



PLAYER/TEAM REGISTRATION INSTRUCTIONS

Please read and complete the registration forms as directed to register your son/daughter for a Penn Fusion SA team for the **2018/2019 season.**

1 REGISTER WITH PENN FUSION SA ONLINE AND BEGIN PAYMENTS

Register online using the steps below. (For more details instructions including screen shots, please click GOTSOCCKER REGISTRATION INSTRUCTIONS in left hand side bar)

1. Click on the TEAM SPECIFIC Registration Link supplied in your Welcome Email.
2. **IT IS IMPERATIVE THAT YOU REGISTER USING THE LINK SUPPLIED TO ENSURE THAT YOU ARE REGISTERING WITH THE CORRECT TEAM AND NOT CHARGED THE WRONG AMOUNT.**
3. Most players whose name is listed on a gotsoccer team page roster will already have an account established. These players should sign in as "Individual Users/Existing Account".
4. If you do not know your gotsoccer username and password, please use the PLAYER PASSWORD LOOK UP option and one will be sent to your email address. **ONLY REGISTER AS A NEW PLAYER IF YOU DO NOT HAVE AN EXISTING GOTSOCCKER PLAYER ACCOUNT AS THIS WILL CREATE A NEW ACCOUNT.**
5. Complete steps and submit online registration.
6. Families with more than three players in PFSA should contact the Administrator in order to obtain a **voucher code** for a discount on the registration fee. ***This code is needed during the registration process.***
7. Families who may need financial assistance must submit a Financial Aid Application which can be found on the website.
8. At Step 4 of 4, click on **Printable Registration Form and US CLUB Medical Release** and print a hard copy of both forms. These signed and completed forms must be returned to the **team manager.**
9. Pay non-refundable registration fee online via credit card at the end of the process. This will also sign you up for future monthly payments of Fees as dictated by the team budget. The budget will be reviewed in the team meeting.

2 PLAYER RESIDENCY

Player resides in Pennsylvania. No further action required.

Player does not reside in Pennsylvania. Contact durbanski@pennfusion.org **immediately!** *Not a requirement for ECNL or EDP teams.*

3 PLAYER'S BIRTH CERTIFICATE

One (1) copy of the player's birth certificate or passport. Please give to Team Manager

Birth certificate must be the document issued by the state-not the birth announcement forwarded by the hospital.

If player was not born in the United States, additional forms are needed. Please contact the Penn Fusion Administrator for the additional forms **immediately. US Soccer will require an international release which can take months!**

4 PLAYER PHOTOGRAPH

Log into player Gotsoccer account and upload current player photo. Photo must be 500 KB max in jpeg format.

Please send team manager a digital copy of the photo for use on the Player Pass. Head shot above the shoulders only sized 100x100 pixels max

5 PRINTABLE REGISTRATION/MEDICAL RELEASES FROM ONLINE REGISTRATION

Copy of printable Medical Release **and** US Club Medical Release signed and given to the team manager. US Club form has two areas to sign.

6 INSURANCE CARD

Copy of front and back of player's insurance card. Please give to team manager.

PLEASE USE THIS SHEET AS A CHECKLIST FOR PROPER REGISTRATION. IMPROPER REGISTRATION BY AN INDIVIDUAL PLAYER WILL COMPROMISE TEAM REGISTRATION. Please contact the Penn Fusion administrator with questions.