

Directions for Registering Teams in the Eastern Pennsylvania Youth Soccer System

1. Go to www.epysa.org
2. Click on “Membership Services”
3. Click on “Online Registration”
4. Click on “Team Team Builder”
5. Choose your club name from the drop down box and then click the “Online Travel Soccer Team Registration Form” button
6. Fill in all the information that is required on this form and then click the “Submit Travel Team Info” button
7. If all fields were filled in you will then be brought to a new page with confirmation along with your team’s username and password
8. You then click the link under online registration called “Database” (this is where you would go to make any updates to your roster)
9. Go to database login using the username and password
10. Select option: Access team management and click continue
11. Now you are looking at your “Team Main Page” on the far left you will see you have 3 Data type/main pages. Team, Players, and Officials
12. On the Team or Player Main page you may click “Add Player”, you are now given options on how you can add players to your team.
13. Once you have added all players and their information make sure you click Officials on the far left and add them as well.

Uploading Pictures

1. To upload a players picture go to Players main page and double click the player whose photo you wish to upload
2. Scroll to the bottom on the page and click upload picture. Follow the directions that are given to you on the site and resize. (more information can be found on www.epysa.org membership services, online registration Uploading Pictures)
3. Once you have complete your team you will only be able to print passes after the League Registrar approves the team.