Bring all of the following to Registration:

- 1) All 4 copies of the EPYSA roster
- 2) All Signed Rg-6's (players and coaches) in the same order as your EPYSA roster
- 3) All signed passes in the same order as your EPYSA Roster
- 4) The copy of each birth certificate (there are other items that can be used to prove date of birth too...please see the PDR pamphlet included in your packet)

All **Registration** nights are – 7:00 to 9:00 PM at Holmesburg Playground, Rhawn and Ditman Street,

Thursday, August 27th Team registration – All female teams

Tuesday, September 1st Team registration – Male Teams U8 to U11

Wednesday, September 2nd Team registration – Male Teams U12 to U16

Thursday, September 3rd Team registration – Make up date for all teams

Step 9: After each Pass is signed, stamped, and laminated by PDR staff: and each roster is stamped and signed initial registration is completed. Keep the passes and RG'6s with you at all practices and games.

Step 10: You should be receiving a schedule some time between the last week in August and the 1st Wednesday of September. When you receive it in the mail, send me and bob Fitzmartin copies of your entire schedule through email (just typing it is fine). I will send your schedule to the rest of the club who needs it .

In the email, ask Bob for the ref fees and make arrangements to pick them up.

Ref fees by age group: To be determined